



Facilitator's Guide

For Blood Bank Nurses

Training Program

Ministry of Health and Family Welfare
Government of India

भानु प्रताप शर्मा
सचिव
B.P. SHARMA
Secretary



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India
Department of Health and Family Welfare
Ministry of Health and Family Welfare

Foreword

Blood Transfusion Services in India have advanced significantly through the Blood Safety Program which has been an integral part of all phases of the National AIDS Control Programme since 1992. This has contributed immensely in improving access to safe and quality blood, and in promotion of Voluntary Blood Donation, and has also led to several advancements in terms of better policies, improved infrastructure and adoption of modern technologies.

Capacity building and training are a vital part of service delivery. Regular and standardized training leads to improvements in the knowledge, skills and standards of personnel providing blood transfusion services. The scope of a standardized training curriculum on Blood Transfusion Service is to train the Medical Officers, Staff Nurses, Counselors and Lab Technicians of the Blood Bank to become totally familiar with the basic techniques of Blood Banking, and to help them adopt techniques which comply with the regulatory framework in the field of Blood Transfusion.

The set of training modules is intended to emphasize Good Laboratory Practices (GLP) and Quality Management Systems (QMS) in Blood Transfusion Services. Training would be imparted through identified centres identified by National AIDS Control Organization, Ministry of Health and Family Welfare. These training centres will work towards capacity building for all cadres of the Blood bank staff across all facilities situated in different regions of the country.

I am confident that this training module would be very useful for all in the field of blood transfusion services.


(B.P. Sharma)



सत्यमेव जयते

एन. एस. कंग, भा.प्र.से
अपर सचिव

NAVREET SINGH KANG, IAS
Additional Secretary



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
राष्ट्रीय एड्स नियंत्रण संगठन

Government of India
Ministry of Health & Family Welfare
National AIDS Control Organisation

Preface

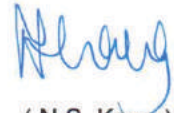
The goals and objectives of the Blood Safety Programme are to ensure the provision of safe and quality blood, even to remote areas of the country. National AIDS Control Organisation (NACO) supports a network of about 1200 Blood Banks in the Government and Charitable sectors through provision of equipment, consumables, manpower and capacity building. Nearly 70% of the country's blood requirement is met through this network. The scenario of blood banking in India owes much of its modernization due to the efforts made during various phases of the National AIDS Control Programme (NACP).

During NACP IV, NACO has identified specific areas for strengthening technical and service quality standards, management structures, partnership mechanisms, and monitoring and evaluation systems to achieve the objective of catering to the country's blood requirements through a nationally coordinated and well networked Blood Transfusion Service.

Blood Transfusion Services Division, NACO and the National Blood Transfusion Council are committed to improve all aspects of Blood Transfusion Services in coordination with State AIDS Control Societies and State Blood Transfusion Councils. With rapid technological advancement in transfusion medicine, there is a felt need for an elaborative and standardized training curriculum so as to comply with the Indian health Policy Framework. The current training curriculum is based on changing needs of transfusion professionals.

This training module has been prepared with an objective of introducing uniform standards in all aspects of blood banking for medical officers, staff nurses, counselors and laboratory technicians working in the blood banks. The module is designed for the better understanding and comprehension of blood banking processes and procedures, in order to improve technical and managerial skills of the personnel.

Appropriate in-service training programmes will facilitate provision of trained manpower to enhance quality of transfusion services and to keep abreast with the latest developments in this fast changing field.


(N.S. Kang)

6th Floor, Chandralok Building, 36 Janpath, New Delhi -110001, Telefax : 011-23325331

E-mail : nacoasdg@gmail.com

अपनी एचआईवी अवस्था जानें, निकटतम सरकारी अस्पताल में मुफ्त सलाह व जाँच पाएँ
Know Your HIV status, go to the nearest Government Hospital for free Voluntary Counselling and Testing



Dr. R S Gupta

M.D.
Deputy Director General
(NACO)

Tel. : 91-11-23736851
Fax : 91-11-23731746
E-mail : rsgupta.naco@gmail.com



सत्यमेव जयते

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
राष्ट्रीय एड्स नियंत्रण संगठन
9वां तल, चन्द्रलोक बिल्डिंग, 36 जनपथ, नई दिल्ली -110001

Government of India
Ministry of Health & Family Welfare
National AIDS Control Organisation

9th Floor, Chandralok Building,
36 Janpath, New Delhi - 110 001

Acknowledgement

The Training Module for Blood Bank Medical Officers and Laboratory Technicians has been developed by Blood Transfusion Services Division, NACO and National Blood Transfusion Council, Ministry of Health and Family Welfare under the guidance and active leadership of Shri. Lov Verma, I.A.S, Ex-Secretary (Health) and Shri. B.P. Sharma, I.A.S, Secretary (Health).

The constant encouragement of Shri. N.S.Kang, Additional Secretary NACO and Shri. K.B. Agarwal, IAS, Joint Secretary, NACO have greatly helped in undertaking this important activity.

A special thanks to Dr. Shobini Rajan, Assistant Director General (BTS); Dr Harprit Singh, National Programme Officer (BTS) and Dr. Shanoo Mishra, Programme Officer Quality (BTS), NACO and other team members for their constant effort and hard work in preparing the module.

It is commendable to note that a comprehensive set of document has been reviewed with the coordinated and concerted efforts of various organizations and individuals from the Apex Training Institutes, PGI Chandigarh, KEM Mumbai and CMC Vellore. A detailed list of contributors is included within this document. My heartfelt thanks to all for their expertise and time spared towards technical review.

I extend my sincere thanks to the U.S. Centers for Disease Control and Prevention- Division of Global HIV/AIDS (CDC-DGHA), India and Christian Medical Association of India (CMAI) for providing technical assistance and support for the preparation of this set of modules.


(Dr. R.S Gupta)

Dr. Jagdish Prasad
M.S., M.Ch., FIACS
Director General of Health Services



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
स्वास्थ्य सेवा महानिदेशालय
निर्माण भवन, नई दिल्ली-110 108
GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
NIRMAN BHAWAN, NEW DELHI-110 108
Tel.: 23061063, 23061438 (O), 23061924 (F)
E-mail : dghs@nic.in

दिनांक/Dated.....

Message

Ensuring the safety and availability of Blood and Blood products is an essential Public Health responsibility. Measures to ensure blood safety also play a major role in preventing the transmission of HIV, Hepatitis virus and other Blood borne pathogens in health care settings.

Access to sufficient and safe Blood and Blood products provided within a National Blood System is a vital component in achieving Universal health coverage. So far, Blood Transfusion Services were available only through established Blood Banks extending up to district level. In 2003, under National Health Mission these services were made available at sub-district level through Blood Storage Units at First Referral Units. These Centres were aimed at meeting the requirements of blood for pregnant women requiring blood transfusions during pregnancy or labour.

For quality, safety and efficacy of Blood and Blood products, well equipped Blood Centres with adequate infrastructure and trained manpower is an essential requirement. To ensure effective clinical use of Blood and to maintain quality standards in Blood Banking procedures, training of clinical staff is important.

18 Training Institutes are identified to enhance quality services in Blood Transfusion Services. These Training Institutes will work towards capacity building of the Blood Banks through standardized Training Curriculum for all cadres of staff in the Blood Banks.

These revised editions of training modules for Blood Bank staff will be a useful resource for standardizing Blood Transfusion services across blood banks situated in different regions of the country. My congratulations to, Dr. R.S. Gupta, DDG, the BTS team at NACO and other organizations who contributed in the development of these modules.

(Dr Jagdish Prasad)



सत्यमेव जयते

K B Agarwal
IAS
Joint Secretary

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
एड्स नियंत्रण विभाग
राष्ट्रीय एड्स नियंत्रण संगठन
9वां तल, चन्द्रलोक बिल्डिंग, 36 जनपथ, नई दिल्ली -110001
Government of India
Ministry of Health & Family Welfare
Department of AIDS Control
National AIDS Control Organisation
9th Floor, Chandralok Building, 36 Janpath, New Delhi - 110 001

Message

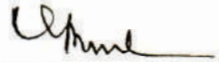
Access to safe blood and maintaining standards in Blood Transfusion Services (BTS) is the predominant responsibility of NBTC. Currently, a network of 1161 blood banks is under the umbrella of NACO support and it is essential to provide regular Training to the Blood Bank staff, throughout the country.

This series of training modules is designed to train the blood bank staff on the basic techniques of Blood Banking which comply with worldwide standards in the field of Blood Transfusion.

The module is intended to incorporate Good Laboratory Practices (GLP), Good Manufacturing Practices (GMP) and quality systems for Blood Bank personnel.

18 Training Institutes have been indentified under NACP IV. These Training Institutes will work towards capacity building of the Blood bank staff through standardized training curriculum for all cadres of staff in Blood Banks.

I would like to place on record my appreciation to Dr. R.S. Gupta, DDG BTS Division, Dr. S. D. Khaparde, ex- DDG, the BTS team at NACO and other organizations who contributed to the development of these guidelines.


(K B Agarwal) 29.5.15

9th Floor, Chandralok Building, 36 Janpath, New Delhi -110001, Phones : 011-23325343, Fax : 011-23731746

E-mail : agarwkb@ias.nic.in

CONTENTS

Day	Session	Activity	Page No
Day 1	Session1: Introduction of participants	Activity 1: Participant introduction	01
		Activity 2: Expectation of the participants	01
		Activity 3: Pre training assessment	02
	Session 2: Introduction to National blood safety program & National Blood Policy	Activity 1: Over view of National blood safety program	02
		Activity 2: National Blood policy	03
	Session 3: Blood donor selection	Activity 1: Donor recruitment and retention	03
		Activity 2: Donor room procedure and adverse donor reaction	04
		Activity 3: Organizing of blood donation camp	05
	Session 4: Immunohaematology	Activity 1: Basic red cell serology	06
		Activity 2: ABO and Rh grouping and Typing	06
		Activity 3 : Basics of ABO grouping discrepancies	07
		Activity 4: Lab demonstration - HB estimation, ABO , RH Grouping & typing	08
Day 2	Session 1: Transfusion transmissible infections	Activity 1: Basics of TTI	10
		Activity 2: Screening of TTI	10
	Session 2: Bio safety & Waste management	Activity 1: Bio safety	11
		Activity 2 : "Bin it in a minute"- Game	12
		Activity 3: Bio Medical waste management	12
	Session 3: Equipment management	Activity 1: Equipment Management & Calibration	13
	Session 4: Blood Components	Activity 1: Blood Components	13
		Activity 2: Storage and Transportation	14
		Activity 3: Administration of blood components	14
	Day 3	Session 1: Pre transfusion issues & Bed side practices & Transfusion reaction	Activity 1 : Pre transfusion issues
Activity 2: Bed side practices			16
Activity 3 : Transfusion reaction			17
Session 2: Roles & Responsibilities of nurses		Activity 1: Roles & Responsibilities of nurses	17
Session 3: QMS in blood transfusion services		Activity 1: "Simon Says" – Game	18
		Activity 2: Quality management	18
Session 4: Record keeping, documentation & legal aspects		Activity 1: Record keeping & documentation	19
		Activity 2: Legal aspects of Blood bank	19
Session 5: Licensing and Regulation, Drugs and Cosmetic Act		Activity 1: Licensing and Regulation, Drugs and Cosmetic Act	20
Session 6: Data analysis, computer use and reporting		Activity 1: Data analysis, computer use and reporting	20
Session 7: Post training assessment & wrap up		Activity 1: Post training assessment & feedback on quality of training	21

DAY 1

DAY 1					
Time	Session	Activity	Methodology	Duration	Resource Person
9.00am -9.30am		Registration	Group activity	30 minutes	Training Coordinator
9.30am -10.10am	Session 1 Introduction	Activity 1: Participant introduction	Ice breaker	15 minutes	Senior Staff Nurse
		Activity 2: Expectation of the participants	Individual Activity	5 minutes	
		Activity 3: Pre training assessment	Individual Activity	20 minutes	
10.10am -10.45am	Session 2: Introduction to National blood safety program & National Blood Policy	Activity 1: Over view of National blood safety program	Video	15 minutes	SACS Quality Manager
		Activity 2: National Blood policy	Power point presentation	20 minutes	
10.45am -11.00am	TEA BREAK				
11.00am -1.00pm	Session 3 : Blood donor selection	Activity 1: Donor recruitment and retention	Power point presentation	30 minutes	Senior Counsellor, Senior Staff Nurse, Senior Doctor/MO Blood bank
		Activity 2: Donor room procedure & Adverse Donor Reaction	Power point presentation & Trigger video	60 minutes (Video-20 minutes , PPT-40 minutes)	
		Activity 3: Organizing of blood donation camp	Group activity	30 minutes	
1.00pm -1.45pm	LUNCH				
1.45pm - 3.30 pm	Session 4: Immunohematology	Activity1: Basic red cell serology	Power point presentation	30 minutes	Senior Doctor/MO blood bank
		Activity 2: ABO and Rh grouping & Typing	Power point presentation & Trigger video	60 minutes (Video-20 minutes , PPT-40 minutes)	
		Activity 3 : Basics of ABO grouping discrepancies	Power point presentation	15 minutes	
3.30pm - 3.45pm	TEA BREAK				
3.45pm - 4.45pm	Session 4 : Immunohematology – Continuation	Activity 4 : Laboratory demonstration - HB estimation, ABO , RH Grouping & typing)	Laboratory demonstration	60 minutes	Senior lab technician

Facilitator's Guide

for Blood Bank Nurses

DAY 1

Session 1: Introduction

Activity 1: Participant introduction

Objective:

- This activity will set the tone for the workshop: it is easy and fun, it helps participants to relax and start to get to know each other

Time: 15 Minutes**Material:** Soft ball**Methodology**

- Ice breaker

Instructions to the Facilitators:

- Ask the participants to sit in a circle
- The facilitator can introduce him/herself first
- Throw the ball to one of the participants
- The participant who holds the ball has to introduce him/herself to the group by saying out aloud their name, designation, workplace & hobby.
- The participant holding the ball will now throw it to anyone in the group. The person who gets the ball now introduces him/herself.
- The activity continues till all the participants have introduced themselves.

Session 1: Introduction

Activity 2: Expectation of the Participants

Objective:

- It is important to know what the participants expect from the training. This can also be used at the end to see how much of the expectations have been met.

Time: 5 Minutes**Materials:** Paste it slips & Pen**Methodology**

- Individual Activity

Instructions to the Facilitators:

- The facilitator requests the participants to write down their expectations from the training sessions on the paste it slips provided to them.
- The slips are collected and then displayed.

NOTE: The expectations must be displayed till the end of the training.

Session 1: Introduction

Activity 3: Pre Training Assessment

Objective:

- To assess the knowledge of the participants

Time: 20 Minutes

Materials: Questionnaire

Methodology

- Individual Activity

Instructions:

- The facilitator will circulate the questionnaire to the participants to be filled up and returned.
- No negative markings
- The pre training questions must be corrected and kept ready before the last day of training.

Session 2: Introduction to National Blood Safety Program and National Blood Policy

Activity 1: Overview of National Blood Safety Program.

Objective:

- To explain the need of the training program.
- To recall the functions of blood bank.
- To brief the national blood policy

Time: 15 Minutes

Materials: Projector, screen and pointer

Methodology

- Video Presentation

Instructions:

- The facilitator needs to project the documentary video
- The facilitator shall watch the video prior to the session.
- Facilitator has to probe the participants to share their views.

Summarise:

- Quickly recap the evolution of the National Blood safety program.
- Clarify any questions by the participants

Reference:

- Kindly refer to video presentation : Day 1 - Session 2 - Activity 1

Facilitator's Guide

for Blood Bank Nurses

DAY 1

Session 2: Introduction to National Blood Safety Program and National Blood Policy

Activity 2: National Blood Policy

Objective:

- To create an awareness of the National Blood Policy

Time: 20 Minutes**Material:** Projector, Screen, Pointer**Methodology**

- Power Point Presentation

Instructions:

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points.
- Please clarify the participant's queries

Summarise:

- What are the core points discussed under slide presentation?
- What did you learnt from the group activities?

Reference:

- National Blood policy 2002, Revised version 2007
- PPT No : Day 1 - Session 2 - Activity 2

Session 3 :Blood Donor Selection

Activity 1: Donor Recruitment and Retention

Objective:

- To describe the methodology of donor identification and selection
- To explain in detail about the donor education
- To brief about the donor care and satisfaction
- To list the reason for donor retention

Time: 30 Minutes**Materials:** Projector, screen and pointer**Methodology**

- Power point presentation

Instructions:

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points.
- Please clarify the participant's queries
- The participants should be able to demonstrate the knowledge & skills to recruit retain & recall donor.

Summarise:

- The learning out comes
- What are all the points were discussed under case scenario?
- What did you learnt from the Lab demo?

Reference:

- Kindly refer Chapter No.1, sub topic no. 1.1, of the Nurses Module
- PPT No : Day 1 - Session 3 - Activity 1

Session 3 :Blood Donor Selection

Activity 2: Donor Room Procedure and Adverse Donor Reaction

Objective:

- To enumerate the types of donors and explain them in detail
- To discuss in detail about the different methods & measurement of hemoglobin
- To brief about the donor selection procedure for whole blood collection , donor registration and blood collection procedure
- To explain about the post donation care and the donor reaction & prevention

Time: 30 Minutes

Material: Projector, screen and pointer

Methodology

- Power Point Presentation & Trigger Video

Instructions:

Step 1: Power Point Presentation

- The following two topics to be covered
 - a) Types of donor, donor registration,& selection for whole blood collection & procedure
 - b) Post donation care ,donor reaction & prevention
- Please try to explain the crux of the contents in each slide. Do not just read out the points.
- Please clarify the participant's queries

Step 2: Trigger Video on Haemoglobin estimation

- Facilitator should ensure necessary arrangements for Trigger video presentation.
- The following two topics to be covered.
 - a) Haemoglobin Estimation
 - b) Phlebotomy procedure
- Please instruct the participants that there would be questions at the middle of the video presentation, which the participants have to answer.

Summarise:

1. How will you select a donor for whole blood collection?
2. Explain about the different methods of haemoglobin measurement?
3. List down the steps involved in post donation care?

Reference:

- Kindly refer Chapter No.1, sub topic no. 1.2, of the Nurses Module
- PPT No : Day 1 - Session 3 - Activity 2

Facilitator's Guide

for Blood Bank Nurses

DAY 1

Session 3: Blood Donor Selection

Activity 3: Organisation of Blood Donation Camps

Objective:

- To illustrate the list of procedures required to organize a blood donation camp.

Time: 30 Minutes

Materials: Charts, Sketch Pens & Double tape

Methodology

- Group Activity

Instructions :

1.Group activity

- Divide the participants into 4 groups
- Assign one of the following activities to each group.
- Each group should work as a team on the activity assigned to them
- A volunteer from each group should make a short presentation on their group activity.

List of Activities to be assigned to each group for this session are:

1. Pre Camp activities & Challenges faced
2. Camp site activities & Challenges faced
3. Equipment required during camp & Challenges faced
4. Records, Storage & Transportation of collected Blood units & Challenges faced

Note:

- Time for group discussion: 10 minutes
- Time for presentation by each group: 5 minutes (Total time: 20 minutes)
- Ask other groups to comment on any missed out points.

Summarise:

- What core points discussed by groups?

Reference:

- Kindly refer Chapter No.1, sub topic no. 1.3, of the Nurses Module

Session4: Immunohaematology

Activity1: Basic Red Cell Serology

Objective:

- To describe about the basic red cell serology
- To brief about the types of blood groups, Rh antibodies & the blood group principles.
- To explain about the ABO & Rh grouping & compatibility testing

Time:30 Minutes

Material:Projector, screen and pointer, Samples for demo Lab

Methodology

- Power Point Presentation

Instructions

Power Point Presentation on Basic red cell serology

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarise:

1. Ask participants on the key learnings from this session

Reference:

- Kindly refer Chapter No.2, sub topic no. 2.1, of the Nurses Module
- PPT No : Day 1 - Session 4 - Activity 1

Session4: Immunohaematology

Activity 2: ABO & Rh Grouping and Typing

Objective:

- To discuss the different methods of storage
- To brief about the roles & responsibilities of nurses in storage of blood & its components

Time: 60 Minutes (PPT- 40 minutes, Video- 20 minutes)

Material: Projector, screen and pointer

Methodology

- Power Point Presentation and Trigger Videos

Facilitator's Guide

for Blood Bank Nurses

DAY 1

Instructions:

Step 1: Power Point Presentation

- Please try to explain the crux of the contents in each slide. Do not just read out the points.
- Please clarify the participant's queries

Step 2: Trigger Videos

- Facilitator should ensure necessary arrangements for Trigger video presentation.
- The following topic is to be covered.
 - a) ABO grouping & RH typing
- Please instruct the participants that there would be questions at the middle of the video presentation, which the participants have to answer.

Summarise:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference:

- Kindly refer Chapter No.2, sub topic no. 2.2, of the Nurses Module
- PPT No : Day 1 - Session 4 - Activity 2

Session 4: Immunohaematology

Activity 3: Basics of ABO Grouping Discrepancies

Objective:

- To explain basics of discrepancies in ABO grouping

Time: 15Minutes

Material: Projector, Screen, Pointer.

Methodology

- Power Point Presentation

Instructions:

Step 1: Power Point Presentation

- Please try to explain the crux of the contents in each slide. Do not just read out the points.
- Please clarify the participant's queries

Summarize:

1. What are the core points discussed in this presentation?
2. How does it relate to your work?

Reference:

- PPT No : Day 1 - Session 4 - Activity 3

Session 4: Immunohaematology

Activity 4: Lab Demonstration - HB Estimation, ABO, RH Grouping and Typing

Objective:

- To provide hands on exposure to HB estimation, ABO, RH Grouping and Typing.

Time: 60 Minutes**Material:** Samples for demo**Methodology**

- Lab Demonstration

Instructions:

1. Facilitator should ensure that necessary arrangements for demonstration have been made at the lab.
2. Accompany participants to the concerned lab.
3. Participants need to be divided into 2 groups. The following topics would be demonstrated for each group.
 - a. HB estimation
 - b. ABO, RH Grouping and Typing
4. The groups then swap to do the other procedure

Summarize:

- Ask participants on the key learnings from this session

DAY 2

DAY 2					
Time	Session	Activity	Methodology	Duration	Resource Person
9.00am -9.30am	Warming Up	Recap of DAY 1 Session	Presentation	30 minutes	Rapporteur & time keeper
9.30am - 10.30am	Session 1: Transfusion transmissible infections	Activity 1: Basics of TTI	Power point presentation	30 minutes	Senior staff nurse
		Activity 2: Screening of TTI	Laboratory demonstration	30 minutes	Senior Lab technician
10.30am–11.30am	Session 2: Bio safety & Waste management	Activity 1: Bio safety	Power point presentation & video	60 minutes (Video-20 minutes , PPT-40 minutes)	Senior Doctor/MO blood bank & Staff nurse
11.30am–11.45am	TEA BREAK				
11.45am–12.Noon	Session 2: Bio safety & Waste management (contd.)	Activity 2: “Bin it in a minute” Game	Individual Activity	15 minutes	Participants
12Noon – 1.00pm		Activity 3: Bio medical waste management	Power point presentation	60 minutes	Senior Doctor/MO blood bank
1.00pm – 1.45pm	LUNCH				
1.45pm – 2.15pm	Session 3: Equipment management & calibration	Activity 1: Equipment management & calibration	Power point presentation	30 minutes	Senior staff nurse & Senior Lab technician
2.15pm – 3.15pm	Session 4: Blood Components	Activity 1: Blood components	Trigger video & power point presentation	60 minutes(Trigger video – 20 minutes, PPT – 40 minutes)	Senior Doctor/MO blood bank
3.15pm – 3.30pm	TEA BREAK				
3.30pm – 3.45pm	Session 4: Blood Components (contd.)	Activity 2: Storage & Transportation	Power point presentation	15 minutes	Senior blood bank Staff Nurse
3.45pm – 4.15pm		Activity 3: Administration of blood components	Power point presentation	30 minutes	Senior blood bank Staff Nurse

Facilitator's Guide

for Blood Bank Nurses

DAY 2

Session 1: Transfusion Transmissible Infections

Activity 1: Basics of Transfusion Transmissible Infections

Objective:

- To recognize Transfusion Transmissible Infections
- To understand the characteristics of TTIs.

Time:30 Minutes**Material:** Projector, Screen and Pointer**Methodology**

- Power Point Presentation

Instructions:

Power Point Presentation on

1. Epidemiology & Screening of Hepatitis B & Hepatitis C
 2. Epidemiology & Screening of HIV
 3. Epidemiology & Screening of Malaria
 4. Epidemiology & Screening of Syphilis
- Please try to explain the crux of the contents in each slide.
 - Do not just read out the points. Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference:

- Kindly refer Chapter No.3, of the Nurses Module
- PPT No: Day 2 - Session 1 - Activity 1

Session 1: Transfusion Transmissible Infections

Activity 2: Screening of TTIs

Objective:

- Describe the blood screening process
- Explain Preventive strategies for TTIs.

Time:30 minutes**Material:** Samples for demo**Methodology**

- Laboratory Demonstration

Instructions:

1. Ensure that the necessary arrangements for the demonstration have been made at the concerned lab.
2. Accompany the participants to the concerned lab.
3. Divide the participants into two/ more groups depending on the number of participants.
4. Each group will do one lab procedure
5. The groups then swap to do the other procedure.

DAY 2

Summarize:

- Ask participants on the key learnings from this session

Session 2 : Bio Safety & Waste Management

Activity 1: Bio Safety

Objectives:

- To explain about the modes of exposure to blood borne pathogens
- To brief about the essentials steps of bio safety
- To discuss in detail about the bio medical waste management
- To enumerate the roles & responsibilities of nurse in bio safety

Time: 60 Minutes (Video- 20 minutes , PPT- 40 minutes)

Materials: Projector, screen and pointer

Methodology

- Power Point Presentation and Video

Instructions:

Step 1: Power Point Presentation

- Please do not read through all the points
- Summarise the slide and present
- If there are any queries from the participants kindly clarify them

Step 2: Video Show

- The facilitator/resource person shall watch the video prior to the session.
- Play the video show to the participants.
- Probe the participants to share their views.
- Now summarize the core content of the video show.

Summarise:

1. What are the core points discussed under case scenario?
2. What did you learnt from the group activities?

Reference:

- Kindly refer Chapter No.4, of the Nurses Module
- PPT No : Day 2 - Session 2 - Activity 1

Facilitator's Guide

for Blood Bank Nurses

DAY 2

Session 2 : Bio Safety and Waste Management

Activity 2: "Bin in it in a minute" Game

Objectives:

- To discuss in detail about the bio medical waste management

Time: 15 Minutes**Materials:** Color coded Bucket & Ball**Methodology**

- Individual Activity

Instructions:

- Arrange the colour coded bins.
- Ask participants to come in batches of 5.
- Hand over three balls to each of the participants.
- Ask participants to come forward and throw balls in the appropriate coloured bins.
- Ensure all participants participate.
- Rectify the mistakes if participants throw the ball in the wrong bin.

Summarise:

- Was the game on waste segregation useful?

Session 2 : Bio Safety and Waste Management

Activity 3 : Bio Medical Waste Management

Objectives:

- To discuss in detail about the color coded bins
- To explain the method of disposal

Time: 45 Minutes**Materials:** Projector, screen and pointer**Methodology**

- Power point presentation

Instructions:

- Please do not read through all the points
- Summarise the slide and present
- If there are any queries from the participants kindly clarify them

Summarise:

1. What are the core points discussed under case scenario?
2. What did you learnt from the group activities?

Reference :

- Kindly refer Chapter No.4, sub topic no. 4.3, of the Nurses Module
- PPT No : Day 2 - Session 2- Activity 3

DAY 2

Session 3: Equipment management

1: Equipment management & calibration

Objectives:

- To promote knowledge about the equipment's in the blood bank
- To brief about the maintenance & calibration of equipment's

Time: 30 Minutes

Materials: Projector, screen and pointer

Methodology

- Power point presentation

Instructions

- Please try to explain the crux of the contents in each slide. Do not just read out the points.
- Please clarify the participant's queries.

Summarise:

1. What are the core points discussed under case scenario?
2. What did you learnt from the group activities?

Reference:

- PPT No: Day 2 - Session 3 - Activity 1.

Session 4: Blood Components

Activity 1 : Blood Components

Objective:

- Describe the process of component separation
- Explain shelf life of components

Time: 60 Minutes (Trigger video- 20 minutes & PPT - 40 minutes)

Material: Projector, Screen and Pointer

Methodology

- Power Point Presentation

Instructions

- Please try to explain the crux of the contents in each slide. Do not just read out the points.
- Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference

- Kindly refer Chapter No.5, of the Nurses Module
- PPT No: Day 2 - Session 4 - Activity 1

Facilitator's Guide

for Blood Bank Nurses

DAY 2

Session 4: Blood Components

Activity 2: Storage and Transportation

Objective:

- Explain Storage and Transportation

Time: 15 Minutes**Material:** Projector, Screen and Pointer**Methodology**

- Power Point Presentation

Instructions

- Please try to explain the crux of the contents in each slide. Do not just read out the points.
- Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference

- Kindly refer Chapter No.5, sub topic no. 5.4 & 5.5, of the Nurses Module
- PPT No: Day 2 - Session 4 - Activity 2

Session 4: Blood Components

Activity 3: Administration of Blood Components

Objective:

- Understanding about Administration of Blood Components

Time: 30 Minutes**Material:** Projector, Screen and Pointer**Methodology**

- Power Point Presentation

Instructions

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference

- Kindly refer Chapter No.5, of the Nurses Module
- PPT No: Day 2 - Session 4 - Activity 3

DAY 3

Day 3					
Time	Session	Activity	Methodology	Duration	Resource Person
9.00am-9.30am	Warming Up	Recap of DAY 2 Session	Presentation	30 minutes	Rapporteur & time keeper
9.30 am-11.00 am	Session 1: Pre transfusion issues & Bed side practices & Transfusion reaction	Activity 1 : Pre transfusion issues	Power point presentation	30 minutes	Senior Staff Nurse
		Activity 2: Bed side practices	Power point presentation	30 minutes	
		Activity 3 : Transfusion reaction	Power point presentation	30 minutes	
11.00am -11.15am	TEA BREAK				
11.15am -12.15pm	Session 2 : Roles & responsibilities of Staff Nurse	Activity 1: Roles & responsibilities of Staff Nurse	Power point presentation	60 minutes	Senior Staff Nurse
12.15pm - 1.00 pm	Session 3: QMS in BTS	Activity 1: "Simon Says" Game	Group activity	15 minutes	By Participants
		Activity 2: Quality Management & Haemovigilance	Power point presentation	30 minutes	Senior Doctor/MO blood bank & Senior staff nurse
1.00pm-1.45pm	LUNCH				
1.45pm - 3.15pm	Session 4: Record keeping, documentation & legal aspects	Activity 1: Record keeping & documentation	Power point presentation	45 minutes	Senior Doctor/MO blood bank & Senior staff nurse
		Activity 2: Legal aspects of Blood bank	Power point presentation	45 minutes	
3.15pm-3.30pm	TEA BREAK				
3.30pm-4.00pm	Session 5 : Licensing and Regulation, Drugs and Cosmetic Act	Activity 1: Licensing and Regulation, Drugs and Cosmetic Act	Power point presentation	30 minutes	Senior Doctor/MO blood bank & Senior staff nurse
4.00pm-4.30pm	Session 6: Data analysis, computer use and reporting	Activity 1: Data analysis, computer use and reporting	Power point presentation	30 minutes	
4.30pm - 5.30pm	Session 7: Post training assessment & wrap up	Activity 1: Post training assessment & feedback on quality of training	Pre Structured questionnaire	30 minutes	Training Coordinator
		Activity 2: Valedictory & certificate distribution		30 minutes	Training Coordinator

Facilitator's Guide

for Blood Bank Nurses

DAY 3

Session 1: Pre Transfusion Issues and Bed Side Practices and Transfusion Reaction

Activity 1: Pre Transfusion Issues

Objectives:

- To brief about the procedure for collection of blood sample & pre transfusion testing

Time: 30 Minutes**Materials:** Projector, screen and pointer**Methodology**

- Power Point Presentation

Instructions:

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points.
- Please clarify the participant's queries

Summarise:

- What are the core points discussed under case scenario?
- What did you learnt from the group activities?

References:

- Kindly refer Chapter No.6, of the Nurses Module
- PPT No : Day 3 - Session 1 - Activity 1

Session 1: Pre Transfusion Issues and Bed Side Practices and Transfusion Reaction

Activity 2: Bed side practices

Objective:

- To explain about the pre administration checks, administration of blood & products & monitoring of recipients.
- To discuss about the role of hospital transfusion committee & a nurse in pre transfusion checks.

Time: 30 Minutes**Material:** Projector, Screen, Pointer.**Methodology**

- Power point presentation

Instructions:

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarise:

- What are the core points discussed under case scenario?
- What did you learnt from the group activities?

References:

- Kindly refer Chapter No.6, of the Nurses Module
- PPT No : Day 3 - Session 1 - Activity 2

DAY 3

Session 1 :Transfusion transmissible infection & Transfusion reaction

Activity 3: Transfusion Reaction

Objectives:

- To brief about the transfusion reaction

Time: 30 Minutes

Material: Projector, Screen, Pointer, paper & pen

Methodology

- Power Point Presentation

Instructions:

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarise:

- What are the core points discussed under case scenario?
- What did you learnt from the group activities?

Reference:

- Kindly refer Chapter No.7, of the Nurses Module
- PPT No : Day 3 - Session 1- Activity 3

Session 2: Roles and Responsibilities of Staff Nurse

Activity 1 : Roles and Responsibilities of Staff Nurse

Objectives:

- To promote the knowledge on roles & responsibilities
- To discuss the importance of nurses role in a blood bank
- To improve the quality of nursing services.

Time:60 Minutes

Materials:Projector, screen and pointer

Methodology

- Power Point Presentation

Instructions:

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarise:

- What are the core points discussed under case scenario?
- What did you learnt from the group activities?

Reference:

- PPT No : Day 3 - Session 2- Activity 1

Facilitator's Guide

for Blood Bank Nurses

DAY 3

Session 3: QMS in Blood Transfusion Services

Activity 1 : 'SIMON Says' Game

Objectives:

- To energize the group

Time: 15 Minutes**Materials:** Nil**Methodology**

- Group activity

Instructions:

- The facilitator tells the group that they should follow instructions when the facilitator starts the instruction by saying 'Simon Says'.
- If the facilitator does not begin the instructions with the words 'Simon Says', then the group should not follow the instructions!
- The facilitator begins by saying something like "Simon says clap your hands" while clapping their hands.
- The facilitator speeds up the actions, always saying 'Simon says' first. After a short while, the 'Simon says' is omitted.
- Those participants who do not follow the instructions anyway are 'out' of the game.

Session 3 : QMS in Blood Transfusion Services

Activity 2: Quality Management & Haemovigilance

Objective:

- Discuss the policy & procedures for lab supplies
- Explain about the quality Assurance and Quality control in BTS.
- Explain about the Haemovigilance program of India

Time: 30 Minutes**Material:** Projector, Screen and Pointer**Methodology**

- Power Point Presentation

Instructions

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference:

- PPT no : Day 3 - Session 3 - Activity 2

DAY 3

Session 4: Record keeping , Documentation and Legal Aspects

Activity 1: Record keeping and Documentation

Objective:

- Emphasize the importance of record keeping & documentation

Time: 45 Minutes

Material: Projector, Screen and Pointer

Methodology

- Power Point Presentation

Instructions

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference:

- PPT no : Day 3 - Session 4 - Activity 1

Session 4: Record keeping , Documentation and Legal Aspects

Activity 2: Legal Aspects in Blood Banking

Objective:

- To provide an understanding of the legal aspects associated with Blood Banking.

Time: 45 minutes

Material: Projector, Screen and Pointer

Methodology

- Power Point Presentation

Instructions

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference:

- PPT No: Day 3 - Session 4 - Activity 2

Facilitator's Guide

for Blood Bank Nurses

DAY 3

Session 5: Licensing, Regulation, Drugs and Cosmetic Act

Activity 1: Licensing, Regulation, Drugs and Cosmetic Act

Objective:

- To provide an insight of licensing, regulation, Drugs and Cosmetic Act.

Time: 30 Minutes**Material:** Projector, Screen and Pointer**Methodology**

- Power Point Presentation

Instructions

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference:

- PPT No : Day 3 - Session 5 - Activity 1

Session 6: Data Analysis, Computer use and Reporting

Activity 1: Data Analysis, Computer Use and Reporting

Objective:

- To understand about data analysis, computer use and reporting.

Time: 30 Minutes**Material:** Projector, Screen and Pointer**Methodology**

- Power Point Presentation

Instructions

- Please try to explain the crux of the contents in each slide.
- Do not just read out the points. Please clarify the participant's queries

Summarize:

- What are the core points discussed in this presentation?
- How does it relate to your work?

Reference:

- PPT No : Day 3 - Session 6 - Activity 1

DAY 3

Session 7: Post Training Assessment and Wrap Up

Activity 1: Post Training Assessment and Feedback on Quality of Training

Objectives:

- To assess the post training knowledge of the participants
- To assess the effectiveness of the training program
- To promote the methodologies of the training program

Time: 30 Minutes

Material : Pre-structured questionnaires & Certificates

Methodology

- Pre structured questions

Instructions:

Post training Assessment

- The facilitator will circulate the questionnaire to the participants to be filled up and returned.
- No negative markings
- The post training questions must be filled up and handed over to the facilitator.
- The filled in questionnaires to be randomly distributed back to the participants and corrected by the participants

Feedback on quality of training

- The facilitator randomly picks out the feedback form and reads aloud the suggestions provided by the participants
- Randomly pick few slips of participants expectation pasted on the wall and read it aloud. Just ask participants whether expectations were met.

Summarise:

- Thank participants for active participation.
- Provide contact details of resource persons & training centre for future technical support