



POSITION DESCRIPTION

If used in whole or in part, please reference

POSITION TITLE: LABORATORY TECHNOLOGIST II – TRANSFUSION MEDICINE SAFETY OFFICER	PAGE: Page 1 of 4
DEPARTMENT: David Thompson Regional Laboratory	CLASSIFICATION NUMBER:
UNIT: RED DEER Blood Bank	CLASSIFICATION CODE: LBT206
DIRECT SUPERVISOR: Blood Bank Supervisor and Medical Director of Blood Bank	BARGAINING AFFILIATION: HSAA
	ESTABLISHED: 2004-01
	REVISED:

FUNCTION / PURPOSE:

The Transfusion Medicine Safety Coordinator will act as a liaison within the hospital environment, to coordinate transfusion practices with groups such as physicians, nursing, Canadian Blood Services, College of Physicians, transfusion services in other health regions and the Blood Banks in the DTHR, to ensure that blood transfusion is conducted in the safest possible manner and meets or exceeds all existing and emerging standards of practice.

DUTIES AND RESPONSIBILITIES:

A. Supervisory/Management:

1. Assists in the preparation of the annual supply, and capital equipment budget related to transfusion practices.
2. Provides updates to DTHR Laboratory Supervisors Meetings, physicians, Regional Transfusion Committee, and RDRHC Blood Bank department meetings on issues related to blood, blood products, and transfusion.
3. Works in conjunction with the Blood Bank Medical Director, Supervisor of Blood Bank, Supervisor of DTRL QA, Regional Transfusion Committee and QA in Nursing to establish, monitor and maintain safety protocols and procedures which comply with hospital policies and government safety regulations.
4. Maintains effective communication both within and outside the laboratory department.

B. Technical

1. Maintains knowledge in advanced laboratory instrumentation, analytical technique and laboratory operation in order to evaluate, recommend, and/or implement change related to blood/blood product safety and transfusion practices.
2. Follows up and completes recall/retrieval procedures related to transfusion services.
3. Meets with sales and technical representatives when needed and if applicable.
4. Provides input to Lab and Nursing procedure and policies and reviews annually with the Blood Bank Supervisor and QA Nursing contact to ensure information is correct.
5. Assists with development and implementation of new directives which may be region-wide, in conjunction with the supervisor.

6. Is knowledgeable regarding optimum specimen quality and instructs others accordingly.
7. Is knowledgeable regarding optimum blood /blood product quality
8. Coordinates clinical research activities in transfusion medicine.

C. Patient Specific

1. Assists the Supervisor to ensure high level patient care/safety.
 - a) Ensures high level patient care/safety is delivered through correct patient identification, blood product inspection, and equipment operation and maintenance as appropriate.
 - b) Provides technical information to patients and other health care providers in regard to quality and safety of transfusing of blood/blood products.

D. Communications

1. Maintains effective and harmonious communications and relationships with other health care providers for optimal service, patient well being, and best practice in transfusion medicine
 - a) Conveys information accurately
 - b) Listens effectively
 - c) Clarifies instructions when necessary
 - d) Gives/ receives constructive feedback positively.
2. Promotes a team concept and collaboration with relevant stakeholders and staff.
3. Acts as the hospital transfusion service liaison with nursing unit staff, physicians, patients and blood bank staff to ensure:
 - a) Compliance with policies and procedures regarding blood administration
 - b) Optimal reporting of adverse events
 - c) Appropriate chart documentation
 - d) Annual update ward manual
4. Volunteers for committees/duties which involve other departments with approval of the Supervisor and Lab Administration.
5. Assists the Supervisor in disseminating information on changes to procedure, policy and equipment.

E. Quality Control/Quality Assurance

1. Implements a program to comply with relevant standards and guidelines both current and pending (e.g. Krever Recommendations) as follows:
 - a) Implements informed consent
 - b) Implements patient notification of transfusion
 - c) Serves on the Regional Transfusion Committee
2. Performs surveys and monitors transfusion practice:
 - a) Creates and maintains statistical data on blood utilization and transfusion practice for audit purposes
 - b) Ensures audits are performed on patients charts for informed consent and appropriate utilization of blood/ blood product utilization.

- c) Ensures transfusion reactions are tracked and reported to the Blood Bank; retrospective, concurrent and prospective
 - d) Ensures immediate reporting of severe/life threatening transfusion reactions to the Blood Bank and CBS.
 - e) Performs surveys to ensure compliance with c) and d).
3. Reports and monitors incidents and error tracking .
- a) Ensures compliance with Blood Bank policies regarding reporting of incidents/errors
 - b) Follows up and ensures resolution of incidents/errors.
 - c) Uses root cause analysis to identify/reduce incidence of errors
 - d) Recommends nursing interventions that would improve incident/error reporting and tracking.
4. Ensures quality initiatives in transfusion practice
- a) Develops and maintains process to identify systematic problems.
5. Works in conjunction with Blood Banks in the DTRL Region, physicians and nursing to facilitate above programs. Program to be developed within the functionality and limitations of current LIS, deferring those tasks which can only be accommodated by a new LIS.
6. Complies with Laboratory Quality Assurance programs and procedures.

F. Maintenance, Records, Supplies

- 1. Responsible for maintaining recipient records and notification:
 - a) Lookbacks / Tracebacks
 - b) Product Recall/Retrieval
- 2. Assists the Supervisor to ensure accurate and complete patient record information.
 - a) Ensures accurate computer data entry to register patients, enter specimen information, order tests, and verify receipt of specimens.

G. Training / Orientation

- 1. Active participation in the clinical training of students and orientation of new employees in the section is not expected however the following are inherent responsibilities of all positions:
 - a) Gives clear, accurate instruction
 - c) Treats new employees and staff as part of the team.
- 2. Assists in education of Physicians/Nurses and other health care personnel on the following :
 - a) Risks, benefits and alternatives
 - b) Indications for transfusion and product choice
 - c) Blood administration and chart documentation
- 3. Arranges educational presentations/in-services related to relevant transfusion medicine issues.

H. General

1. Demonstrates an interest in continuing education.
 - a) Attends mandatory education sessions
 - b) Attends continuing education sessions or conferences
 - c) Maintains knowledge of current theory
 - d) Participates in relevant electronic discussion groups relevant to transfusion medicine.
 - e) Reviews current discipline related literature
2. Maintains a clean, safe, tidy, working environment.
 - a) Shares in general department tidiness and care of equipment
3. Follows OH&S, WHMIS and Infection Control policies.
4. Follows Regional, Facility and Lab policies.
 - a) Strives to minimize sick time in keeping with the attendance awareness program such that sick absences/hours do not exceed the facility average
 - b) Adheres to shift start/end times and break times
 - c) Conforms to established dress code. Photo ID is worn and visible.
5. Maintains and instructs others in the confidentiality of medical information.
6. Follows Regional, Facility and Lab Procedures.
7. Demonstrates sound judgement in handling situations not covered by written or verbal instructions.
8. Demonstrates adaptability and initiative:
 - a) Accepts alternate work assignments or shifts
 - b) Receptive to new ideas and change
 - c) Looks for and volunteers for additional tasks
 - d) Brings forward ideas that could benefit the department
9. Organizes and prioritizes workload to meet the needs of the organization.
10. This position may be required to perform other duties as assigned within the site or department.

This is a broad overview of the position's responsibilities and by no means covers all of the detailed duties required of the incumbent.

QUALIFICATIONS:**Education and Experience****Required:**

Must be a Medical Laboratory Technologist, registered or eligible for registration with the Alberta College of Medical Laboratory Technologists (ACMLT)

Three to five years recent experience in Transfusion Medicine.

Thorough knowledge of transfusion practices and related issues.

Must be available to travel between sites and affiliated centers.

Must possess a valid Alberta driver's license, may be required to use personal vehicle.

Must be available to attend continuing education programs locally or in other areas.
Previous management or supervisory experience, courses, or a demonstrated interest in supervisory responsibilities
Demonstrated proficiency in Microsoft Word Perfect, Excel and Outlook or commitment to gain proficiency within 6 months.

Desired:

Recent Hematology experience.
Proven ability to present and initiate new directives, for example, to Transfusion Committee Members.
Good working knowledge of CSTM and AABB Standards or Continuous Quality Improvement.
Proficiency in Powerpoint

Assets:

A degree in Medical Laboratory Science or related field
Course or certification in Quality Systems/Auditing

Skills and Abilities

1. Proven interpersonal, oral and written communication skills
2. Excellent public relations and a service- oriented manner
3. Demonstrated leadership and supervisory skills
4. Proven analytic and problem solving skills, attention to detail, logical/methodical work habits, demonstrated ability to work independently
5. A stable work and attendance record
6. Receptive to new ideas and change