Appendix 1: Transfer Establishment and Review Checklist

|  |  |
| --- | --- |
| **Procedure** | **Attended** |
| 1. Identify sites you could transfer to/from.
 | □ |
| 1. Review what blood and blood product you could transfer in/out.
 | □ |
| 1. Review courier or transport possibilities.
 | □ |
| 1. Contact potential participating sites to gauge interest.
 | □ |
| 1. Set up initial meeting with managers and scientists in charge to discuss transferring options.
 | □ |
| 1. Go through the MOU to make it specific for your situation.
 | □ |
| 1. Agree to storage, transport, package, documentation and training requirements.
 | □ |
| 1. Outline acceptable days until expiry that units should be identified for transfer.
 | □ |
| 1. Sign off on agreed MOU.
 | □ |
| 1. Educate staff on arrangements.
 | □ |
| 1. Set start date for transfer arrangement to commence.
 | □ |
| 1. Set date to meet and review transfer arrangement.
 | □ |
| 1. Review MOU arrangement to ensure working for all health providers involved.
 | □ |