[Company Name and Logo]

Issue of Blood Products

Evaluation of Technical Performance

(Check mark)

Tasks	MLC	TRAINING D	TRAINING O	TRAINING P	Trainer's Comments	TRAINER Initials	TRAINEE Initials
Selects crossmatched unit with soonest expiration date.	P						
Allows Nurse to fill out Blood Transfusion Record Form from Patient Sticker and Unit Label.	P						
Top Line: Date and Unit # of (total) units orders.	P						
Patient's Full Name and MRN.	P						
Component: Unit Number and Exp. Date.	P						
Check Component. Write # of Units.	P						
Check Special Orders	P						
Blood Type: Patient and Donor Types.	P						
Issue: Date and Time	P						
Exp (Room Temp): 4 hours.	P						
Allows Nurse to read off BB information from Transfusion Service Testing Record							
Patient's Full Name and MRN.							
Patient Type and Wrist Band Number.							
Unit Number, Unit Expiration Date, U… Compatibility.							
RN initials "Issued to" box…							
Tech reconciles Blood… Nurse.							
Confirms …	P						
Write First I… …harge Nurse" Field L…	P						
Tech fills out "Don… …ortion in Transfusion Service…	P						
Component, Issued… …Visual Inspection (Ok) and Date/Time	P						
Tech gives nurse Blood in Biohazard bag and Blood Transfusion Record Form.	P						
Tech orders "Tranf (Blood/Blood Component)" in LIS for unreturned units.	P						
Selects "Transfused" in Result Field.	P						
Enters Comment "Tranf Blood" with Unit Number, Expiration Date, Issue Date/Time and Nurse Name, Title.	P						
Blood Returned After 30 mins: PRBCs in Quarantine. (Alert Supervisor.)	P						
Returns PLT (agitated) and CRYO into RT incubator.	P						
Returns FFP in Fridge.	P						

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Ortho MTS Gel

Evaluation of Technical Performance

(Check mark)

Tasks	MLC	TRAINING D	TRAINING O	TRAINING P	Trainer's Comments	TRAINER Initials	TRAINEE Initials
Read ID-MTS Interpretation and Troubleshooting Guide	D						
Dispense 50 ul of cells and 25 ul of plasma into each well	P						
Check reagents for expiration date/time and initials.	D						
Label gel cards with patient label or two identifiers	P						
Proper operation of MTS incubator	D						
Always close cover to maintain 37*C	P						
Nestle card into slots	P						
Incubate 15 mins. minimum and 40 mins. Maximum	P						
Proper operation of MTS centrifuge	P						
Use of Safety latch							
Card seated properly, foil tab facing out, balance							
Centrifuged no longer than 10 min. at 895							
Describes a good quality gel card							
temp.							
Leveled and not slanted							
Fill volume (plasm							
Read both sid							
Note eve							
If fil	D						
Demo ds	D						
Record althland	P						
Describe u	D						
Aspirate a e-determined volumes correctly	P						
Operate smoothly, avoid "snap-back" of pump	P						
Procedure for cleaning and maintenance of dispenser	P						
Makes appropriate dilutions for 0.8% RBC suspension	P						

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Phlebotomy

Evaluation of Technical Performance

(Check mark)

Tasks	MLC	TRAINING D	TRAINING O	TRAINING P	Trainer's Comments	TRAINER Initials	TRAINEE Initials
Read signs on patient's door before phlebotomy.	P						
A.I.D.E.T. = Acknowledge, Introduce, Duration, Explanation and Thank You	P						
Use two identifiers. Outpatient: Patient states their name and date of birth. Inpatient: Use armband.	P						
If wristband is incorrect or not present, notify nurse.	P						
Read and be familiar with the Patient Bill of Rights	D						
Respect patient's privacy and inspect for comfort.	P						
Apply safety precautions for combative and uncooperative patients.	D						
Adjust bed and bed rails when needed and return to place.	P						
Read and understand the contents of the Specimen Collection Manual							
Tube types, order of draw, special handling requirements							
Disinfect, or wash hands, between pati… removing gloves							
Wear name badge, and pro… blood collection proced…							
Demonstrates pro… fingerstick.							
Read te…	P						
Un…	D						
Blo… …tively, IV m… …ust be coordi…	D						
Min. was… …rom lines.	D						
Blood should… …from the arm on the side of mastectomy o… …s.	D						
Keep collection rooms clean and tidy.	P						
Retock trays and check expiration dates.	P						
Know how to clean up a blood/body fluid spill	D						

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Venipuncture

Evaluation of Technical Performance

(Check mark)

Tasks	MLC	TRAINING D	TRAINING O	TRAINING P	Trainer's Comments	TRAINER Initials	TRAINEE Initials
Inpatient: Notify RN if draw cannot be collected in 1hr window.	P						
Confirm required patient pre-collection instructions (fasting, timed, other)	P						
Select proper tubes and equipment for tests that have been ordered	P						
Order of draw based on device used: Blue Adapters,Red Adapters, IV extensions, Butterfly needle	P						
Know order of Draw: Blood Cultures (AER, ANA) > Citrate (Blue) > SST (Gold, Speckled Red) >Heparin (Green) > EDTA (Purple) >Fluoride (Gray)	P						
Position patient's arm, put on gloves, apply tourniquet, and select the best vein							
Cleanse site with alcohol and allow to air dry							
Anchor vein, check bevel of needle and e… with one smooth motion at about a 1…							
Fill to the line and mix by inver…							
Release tourniquet (<1 m…							
Remove tube from…							
Withdraw nee… angle of t…							
Maint… ap…	P						
Ex… banc… …pply …ased.	P						
Label all… …e patient: must include na… …nd time/date of collection	P						
Dispose of co… …ated equipment. Do not reuse!	P						
Use Appropriate Closing: "Thank you for choosing FSH. Is there anything else I can help you with?"	P						

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Chembio HIV 1/2 Stat-Pak

Evaluation of Technical Performance

(Check mark)

Tasks	MLC	TRAINING D	TRAINING O	TRAINING P	Trainer's Comments	TRAINER Initials	TRAINEE Initials
Understand principle of combination of antibody binding protein and conjugated dye particles	D						
Write date of receipt and initials on box	D						
Indicate number of boxes received (i.e. 1 of ?)	D						
Store package and buffer in 8-30*C	P						
Perform external quality control for new lot, new shipment and every 30 days.	D						
Document QC in manual testing binder	P						
State acceptable specimen	D						
Venous WB in EDTA.	D						
WB stored 2-8*C for up to 3 days	D						
Perform testing at the appropriate parameters							
Allow cartridge to equilibrate to room temperatur							
Place device on level surface. Labeled!							
well							
Add 105 ul or 3 drops of Runni							
Avoid bubbles in loop an							
Read results at appro							
15 minutes fo							
Clear b							
Inte	P						
In	P						
Posi ve Present	P						
Negati	P						
Faint line ls and Positive.	P						

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Sure-Vue hCG

Evaluation of Technical Performance

(Check mark)

Tasks	MLC	TRAINING D	TRAINING O	TRAINING P	Trainer's Comments	TRAINER Initials	TRAINEE Initials
Understand principle of chromatographic immunoassay	D						
Write date of receipt and initials on box	D						
Indicate number of boxes received (i.e. 1 of ?)	D						
Store package in 2-30*C	P						
Perform external quality control for new lot, new shipment and every 30 days.	D						
Document QC in manual testing binder	P						
State acceptable specimen	P						
First morning urine is preferred	D						
Blood tube without anti-coagulants (serum only!)	D						
Serum or urine stored 2-8*C for up to 48 hrs							
Perform testing at the appropriate parameters							
Allow cartridge to equilibrate to room temp							
Place device on level surface. Labele							
Dispense 100ul or 3 drops usin							
Avoid trapping bubbles in							
Read results at appro							
15 mins for w							
Clear b							
Inte	P						
In	P						
Posi e Present	P						
Negati	P						
Faint line ls and Positive.	P						

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