SFHBDS8
Organise information and enter donation outcomes

Overview

This standard covers entering donation outcomes and organising information. The standard applies to both whole blood and blood component collection, to all types of donor sessions and a range of donors. In relation to the donation, the standard covers the input of outcomes and confirmation that the checking process has been undertaken.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

P1 organise and check the information ready for input into the record system

P2 accurately input the donation outcome

P3 communicate with appropriate team colleagues where further action is required

P4 update records by correctly transferring information from documentation

P5 promptly and accurately identify discrepancies in the information and resolve them in line with organisation policies

P6 maintain confidentiality of information in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

K1 the current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to organising information and entering donation outcomes
K2 your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance
K3 the duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer
K4 the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence
K5 the importance of proper registration and management of information
K6 the differences between new, newly enrolled returning/lapsed, regular/established, autologous, appointment, non-appointment donors and how this affects the amount, type and requirement of information which is sought from them
K7 how different record systems impact on when, how and if registration is undertaken
K8 the differences between long term donor records and short term session documents and how each is created, accessed, checked and updated
K9 what reconciliation is and why it is done
K10 why it is essential that checks have been completed to confirm that all identification labels match exactly, documentation completed and to report discrepancies before items leave the donor collection site
K11 how to enter outcomes of donation against the correct individual record
K12 how to produce summaries of session outcomes if they are required
K13 how to deal with breakdowns in information systems, who to report to and the limits of your own sphere of competence to deal with these

Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: IK1 Information processing

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