 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-52-P01
	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Blood Bank
	Document Title:	SCOPE OF SERVICE

PURPOSE:


The Dr. Pablo O. Torre Memorial Hospital (DPOTMH) Blood Bank Section pursues one overriding objective: to provide adequate amounts of safe blood in a timely manner for our patients. The Blood Bank Section supplies the complete menu of blood component options 24 hours a day, 7 days a week. It is a blood service facility responsible for donor screening and selection, blood collection, testing, preparation, handling, storage, release and dispatch of all its blood products.

LEVEL:

Blood Bank Section of Laboratory Department, Nursing Services Division, Medical Staff

SERVICES OFFERED:

1. ABO and Rh Typing
2. Compatibility Testing
3. Investigation of Blood Transfusion Reaction
4. Coomb's Testing
5. Du Variant Determination
6. Processing of Blood Products/Components
7. Pre and Post Donation Counseling
8. Blood Collection
9. Apheresis Procedure
10. Screening for Transmissible Diseases (Hepatitis B and C, Syphilis, HIV, Malaria)
11. Hepatitis Profile (HbsAg, Anti-HBs, Anti-HBc, HbeAg, Anti-Hbe, HAV IgM, Anti-HCV)
12. Antibody Testing


 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-52-P01
	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	2 of 5
	Department/Section:	Blood Bank
	Document Title:	SCOPE OF SERVICE

HOURS OF OPERATION

The Blood Bank generally operates during business hours for collection and routine laboratory services, but offers a 24 hour service for other services.

The Blood Bank Section consists of the following Functional Areas:

- 1 Reception area with donor waiting and access to public toilets.
- 2 Patient/ Donor areas include
 - 2.1 Patient screening room for medical examination of patients prior to donor procedures
 - 2.2 Blood collection; the collection area shall have a staff work-bench, chairs and couches for donors and hand washing facilities
 - 2.3 Rest and recovery area for patients following blood donation procedures
- 3 Preparation/ Processing area including:
 - 3.1 Blood Storage including refrigerators and freezers
 - 3.2 Processing laboratory areas which may include preparation, serology, infectious serology and apheresis
 - 3.3 Support areas, including clean-up, sterilizing, storage areas for reagents and supplies used in the process, general supplies and disposal facilities for contaminated waste
- 4 RECEPTION/ WAITING Patients will be received and registered at the Reception desk. Waiting areas provided should be suitable for a range of occupants including space for wheelchairs.
- 5 PATIENT/ DONOR AREAS. Patient/ Donor areas include a patient consult room with an examination couch for patient assessment and interview. Collection areas include comfortable blood collection chairs or couches, staff handwashing facilities and a staff work area. Patient/ donor areas shall require access to emergency and resuscitation equipment including suction and oxygen.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-52-P01
	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	3 of 5
	Department/Section:	Blood Bank
	Document Title:	SCOPE OF SERVICE

6 PREPARATION AND PROCESSING AREAS. Blood processing laboratories require the following considerations:

- 6.1 Laboratory shall be secured with restricted access for dedicated staff only
- 6.2 Laboratory workbenches with space for equipment such as microscopes, appropriate chemical analyzers and centrifuge/s
- 6.3 Access to services at the workbench including power and sinks with hot and cold water; which shall be used for the disposal of non-toxic fluids
- 6.4 Hand basins with paper towel and soap fittings for staff hand-washing.

POPULATION SERVED


Dr. Pablo O. Torre Memorial Hospital (DPOTMH) Blood Bank Section serves all age groups in the inpatient, outpatient, and clinic populations, including premature babies, neonates, infants, children, adolescents, adults and geriatric patients.

STAFFING

Laboratory employees work on assigned shifts in specific laboratory areas and sections as scheduled by Section Heads, Laboratory Supervisor and Laboratory Manager. Appropriate staffing levels (both Professional and Support Staff) for each section in the Department are monitored and tailored to meet the number of patients the Department is serving. Ongoing changes in test volumes and testing services are used to adjust the Department's staffing levels and changes in work activity. Staffing is sufficient to assure that assigned functions are completed, patients and employees' safety is maintained and the integrity of results is maintained.

IN-SERVICES/CONTINUING EDUCATION PROGRAMS

To uphold the commitment to produce well-trained and competent workforce, the Department takes part in the development of its new and existing staff by ensuring that they have undergone training, orientation and passed the competency programs set by the department. In addition, education is provided to facilitate professional development.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-52-P01
	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	4 of 5
	Department/Section:	Blood Bank
	Document Title:	SCOPE OF SERVICE

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100


QUALITY IMPROVEMENT PROGRAM

The laboratory operates within the regulatory requirements and/or accreditation standards of the following organizations in order to preserve both patient safety and hospital accreditation.:


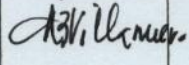


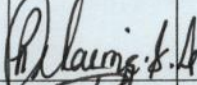


1. Department of Health (DOH)
2. Philhealth Insurance Corporation (PHIC) policies
3. Food and Drug Administration (FDA)

The Department is also conducting periodic evaluations and assessments of laboratory indicators and quality controls in all aspects of its operations. The results of which are then utilized to further improve the quality of services being offered.

All personnel wears appropriate level of PPEs in each area.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-52-P01
	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	5 of 5
	Department/Section:	Blood Bank
	Document Title:	SCOPE OF SERVICE

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MELISSA THERESE B. LABAYEN, RMT Blood Bank Section Head		28 JUL 2022
Verified by:	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Manager		07-28-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		07-28-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		07-29-2022
Recommending Approval by:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer		07-29-2022
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division		7/29/22
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		9/1/22