

**‘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** | | | | |
| 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)** | | | | |
| 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 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** 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** | | | | |