



Provincial Job Description

TITLE: (449) Transfusion Safety Officer **PAY GRADE:** 17

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible for planning, developing, implementing and coordinating the Transfusion Safety Program to ensure that blood transfusion is conducted in the safest possible manner and meets all existing standards and practices.

QUALIFICATIONS:

- ◆ Medical Laboratory Technology diploma
- ◆ Certified by the Canadian Society for Medical Laboratory Science
- ◆ Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Advanced communication skills
- ◆ Advanced organizational skills
- ◆ Advanced interpersonal skills
- ◆ Advanced facilitation
- ◆ Advanced leadership skills
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: Twenty-four (24) months previous discipline related experience to gain a basic knowledge of other disciplines within the department.

KEY ACTIVITIES:

A. Transfusion Safety Program Development:

- ◆ Develops and maintains Quality Assurance and Audit programs.
- ◆ Assists in the development of division and regional policy and procedures relating to transfusion practices.
- ◆ Collaborates to ensure that policies and procedures are compliant with standards and regulations.
- ◆ Collaborates with medical, technical and nursing personnel to identify, implement and evaluate strategies for blood conservation, utilization and blood product protocols.
- ◆ Consults, reports and participates in various committees internally and externally to the region (e.g., Transfusion Committee, Critical Incident Committee, Risk Management, Canadian Blood Services, Public Health Agency of Canada, College of Physicians and Surgeons, regional departments and operational committees).
- ◆ Acts as a resource to staff/patients/family and other regions on safe transfusion practices.

B. Administration of Reports and Statistics

- ◆ Investigates and documents lookback/tracebacks and patient inquiries regarding blood transfused and reports to the Canadian Blood Services and Saskatchewan Health.
- ◆ Creates and maintains statistical data on blood utilization and transfusion practice for audit and reporting purposes.
- ◆ Ensures audits are performed on patients' charts (e.g., informed consent, appropriate utilization, maintenance of health record).
- ◆ Ensures adverse events to transfusion are tracked and reported.
- ◆ Ensures immediate reporting of severe/life threatening transfusion reactions to Canadian Blood Services, and through Health Canada – Transfusion Transmitted Injury Surveillance System (TTISS).
- ◆ Ensures notification of product recall/withdrawal.

C. Teaching and Education

- ◆ Determines education and training requirements for program (e.g., safe transfusion practices, adverse events to transfusions, compliance with standards and practices).
- ◆ Arranges and delivers educational presentations/in-services related to relevant transfusion medicine issues to others (e.g., Physicians, Nurses, other health care personnel).
- ◆ Assists in patient and family education regarding blood transfusion.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated : Oct 09, 2013