

Division of Blood Transfusion Services

Ministry of Health and Family Welfare



Roles and Responsibilities of Blood Bank Lab Technician



1. Donor Management

- Assist in Donor motivation activities
- Perform phlebotomy and related donor room activities including assisting in apheresis procedures
- Identifies and communicates abnormal test reports by alerting supervisory personnel & safe disposal of TTI reactive units as per BMW regulation.



2. Testing

- Understands blood bank methods, demonstrates knowledge of testing processes which includes donor screening, blood grouping, cross matching, IH testing, TTI screening.
- Organize work by matching blood requests with test tube labelling; sorting samples; checking labelling; logging samples; cross matching and reserving units ready for issue, keeping work surfaces clean and orderly



3. Component management

- Performs blood component separation, labelling, quality control of blood components produced*.



4. Administrative/ Programme management/ Regulatory Aspects

- Perform duties as assigned by the BB MO
- Inventory and stock management
- All activities & records to be maintained as per relevant SOP & D&C act.
- Document all the necessary information in the required blood bank records in the respective work area *
- Prepare periodic reports
- Maintains donor/patient confidence by keeping laboratory information confidential.



5. QMS/QA

- Assist in preparation of SOPs
- Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols
- Perform & maintain records of QC procedures related to reagent, kits & equipment's



6. Training

- Responsible for in house staff training.



7. Clinical Services

- Ensures the issue of blood components / units for patient care.



8. Biosafety & Infection Control

- Ensure Universal precautions are followed strictly
- Ensuring BMW management
- Infection control practices



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