|  |
| --- |
| **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
 |