

New York State Council on Human Blood and Transfusion Services

***RESPONSIBILITIES OF BLOOD BANK
DIRECTOR, BLOOD BANK MEDICAL
DIRECTOR AND DIRECTOR OF
TRANSFUSION SERVICES***

**Second Edition
2012**

**New York State Council on Human Blood and Transfusion Services
New York State Department of Health
Wadsworth Center
Empire State Plaza; P.O. Box 509
Albany, New York 12201-0509**

2012, 1994

Blood and Tissue Resources Program
New York State Department of Health
Wadsworth Center
Empire State Plaza
P.O. Box 509
Albany, New York 12201-0509

Phone: (518) 485-5341
Fax: (518) 485-5342
E-mail: BTRAXESS@health.state.ny.us
Website: www.wadsworth.org/labcert/blood_tissue

NEW YORK STATE COUNCIL ON HUMAN BLOOD AND TRANSFUSION SERVICES

Members (2012)

Donna L. Skerrett, M.D., M.S., Chairperson
Chief Medical Officer
Mesoblast Ltd
New York, NY

Joseph Chiofolo, D.O.
Medical Director, Transfusion Service
Winthrop University Hospital
Mineola, NY

Rachel Elder, M.D.
Director of Laboratory
Crouse Hospital
Syracuse, NY

Alicia E. Gomensoro, M.D.
Director, Blood Bank
Maimonides Medical Center
Brooklyn, NY

Kathleen Grima, M.D.
Blood Bank Director
The Brooklyn Hospital Center
Downtown Campus
Brooklyn, NY

David Huskie, R.N.
Petersburg, NY
Philip L. McCarthy, M.D.
Clinical Blood and
Marrow Transplant Director
Roswell Park Cancer Institute
Buffalo, NY

Lazaro Rosales, M.D.
Director, Blood Bank
SUNY Health Science Center
Syracuse, NY

Nirav R. Shah, M.D., M.P.H.
(Ex-officio)
Commissioner
New York State Department of Health
Albany, New York

Jeanne V. Linden, M.D., M.P.H.
Executive Secretary
Director, Blood and Tissue Resources
Wadsworth Center
New York State Department of Health
Albany, New York

NEW YORK STATE COUNCIL ON HUMAN BLOOD AND TRANSFUSION SERVICES

BLOOD SERVICES COMMITTEE

Members (2012)

Joseph Chiofolo, D.O., Chairperson †
Medical Director, Transfusion Service
Winthrop University Hospital
Mineola, NY

Visalam Chandrasekaran, M.D.
Associate Professor
School of Health Professions and Nursing
Long Island University
Brookville, NY

Timothy Hilbert, M.D., Ph.D., J.D.
Medical Director, Blood Bank
NYU Langone Medical Center
New York, NY

Jeanne Linden, M.D., M.P.H. *
Director, Blood and Tissue Resources
Wadsworth Center
New York State Department of Health
Albany, NY

American Red Cross
Northeast Division Blood Services
Farmington, CT

Helen Richards, M.D.
Blood Bank Director
Harlem Hospital
New York, NY

Beth Shaz, M.D.
Chief Medical Officer
New York Blood Center
New York, NY

Joan Uehlinger, M.D. *
Director, Blood Bank
Montefiore Medical Center
Bronx, NY

†Chairperson, Guideline Working Group

*Member, Guideline Working Group

Patricia T. Pisciotto, M.D.
Chief Medical Officer

NEW YORK STATE COUNCIL ON HUMAN BLOOD AND TRANSFUSION SERVICES

RESPONSIBILITIES OF BLOOD BANK DIRECTOR, BLOOD BANK MEDICAL DIRECTOR AND DIRECTOR OF TRANSFUSION SERVICES

I. INTRODUCTION

Any blood bank that collects blood or blood components must designate a qualified person as its director.

Such a blood bank must also have a medical director. The medical director must be a qualified physician who is licensed and currently registered to practice medicine in New York or in the state of practice. The medical director may also be the blood bank director. Such facilities may or may not also transfuse blood and blood components.

Any facility that issues blood and blood components for transfusion must designate a qualified physician as the director of transfusion services. The director of transfusion services must be a physician who is licensed and currently registered to practice medicine in New York. If the facility also collects blood, the director of transfusion services may also be the blood bank director and/or blood bank medical director.

A. Appointment and Qualifications

The appointment of the blood bank director, blood bank medical director and director of transfusion services must be made in accordance with the institutional bylaws and, in the case of hospitals, must include attending staff privileges.

Directors must, at minimum, hold an appropriate Certificate of Qualification from the New York State Department of Health. The director of transfusion services must hold a Certificate of Qualification in the Transfusion category. At each blood bank that collects blood, either the director or medical director must hold a Certificate of Qualification in a Blood Banking Collection category.

B. Responsibilities and Authority

The Director's responsibilities should be clearly defined in institutional regulations, rules or bylaws, and these should be made known to the entire staff. Directors may delegate certain responsibilities to designees, but remain responsible for all activities.

II. RESPONSIBILITIES

A. The blood bank director is responsible for:

1. direction and operation of the blood bank;
2. compliance with all applicable regulations and requirements;
3. establishment and implementation of written standard operating procedures;

4. ensuring competency of and delegating responsibilities to blood bank staff;
 5. investigation of cases of possible transfusion-transmitted diseases; and
 6. reporting adverse events as required by regulatory agencies and accrediting organizations.
- B. The blood bank medical director is responsible for all aspects of donor selection and donor safety.
- C. The director of transfusion services is responsible for:
1. direction and operation of the transfusion service;
 2. compliance with all applicable regulations and requirements;
 3. selecting the source(s) of blood (the director may refuse to use blood from any given source at his/her sole discretion);
 4. establishment and implementation of written standard operating procedures;
 5. ensuring competency of and delegating responsibilities to staff;
 6. investigation of all known or potential transfusion complications. To perform this function, he/she must have full access to all transfused patients and their medical records, in addition to all laboratory records;
 7. promulgating criteria for the appropriate use of blood and blood components and educating attending physicians, housestaff and other hospital staff in the proper use of blood and blood components. The director is responsible for establishing indications for transfusion, and written procedures for transfusion of blood, blood components and derivatives. The director has the authority to decide whether blood may be released for transfusion;
 8. providing all reports required by the transfusion committee;
 9. reporting adverse events as required by regulatory agencies and accrediting organizations;
 10. approval of all written procedures governing transfusions performed at any limited transfusion service (remote satellite site or non-hospital site to which the facility has agreed to provide blood components for transfusion), ensuring that the transfusions are reviewed by the transfusion committee, and that appropriate permits have been obtained;
 11. approval of all written procedures governing reinfusion procedures performed at the facility, and ensuring that reinfusion procedures are reviewed by the transfusion committee. If the reinfusion product is processed off-site, the director is responsible for ensuring that appropriate permits have been obtained; and

12. approval of all written procedures governing intraoperative and postoperative blood recovery performed at the facility, and ensuring that blood recovery procedures are reviewed by the transfusion committee. If blood recovery is performed by an outside entity, the director is responsible for ensuring that appropriate approvals have been obtained.

III. ACCESS AND PEER REVIEW

- A. The director of transfusion services should be a member of the medical staff and must have access to the administration of the hospital and the governing board(s), either directly or through well-defined channels in accordance with established institutional practice.
- B. The performance of directors is subject to peer review by accrediting organizations, the medical board and, finally, the governing board of the institution.