

New York State Department of Health  
Blood Resources Program  
Wadsworth Center  
Empire State Plaza  
Albany, NY 12237

Limited Transfusion Service \_\_\_\_\_ Blood Bank \_\_\_\_\_

**Prior to submission of the application, the Director of the Blood Bank and Director of the LTS must sign this checklist attesting that:**

- The LTS maintains written policies and procedures for all transfusion-related activities that comply with New York State regulations and detail procedures for transfusion of blood components. The policies and procedures have been reviewed and approved by the director of the blood bank initially and whenever modified.
- A qualified licensed physician has been designated to oversee personnel administering transfusions and is responsible for ensuring that such personnel have adequate qualifying experience and training.
- Orders for blood are submitted to the blood bank and a copy of each is retained by the LTS.
- All patients to be transfused meet requirements for out-of-hospital transfusion (*i.e.*, the patient is cooperative, is able to communicate and give informed consent, and does not have a history of hemolytic or anaphylactic reactions).
- Blood specimens for pretransfusion testing are drawn and labeled at the patient's side at the time of collection with the patient's name, patient's identification number, and date of collection. The identification of the person collecting the specimen is recorded. Specimens are transported with appropriate paperwork to the blood bank.
- Blood components are transported in an appropriate container with suitable coolant (if required) to maintain the appropriate temperature while in transit between the blood bank and the transfusion site.
- A qualified licensed physician, physician assistant, or nurse practitioner is immediately available for in-person or telephone consultation during the transfusion and for 30 minutes afterward.
- Medications, equipment and supplies necessary for the management of adverse reactions are immediately available on the premises.
- Blood components are stored in a fashion intended to maintain the appropriate temperature.
- Records, including unit identification code, unit ABO and Rh groups, date of transfusion and quantity transfused, time of starting the transfusion and time of completing the transfusion, description of the blood product, the names(s) of the person(s) who performed the transfusion and who attended the recipient during the transfusion, and description of any adverse reaction and the results of any investigation related to this reaction, are maintained in the recipient's chart.
- For plasma derivatives, the date of infusion, quantity of material infused, adverse reactions and results of investigation, and description, including manufacturer, lot number, expiration and disposition are recorded in the patient's medical record.
- The blood bank is notified immediately by telephone of any errors, accidents or transfusion reactions. If a transfusion reaction is suspected, the transfusion is immediately discontinued, and the appropriate form, blood unit, and specimens are sent to the blood bank for investigation.
- Patients are provided with a 24-hour phone number to contact should a reaction occur after leaving the facility.
- Medical waste is disposed of using appropriate containers.

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**Attestation Statement**

I have reviewed and approved the written policies and procedures that completely and accurately detail all procedures related to the transfusion of blood components at the LTS. The written policies and procedures comply with all applicable New York State regulations and standards.

Blood Bank Director \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Facility \_\_\_\_\_

I have reviewed the written policies and procedures related to the transfusion of blood components at the LTS and affirm my commitment to ensuring compliance with established policies and procedures.

LTS Director \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Facility \_\_\_\_\_

**To expedite processing of the application, please ensure that:**

- The application is complete and signed by an authorized person.
- The agreement is signed by the Director of the Blood Bank.
- The agreement is signed by the Director of the Limited Transfusion Service.