|  |  |
| --- | --- |
| **ACTION CARD: Major Incident / Mass Casualty Event Transfusion Coordinator** | |
| **Post Holder**: Transfusion Practitioner/Patient Blood Manager, Biomedical Scientist (BMS), Haematology Doctor, or any member of staff trained for role.  **Reports to**: ED Bronze Commander or Laboratory Bronze Commander (or as locally defined).  Note that the Blood Transfusion Laboratory (BTL) is central to all communication for transfusion support | |
| **Role Summary**: To co-ordinate timely and safe transfusion support during a Major Incident.  *The role is designed to support liaison between clinical and laboratory areas and includes emergency blood issue, regulatory compliance, blood sample handling, blood collection and optimal use of blood.* | |
| **1.** | **INCIDENT STANDBY**:   * Document notification of STANDBY and own subsequent decision/actions * Confirm nature of incident and possible impact on hospital routine and emergency work * Contact and consult with duty Consultant Haematologist or clinical transfusion lead * Discuss findings with senior BMS and develop an appropriate emergency transfusion plan * Consider current stock, possible additional requirements, and emergency component order * Confirm location and volume of emergency stock available in BTL /satellite fridges * Discuss use of pre-thawed plasma and further movement of emergency stock * Confirm prepared blood transit boxes can be made available if required * Ensure own/others future availability for duties and ongoing access to communication * Continue with normal duties but prepare for handovers if INCIDENT DECLARED |
| **2.** | **INCIDENT DECLARED:**  The BTL should be notified of a Major Incident by [x]. The assigning BMS will first find support staff for BTL and then assign role of Transfusion Coordinator(s) according to staff availability. The Transfusion Coordinator should:  ***09:00 – 17:30 Monday to Friday (or local core hours)***   * Report to BTL with identification * Confirm BMS lead, current situation and any specific actions/information required * Collect Transfusion Coordinator pack/action card from [x]. Put on tabard/identifier if used * Confirm whether separate ‘blood runner’. If not, assume role if required and collect action card * Confirm laboratory point of contact and test communication links with BTL * Re-confirm transfusion plan including ED blood stocks and requirement for blood boxes * Accompany blood runner to ED/emergency area with stock if not already positioned * (Local boxes contain [x] O D pos RCC, [x] O D neg RCC and [x] AB or A Plasma) * Report to ED and establish point of contact. Request sitrep and confirm hospital plans * Direct blood requests to Transfusion Coordinator to simplify communications with BTL * Set up ‘blood station’ in agreed location in ED with blood boxes or local blood fridge * Receive blood requests, issue blood completing sign-out paperwork, assist with traceability * Arrange re-supply of blood components to ED/ emergency area in a timely manner * Support staff to comply with policy for patient identification, blood sampling and administration * Coordinate component selection for major haemorrhage as per Major Haemorrhage Protocols   ***17.30 - 09.00 Monday to Friday, Weekends and Bank Holidays ( or non-core hours)***   * Report in advance for handover and duties. Note hospital may be in Lockdown and transport routes disrupted. Bring identification and report to pre-determined hospital check-in point * Arrange for others to assume role. Post filled by others where TP not available * Duties as above to maintain continuity of service until STAND DOWN |
| **3.** | **INCIDENT STAND DOWN:**   * Ensure BTL notified of STAND DOWN. Note ongoing activity often required * Return any boxed blood to BTL with blood runner/portering staff * Check and complete traceability and cold chain documentation * Submit copy of own MI records to Laboratory Bronze Commander * Attend hot debriefs and support handover to colleagues |