**BLOOD** **COLLECTION STATIONS**

**[PATIENT SERVICE CENTERS]**

**Checklist**

In order to provide assistance to clinical laboratory facilities which desire to open Blood Collection Stations [Patient Service Centers] a checklist of the most critical areas / responsibilities which will be inspected when the station is surveyed is noted below.

**\* \* \* \* \* \* THIS CHECKLIST IS ONLY A GUIDELINE \* \* \* \* \* \***

The clinical laboratory responsible for the Blood Collection Station is responsible for being in compliance with all of the clinical laboratory regulations set forth in 105 CMR 180.000: “Rules and Regulations Relating to the Operation, Approval and Licensing of Clinical Laboratories”.

Since the clinical laboratory is responsible for the Blood Collection Station, any deficiencies found during the survey process, will be cited against the clinical laboratory.

| **Regulation** | **Guidelines** |
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| **I. 180.040 General Requirements** |  |
| Responsibility of Owners  (180.041)  The Owner is responsible for the proper maintenance and ethical operation of the collection station and for any violations of these and other regulations. |  |
| Collection Stations  (180.042)  The collection station is not represented or maintained on behalf of any clinical laboratory unless such laboratory, if in the Commonwealth, is licensed or has been approved as part of a hospital or clinic or unless such laboratory, if not in the Commonwealth, has been accredited or is licensed in accordance with General Law. |  |
| 180.042(A)(1)  Any permanent area other than the actual facility which is used for the collection of specimens by venipuncture shall be inspected prior to use and a written certificate of approval shall be issued by the department | The laboratory has notified the State Agency prior to opening the collection station?  Yes No |
| (1) An acceptable blood drawing chair or cot, a telephone and adequate hand washing and toilet facilities for employees and patients are available within the station. | Blood drawing chair and/or cot  Yes No  Patient bathroom convenient?Yes No  Handwashing available Yes No  Telephone? Yes No |
| (1) A written procedure manual detailing the steps to be followed in the event of an emergency are readily available. | Written protocol available defining the steps to be followed in the event of an emergency?  Yes No |
| (2) Identification signs and advertising is in a manner which does not suggest that the station is a laboratory.  Advertising is of an ethical nature and does not contain misleading statements or unsubstantiated claims. Mass advertising is not provided to the general public. | Identification sign? Yes No  Sign reads:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (2) Laboratory examinations are not performed other than the separation of plasma and serum and other such approved preparative procedures. |  |
| (3) The director or his designee is responsible for all aspects of the station and is available during all hours of operation and makes periodic personal inspections of the station to insure suitable handling of patients and specimens and instructs employees in such matters and in the most recent improvements in technique. | Documentation of supervisor/site manager visits?  Yes No |
| (3) Technical employees are proficient in venipuncture, specimen processing, and emergency procedures as required. |  |

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| **Regulation** | **Guidelines** |
| **II. 180.250 Management** |  |
| Procedure Manual  (180.255)  Adequate procedures governing collection, preservation, and transportation of specimens to assure stability are readily available and provided to patients when necessary. |  |
| (1) Manuals are reviewed and dated at least annually and written approval of all changes is given by the director | Specimen requirements manual?  Yes No  Date of last review: \_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |
| Facility Management  (180.260)  Space and facilities are adequate to properly perform the services offered. |  |
| (1) Workbench space is ample, well lighted and convenient to sink, water, gas, suction and electrical outlets as necessary. |  |
| (2) Work areas are arranged to minimize problems in transportation and communication. Ventilation is adequate. |  |
| (3) Volatile chemicals and inflammable solvents are properly stored in areas unlikely to ignite same or restricted from open flame or heat |  |
| (4) Appropriate enclosures are utilized when handling hazardous materials. |  |
| (5) Adequate fire prevention and occupational safety and health laws are known, posted and observed insuring that there is freedom from unnecessary physical, chemical, and biological hazards. | Fire extinguisher? Yes No  Sprinkler system? Yes No  Food (glucola) stored in specimen refrigerator?  Yes No  Fire and safety policies and procedures?  Yes No  Exit sign posted? Yes No |
| There is documentation of preventative maintenance, periodic inspection and testing for proper operation of equipment. | Date of last speed check for centrifuge  \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Speed\_\_\_\_\_\_\_\_\_\_\_ |
| Temperature controlled spaces and equipment are monitored with respect to all critical operating characteristics and appropriate records are maintained. | Refrigerator Freezer Incubator  Thermometer available? Yes No  Temperature records maintained?  Yes No |
| All reagents and solutions are labeled to indicate identity and when significant titer, strength or concentration, recommended storage requirements, preparation and expiration date and other pertinent information. Materials of substandard reactivity are not used. |  |
| Collection of Specimens  180.265  No person other than a licensed MD or an individual authorized by a qualified lab director or individual authorized by law may collect blood or other specimens. |  |

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| **Regulation** | **Guidelines** |
| Sterilization  180.270  (B) Disposable syringes, needles, pipettes, petri dishes, and other disposable items are appropriately discarded immediately after use. |  |
| Disposal of Infectious Materials  (180.275)  Disposal of all materials of a potentially infectious nature is carried out in accordance with waste disposal regulations specified in 105 CMR 480.000. | Infectious waste vendor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manifests available and maintained appropriately? Yes No |
| Examination and reports  (180.280)  Specimens are obtained and received only at the written request of a licensed physician or other person so authorized. |  |
| (A) If a patient is sent to the laboratory, a written request for the desired laboratory procedures shall be obtained by the laboratory from a person authorized by law to use findings of laboratory examinations. |  |
| (B) A specimen delivered to a laboratory shall be accompanied by a written request. |  |
| Specimen Records  (180.285)  Records are maintained which indicate the daily accession of specimens, each of whom is numbered or otherwise appropriately identified. | Accession log maintained? Yes No  Manual log Entered via computer  Stat test protocol: Yes No |
| (a-f) Records include laboratory number or other identification of the specimen, identification of the patient and the person or laboratory who submitted the specimen, dates of collection and reception and the condition of unsatisfactory specimens. |  |
| Time of collection is recorded where appropriate. (recommendation) |  |
| Personnel Policies  (180.295)  Written personnel policies, practices and procedures that support sound laboratory practice are available. Employee work assignments are consistent with qualifications. | Personnel policies? Yes No  Written job description for phlebotomist?  Yes No |

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