Blood Bank: Component Resident Responsibilities

1. Enter ALL component calls in components computer.
2. Enter ALL ongoing component calls below in preparation for daily sign-out at 4:30 PM (i.e. OR cases, factor deficient patients receiving factors, etc)
3. Record emergency component releases below and also save information to separate “Emergency Component Releases” word document. When going off service, this document should be passed on to the new component resident.
4. Review and record the daily inventory (pRBCs & platelets) in the afternoon in preparation for daily sign-out at 4:30PM.
5. Enter information for transfusion reactions that have occurred below (name, MRN, type of reaction, and if patient is ok to receive more products).
6. Enter ALL transfusion reactions in the components computer.
7. Ensure that the “Transfusion Reaction Preliminary Report Form” for transfusion reactions from overnight and the day shift have been submitted to a supervisor.
8. For transfusion reactions that occurred at the Allen Pavilion the “Transfusion Reaction Preliminary Form” should be given to Dawn so that it can be sent by courier to the Allen Blood Bank Supervisor (Lucille Vizcayno).
9. Ensure that all transfusion reactions are entered into COPATH by the resident who took the call, regardless of whether the call was from overnight or the day shift.
10. Complete the weekly “Retrospective Red Cell Audit”. “Retrospective Red Cell Audit” should be reviewed with the attending at Friday morning 10 AM rounds.
11. Back up components database once every week on USB drive (with Dawn). Please return USB drive to Dawn once it is backed up.
12. It is the responsibility of the Pathology resident who is on the blood bank rotation and covering components to ensure that all transfusion reactions are entered into COPATH.

END OF DAY CHECKLIST

Have you?
[ ] entered ongoing component calls?
[ ] reviewed and updated the inventory?
[ ] recorded emergency component releases?
[ ] followed up transfusion reaction paperwork?
[ ] updated the “Retrospective Red Cell Audit”?