Overview

This standard covers entering donation outcomes and organising information. The standard applies to both whole blood and blood component collection, to all types of donor sessions and a range of donors. In relation to the donation, the standard covers the input of outcomes and confirmation that the checking process has been undertaken.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Organise information and enter donation outcomes

Performance criteria

You must be able to:

P1　organise and check the information ready for input into the record system

P2　accurately input the donation outcome

P3　communicate with appropriate team colleagues where further action is required

P4　update records by correctly transferring information from documentation

P5　promptly and accurately identify discrepancies in the information and resolve them in line with organisation policies

P6　maintain confidentiality of information in accordance with organisational procedures

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Knowledge and understanding

You need to know and understand:

K1   the current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to organising information and entering donation outcomes

K2   your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance

K3   the duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer

K4   the importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence

K5   the importance of proper registration and management of information

K6   the differences between new, newly enrolled returning/lapsed, regular/established, autologous, appointment, non-appointment donors and how this affects the amount, type and requirement of information which is sought from them

K7   how different record systems impact on when, how and if registration is undertaken

K8   the differences between long term donor records and short term session documents and how each is created, accessed, checked and updated

K9   what reconciliation is and why it is done

K10   why it is essential that checks have been completed to confirm that all identification labels match exactly, documentation completed and to report discrepancies before items leave the donor collection site

K11   how to enter outcomes of donation against the correct individual record

K12   how to produce summaries of session outcomes if they are required

K13   how to deal with breakdowns in information systems, who to report to and the limits of your own sphere of competence to deal with these

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Additional Information

External Links   This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: IK1 Information processing

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —
to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	