



PURPOSE: SUMMARY OF TASKS ASSIGNED TO FRONT DESK AREA FOR DAYSHIFT AT RH BLOOD BANK

PROCESS: RHBB FRONT DESK BENCH ASSIGNMENTS FOR DAYSHIFT

REV. 1, DATE 02.26.2024

DOCUMENT OWNER: IUH BB MANAGEMENT

Step	Description:	Who
Front Desk 1		
1	Primary Tasks: <ul style="list-style-type: none"> • Manages order requisitions <ul style="list-style-type: none"> ○ Process orders from lab requisition printer ○ Checks fax/printer for current 90DD in the morning ○ Checks fax/printer throughout the day for orders placed by outside facilities • Answers the phone (only when not dispensing) • Removes samples from tube station • Receives samples • Place samples in centrifuge • Return and release all blood products from OR coolers • Assists with MTP • Dispense blood products (when second desk person not available) • Cleans area with approved wipes at end of shift and removes trash as needed 	Lab Assistant or MLT/MLS
2	Secondary Tasks: <ul style="list-style-type: none"> • Assists Desk 2 person with their Primary Tasks • Brings in inventory (Blood products and Supplies) • Files completed blood slips, dispense papers, orders, etc. • Seek additional tasks from Team Lead or Supervisor 	Lab Assistant or MLT/MLS
Front Desk 2		
3	Primary Tasks: <ul style="list-style-type: none"> • Log into REES at designated lab computer • Dispenses blood products <ul style="list-style-type: none"> ○ Prepares blood coolers and boxes for pickup to floors and area facilities • Receives infectious disease samples and processes them for pick up • Cleans area with approved wipes at end of shift and removes trash as needed 	Lab Assistant or MLT/MLS
4	Secondary Tasks: <ul style="list-style-type: none"> • Assists Desk 1 person with their Primary Tasks • Brings in inventory (Blood products and Supplies) • Files completed blood slips, dispense papers, orders, etc. • Seek additional tasks from Team Lead or Supervisor 	Lab Assistant or MLT/MLS



PURPOSE: SUMMARY OF TASKS ASSIGNED TO COMPONENT AREA FOR DAYSHIFT AT RH BLOOD BANK

PROCESS: RHBB COMPONENT BENCH ASSIGNMENTS FOR DAYSHIFT

REV. 1, DATE 02.26.2024

DOCUMENT OWNER: IUH BB MANAGEMENT

Step	Description:	Who
Component 1		
1	<p>Primary Tasks:</p> <ul style="list-style-type: none"> • Check with previous shift to confirm all standing order product deliveries were received <ul style="list-style-type: none"> ◦ Notify Supervisor of any issues or delays • Performs TEG QC • Performs TEG Testing • Assists with MTP • Visually checks all emergency cells and paperwork for replacement and notify MLT/MLS. Replacement of emergency cells by MLT/MLS only • Makes sure all blood components are stocked at the beginning and end of shift • Periodic irradiator conditioning during shift • Irradiate blood products • Thaw plasma for inventory shelf • Pulls segments from incoming units • MLT/MLS assists in back testing as needed <ul style="list-style-type: none"> ◦ Do not CANCEL orders. Refer any issues to Supervisor. • Cleans area with approved wipes at end of shift and removes trash as needed 	Lab Assistant or MLT/MLS
2	<p>Secondary Tasks:</p> <ul style="list-style-type: none"> • Assists Component 2 person with their Primary Tasks • Answers the phone as needed • Aids in receiving inventory (Blood products and Supplies) • Assists in loading samples to the Vision • Dispenses blood products as needed • Tech assists in back testing as needed • Help front desk as needed • Seek additional tasks from Team Lead or Supervisor 	Lab Assistant or MLT/MLS



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Step	Description:	Who
Component 2		
3	Primary Tasks: <ul style="list-style-type: none"> • Prepares platelet, plasma, and cryoprecipitate orders • Prepares plasma exchanges • Washes all blood components (PUBS, Semi's, PLTs, RBC for NNP) • Performs Semi-packed and PUBS preparation (Pool, HCT) • Coordinates MTP: (when activated) <ul style="list-style-type: none"> • Primary Point person to guide team • Monitors preparation of products and coolers to ensure proper products are set up and available in timely manner • Assists with MTP preparation • Prepares aliquots • Checks to make sure there is adequate volume in washed cell • Checks pending log daily to make sure all orders completed. <ul style="list-style-type: none"> • Do not CANCEL orders. Refer any issues to Supervisor. • Performs Eyewash and WaterBath weekly maintenance (Sunday) • Cleans area with approved wipes at end of shift and removes trash as needed 	MLT/MLS
4	Secondary Tasks: <ul style="list-style-type: none"> • Assist Component Bench 1 with their Primary Tasks • Answer phone as needed • Aids in receiving inventory (Blood products and Supplies) • Dispenses blood products as needed • Help front desk as needed • Seek additional tasks from Team Lead or Supervisor 	MLT/MLS



PURPOSE: SUMMARY OF TASKS ASSIGNED TO BACK TESTING AREA FOR DAYSHIFT AT RH BLOOD BANK

PROCESS: RHBB BACK TESTING BENCH ASSIGNMENTS FOR DAYSHIFT

REV. 1, DATE 02.26.2024

DOCUMENT OWNER: IUH BB MANAGEMENT

Step	Description:	Who
Back Testing 1		
1	<p>Primary Tasks:</p> <ul style="list-style-type: none"> • Monitor STAT orders for TAT • Performs testing on Vision and manual MTS • Checks pending log daily to make sure all testing completed. <ul style="list-style-type: none"> • Do not CANCEL orders. Refer any issues to Supervisor. • Performs Max 1 (Daily, Weekly, Monthly) QC and Maintenance • Completes requested add-on testing • Performs Semi-packed and PUBS preparation (XM) • Cleans area with approved wipes at end of shift and removes trash as needed 	MLT/MLS
2	<p>Secondary Tasks:</p> <ul style="list-style-type: none"> • Assists Back Bench 2 with their Primary Tasks • Assists with MTP as needed • Answers the phone as needed • Assist Component and Front Desk benches with their Primary Tasks • Seek additional tasks from Team Lead or Supervisor 	MLT/MLS



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Step	Description:	Who
Back Testing 2		
3	<p>Primary Tasks:</p> <ul style="list-style-type: none"> • Performs complex testing (ABID, Ag typing, DTT, Eluate, Transfusion complications, etc.) • Check RBC Exchange, Plasma Exchange and PUBS sheets in Teams to ensure all blood is ready for the day and for future procedures • QC incoming ABID panels when needed • Performs Daily Bench QC • Checks pending log daily to make sure all testing completed. <ul style="list-style-type: none"> • Do not CANCEL orders. Refer any issues to Supervisor. • Screen blood units for Sickle Cell shelf, if time allows • Ag type units for Ag reserve shelf when time allows • Cleans area with approved wipes at end of shift 	MLT/MLS
4	<p>Secondary Tasks:</p> <ul style="list-style-type: none"> • Assists Back Bench 1 with their Primary Tasks • Assists with MTP as needed • Answers the phone as needed • Assist Component and Front Desk benches with their Primary Tasks • Seek additional tasks from Team Lead or Supervisor 	MLT/MLS
Back Testing 3 (*FLOAT)		
5	<p>Primary Tasks:</p> <ul style="list-style-type: none"> • Assists with Primary Tasks for Back Testing 1, Back Testing 2, Component 1, Component 2, Front Desk 1, Front Desk 2. • Check with Supervisor for additional tasks needed to be completed • Cleans area with approved wipes at end of shift and removes trash as needed 	MLT/MLS