**Summary of SOP and Form Changes for December**

**Effective 12/1/2013**

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|  | **SOP/Form** | **Comment** |
| **Downtime Update Project** |
| F5704-4 | LIS Downtime Component Preparation Worksheet |  Thanks to Aubre and Geneva, the downtime improvements and corrections have been implemented. Lessons learned during the SQ update have been added. New are the Downtime Recovery coversheets that are required in order to track SQ updates.  |
| F5205-4 | LIS Downtime Label Verification form |
| F5305-4 | LIS Downtime Manual Bench Testing form |
| F5712-1 | LIS Downtime Recovery form: Order Entry Checklist |
| F5710-1 | LIS Downtime Recovery form: Product Entry Checklist |
| F5713-1 | LIS Downtime Recovery form: Result entry, Allocation, Issue and Return Checklist |
| 5701-4  | Downtime Operations Process |

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| **New Quality Plan SOPs** |
| 1201-3 | QSE: Resources: Competency Testing Process | The **AABB Assessment Tool** has given TSL an opportunity to examine our quality plan. Some revisions are very small and others include a new quality policy or process SOP. While reading quality documents can seem boring, they are essential guidance documents as we work to improve and maintain patient safety. They are the foundation of our work and without adherence to our quality plan, other processes are in danger of failing. |
| 11200-1 | QP: Transfusion Service Telephone Etiquette |
| 11001-1 | QP: Customer Service Elements |
| 5823-1 | SQ Monthly Blood Product Utilization Reports |

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| **Quality Improvement Changes** |
| 5803-4 | SQ Order Entry Process | **SCCA flag**: test questions about why it is important to notice this flag. Incorrect products were issued to chemotherapy patients at risk of TAGVHD because the flag was not noted. |

**Summary of SOP and Form Changes for December**

**Effective 12/15/2013**

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|  | **SOP/Form** | **Comment** |
| **More Quality Plan revisions**  |
| 1504-1 | QP: Managing Regulatory Changes | New SOP |
| 1800-1 | QP: Monitoring and Assessment | New SOP |
| 1102-1 | QP: Anonymous Communication of Concerns | New SOP that was republished to allow for corrected contact numbers |
| 1700-2 | QP: Management of Nonconforming Events  | Verbal approval of a variance will be recorded as soon as possible with final documentation being retrospective |
| 1701-3 | QP: Occurrence Management | Addition of anonymous reporting |
| 1100-3 | QP: Organization and Leadership | Organizational chart updated |
| 1602-2 | QP: Records Retention | Records storage and retention defined beyond the Lab Med policy to meet AABB requirements |

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| **Policy Clarification for Neonates** |
| 5319-4 | Selection of Platelets, Plasma and Cryo | Clarification that neonates must receive **ABO identical** or group AB plasma components. **Rh can be type compatible**. |

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| **Form Correction** |
| F5711-1 | LIS Downtime Recovery form: Component Processing Checklist | An error was found in the 12/1 document. Minor correction of form. |

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| **Training** | Thermometer Training | As we prepare to move to TempTrak, TSL took an opportunity to refresh our temperature reading skills. This training session also covers safety when handling the red spirit filled thermometers. |