

**‘STOP the waste’ festive season 2021-22 – small 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 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 festive period? Is there a potential for increased use across any area/s?**
 |
| Urgent/emergency care | [ ]  | [ ]  | [ ]  |  |
| Obstetrics | [ ]  | [ ]  | [ ]  |  |
| Clinics e.g. day centre, infusion/oncology, renal | [ ]  | [ ]  | [ ]  |  |
| Other: | [ ]  | [ ]  | [ ]  |  |
| 1. **Ward/s**
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| Are there any ward/s closing? Could this impact blood use? | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Dates?When will normal service resume? |
| Are there any ward/s that will be operating at altered capacity?Could this impact blood use? | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Dates?When will normal service resume? |
| 1. **Laboratory (if onsite)**
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| Staff limitations | [ ]  | [ ]  | [ ]  |  |
| 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 periodNote: 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** and **outside** hospital.Check that arrangements are in place to monitor operation and temperature. If the fridge maintenance is allocated to one person or role: * + Will this person be on leave?
	+ Has the task been assigned to someone else?
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Name and contact details:  |
| 1. **Other**
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