SFHBDS9
Prepare the documentation, donations and samples for transport

Overview

This standard covers the preparation of donations, samples and associated documentation for transport and storage at session. The standard applies to both whole blood and apheresis donations, to all types of donor session and new, returning and regular donors. In relation to the donation, the competence covers the data input of outcomes, confirmation that checking process has been undertaken and registration of donor attendance.

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 apply standard precautions for infection prevention and control and other relevant health and safety measures
- P2 receive and handle donations, samples and documentation in line with organisational policy
- P3 inspect donation packs and confirm that they are correctly sealed and free from damage
- P4 inform an appropriate person and complete the necessary report, if you find any donation packs, samples or documentation that are damaged or incomplete
- P5 place samples in numerical order in storage racks
- P6 pack donations, samples and documentation for transportation or storage in line with organisational policy
- P7 document all relevant information clearly, accurately and correctly in the appropriate records
- P8 clean any spills and splashes of blood safely and effectively in line with health and safety requirements
- P9 dispose of waste safely in accordance with health and safety legislation
- P10 ensure positive identification of person collecting documentation, blood/blood components and samples for transfer is confirmed positively

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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 preparing the documentation, donations and samples for transport

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 applying standard precautions to preparing the documentation, donations and samples for transport and the potential consequences of poor practice

K5 how record systems and requirements may vary for different types of situations/sessions(e.g. centres/mobiles, community/industrial, computer failure)

K6 how the different record systems impact on when, how and if registration is undertaken (e.g. donor record sent to donors home or issued at donation session, computer systems or paper based systems)

K7 the importance of proper registration

K8 the importance and key principles of data protection, and other relevant policies and legislation

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 what is meant by safe moving and handling techniques

K12 the materials and techniques that you should use to safely clean up blood spills and splashes

K13 the range of donation outcomes to be recorded

K14 how quality incidents are prevented, identified, reported and recorded

K15 how sealer devices be checked prior to use and what information needs to be recorded relating to donations, samples and the checks that are made

K16 how to handle and store donations and samples, and the importance of doing this correctly and safely

K17 why and how donation packs are sealed

K18 the benefits of placing samples in numerical order in relation to automated testing systems

K19 the importance of identifying transport personnel and how you would do this

K20 how to apply the principles of good manufacturing practice

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K21	the differences between new, returning and regular donors and how this affects the amount, type and requirement of information which is sought from them
K22	the differences between long term donor records and short terms session documents and how each is created, accessed, checked and updates
K23	how you correctly prepare donations, samples and records for transport and transfer from collection site
K24	how to enter outcomes of donation against the correct individual donor record
K25	how to produce data summaries of session outcomes if they are required

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Additional Information

External Links

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

Dimension: HWB10 Products to meet health and wellbeing needs

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