

[Title] [First name] [Surname]
[Position]
[Organisation]
[Address1]
[Address2]

Dear [Salutation] [Surname]

PATHOLOGY SERVICE PROVIDER OBLIGATIONS UNDER NSQHS STANDARD 7 – BLOOD MANAGEMENT

As you may be aware, the expectations of health providers with regard to responsible, sustainable and appropriate use of blood and blood products have been communicated by Health Ministers in the *Statement on National Stewardship Expectations for the Supply of Blood and Blood Products* (<http://www.blood.gov.au/stewardship>).

National Safety and Quality Health Service (NSQHS) Standard 7 builds on these expectations, and outlines the safety and quality expectations of health service organisations in the management of blood and blood products. More detail is available at <http://www.blood.gov.au/national-standard>.

[Insert your organisation's name] is subject to accreditation against these standards. There is an expectation that hospitals ensure the safety and quality of outsourced activities, which includes the supply of blood and blood products. I would appreciate your support in ensuring I am able to demonstrate that the requirements of Standard 7 are continually being met. For this reason, I seek your agreement to [implement a contract change proposal allowing for provision of] or [provide me with the] information contained in Schedule 1.

Please do not hesitate to contact me should you wish to discuss this request.

Yours sincerely

[First name] [Surname]
[Position], [Section]
[Date]

SCHEDULE 1: Reporting requirements ensuring ability to demonstrate *[Insert your organisation's name]* compliance with Standard 7 – Blood Management

A quarterly report addressing:

- Blood and blood product wastage relating to *[Insert your organisation's name]*, and advice about the system you use to monitor wastage and strategies you use to reduce wastage

An annual report addressing the following areas:

- The system you use to receipt blood and blood products and any audits that you undertake to confirm that you can identify where units have been provided
- The process you use to ensure blood and blood products are available to meet clinical demand, and confirmation that you would be able to provide advice about inventory levels in the event of a blood or blood product shortage
- How you ensure containers used to transport blood and blood products are validated, and how you check that temperature is maintained according to specification
- Your strategy for monitoring refrigerators and freezers to ensure they maintain temperature, including confirmation that your organisation complies with the Australian Standard for Medical Refrigeration Equipment – For the Storage of Blood and Blood Products (AS3864)
- Mandatory and non-mandatory training provided to your staff in blood management
- The system you use to document incidents relating to blood and blood products, and the corrective action process you follow to reduce risks and improve practice
- Whether you participate in the blood bank RCPA Quality Assurance Program, including reporting incidents to the Key Incident Monitoring and Management System (KIMMS)