

**‘STOP the waste’ festive season 2021-22 – large health services checklist**

Blood Matters ask that you take some time to prepare for the festive season to minimise blood component wastage. This checklist is designed to assist blood management committees/scientists/ transfusion/blood management nurses/trainers/quality managers to prepare for variations in practice over the festive period (November– February). This festive period may see an increase in some services rather than the usual decrease.

| **Items to check** | **Y** | **N** | **NA** | **Comments/notes** |
| --- | --- | --- | --- | --- |
| 1. **Perioperative suite**
 |
| Are there planned changes to service? Will cell salvage be available over this period?Will there be reduced or increased hours? (please indicate which) | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Dates?When will normal service resume? |
| 1. **Please check if there will be a change to services, and associated altered blood use (including platelet use) in the following areas over the festive period? Is there a potential for increased use across any areas?**
 |
| Haematology  | [ ]  | [ ]  | [ ]  |  |
| Oncology  | [ ]  | [ ]  | [ ]  |  |
| Vascular | [ ]  | [ ]  | [ ]  |  |
| Gastroenterology | [ ]  | [ ]  | [ ]  |  |
| Cardio-thoracic | [ ]  | [ ]  | [ ]  |  |
| Orthopaedic | [ ]  | [ ]  | [ ]  |  |
| Trauma  | [ ]  | [ ]  | [ ]  |  |
| Obstetrics | [ ]  | [ ]  | [ ]  |  |
| Plastic and reconstructive  | [ ]  | [ ]  | [ ]  |  |
| Neurosurgery | [ ]  | [ ]  | [ ]  |  |
| Paediatric | [ ]  | [ ]  | [ ]  |  |
| Gynaecology | [ ]  | [ ]  | [ ]  |  |
| ENT | [ ]  | [ ]  | [ ]  |  |
| General surgery | [ ]  | [ ]  | [ ]  |  |
| Urology | [ ]  | [ ]  | [ ]  |  |
| Other: | [ ]  | [ ]  | [ ]  |  |

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| 1. **Laboratory**
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| **Items to check** | **Y** | **N** | **NA** | **Comments/notes** |
| Staff limitations | [ ]  | [ ]  | [ ]  |  |
| Is the senior blood bank scientist on leave? If yes, who is acting in charge for that time period?  | [ ]  | [ ]  | [ ]  | Name and contact details:  |
| Has a wastage champion been assigned if the senior scientist is away? | [ ]  | [ ]  | [ ]  | Name and contact details: |
| Inventory management plan in place for festive period?E.g. Plan to order less blood if activity is reduced. Potential to set new triggers for ordering on BloodNet for this time period. Note: this may apply to all blood components. | [ ]  | [ ]  | [ ]  |  |
| Bright visual prompts used for blood fridges to alert staff of short expiry units +/- separating these if there is room in blood fridge | [ ]  | [ ]  | [ ]  |  |
| Blood fridges **within** hospital.Check that arrangements are in place to monitor operation and temperature. i.e. is the fridge maintenance allocated to one person or role? Check if this person is on leave? Has the role been assigned to someone else?  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Name and contact details:  |
| Blood fridges **outside** of the hospital.Check that arrangements are in place to monitor operation and temperature. i.e. is the fridge maintenance allocated to one person or role? Check if this person is on leave? Has the role been assigned to someone else? | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Name and contact details:  |
| Do you reduce the time crossmatched units are held (e.g. 24/48hrs)? If so who will monitor this over this period? | [ ]  | [ ]  | [ ]  |  |
| 1. **Wards**
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| Are there any wards closing? Could this impact blood use? | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Dates? |
| Will any wards be operating at altered capacity?Could this impact blood use? | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Dates? When will normal service resume? |
| 1. **Other items to explore to reduce potential waste**
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| Crossmatch/transfusion (C:T) ratio audit of last year.Look at your December and January C:T ratio [Click here to download audit tool from the Blood Matters webpage](https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care/speciality-diagnostics-therapeutics/blood-matters/transfusion-science-blood-stewardship/fresh-blood-product-wastage) | [ ]  | [ ]  | [ ]  |  |
| Do you need to provide extra education on blood use and wastage reduction to the medical staff covering leave? Whose responsibility is this? | [ ]  | [ ]  | [ ]  | Staff responsible: |
| Have discussions occurred with your **MAJOR** blood users about their usage requirements over this time? | [ ]  | [ ]  | [ ]  |  |
| Send an email to key users about the above potential wastage reduction initiatives you could use over the festive period. | [ ]  | [ ]  | [ ]  |  |
| Are there other issues specific to your work area? If so what needs to be done and by whom? | [ ]  | [ ]  | [ ]  |  |