

SFHBDS1 - SQA Code HD2J 04

Undertake pre donation assessment at blood/blood component donation sessions



Overview

This standard covers the assessment of regular or established donors and applies to both whole blood and or automated blood component collection/apheresis and to all types of donation session. The standard is limited to reviewing donors' responses, asking scripted questions and noting donors' responses by referencing donor deferral and acceptance criteria. Haemoglobin testing is not included.

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

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Performance criteria

- You must be able to:*
- P1 greet each donor in a polite and friendly manner taking into account their individual needs
 - P2 explain clearly, accurately and in an appropriate manner, the reasons why the health screening is required, and the importance of providing complete and correct
 - P3 confirm the individual donor's status and donor details, if necessary, and refer issues outside your own role and responsibility
 - P4 check that the documented responses to questions are completed
 - P5 ask further relevant questions following the agreed process and protocol, in a manner which encourages the donor to provide full and accurate responses
 - P6 check the donor's understanding of the questions you have asked and the information you have given, using alternative methods if necessary
 - P7 pass on details of any situation where the donor is unable or unwilling to provide the information needed for assessment to the appropriate team member
 - P8 assess against the specified selection criteria any information provided by the donor regarding their suitability to make a donation
 - P9 seek further guidance if the donor's suitability to donate falls outside the defined selection criteria
 - P10 explain the nature and purpose of procedures which need valid consent, in a manner appropriate to the individual donor and obtain and/or confirm informed written consent for donation
 - P11 pass on accurate information to the appropriate member of the team when the donor does not give the required consent
 - P12 document all relevant information clearly, accurately and correctly in the appropriate documentation, maintaining confidentiality of information
 - P13 answer questions from the donor correctly and appropriately, and refer to the appropriate member of the team if the questions are beyond your own scope of
 - P14 provide donors with appropriate support, information and advice if they are assessed as unsuitable for donation
 - P15 inform the donor, and check their understanding, about the next stage in the procedure
 - P16 ensure that the donor award system is applied and implemented appropriately

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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 undertaking pre donation assessment at blood/blood component donation sessions
- 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 applying standard precautions and the potential consequences of poor practice
- K6 what is complete, positive donor identification and why it is important even at a busy session
- K7 which procedures require valid consent and why it is vital to obtain such consent from donors before they give blood or blood components
- K8 the importance of identifying that the donor has accurately completed their own health status record
- K9 the importance of confidentiality in relation to donor information and ways in which confidentiality should be maintained
- K10 the purpose of health screening in the context of blood and blood component collection and the different forms it can take
- K11 how to set up a confidential health screening assessment area
- K12 the importance of sensitivity when informing donors they have been assessed as unsuitable to donate, and the likely concerns which they may have
- K13 the different types of donor status and how this affects the amount and type of information which should be sought from them
- K14 the difference between open and closed questions and the circumstances in which each should be used in the assessment of donors
- K15 the extent of the action which you can take, including the information which you can give, particularly in relation to clinical issues
- K16 how you meet the individual needs of donors with communication difficulties or special needs
- K17 which categories of donor you are able to assess, and which must be referred to other team members

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- K18 the key factors which affect an individual's suitability to give blood or blood components and why
- K19 why it is important to ask questions exactly as scripted and to record answers precisely
- K20 how to recognise that donors may not fully understand what is said or asked – and what should be done to try and enhance their understanding
- K21 the nature and sequence of activities at blood and blood component collection sessions
- K22 how you assess information from questioning and tests against specified criteria and when you must refer donors to a professional for further assessment or advice
- K23 what donors are confirming when they sign their individual donor record
- K24 the main differences between paper-based and computer-based donor record systems
- K25 the differences between session based donor records and centre held session documents/records and how each is created, accessed, checked, amended and updated
- K26 how and where to record information relating to donor assessment and eligibility for awards
- K27 the importance of keeping accurate and up to date records
- K28 the importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff

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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: HWB6 Assessment and treatment planning

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:	