

MTP Clinical 'Team Contact' Checklist

'Team Contact' Name: _____

Bedside individual assigned by the physician lead activating the MTP to communicate with the Transfusion Medicine Laboratory

Notifies TML of MTP activation **RUH #2179** **SPH #5168** **SCH #8204**

Provides:

- Patient identification → name, HSN, sex
- Patient weight (if applicable) _____ kg
- Care team location _____
- Contact phone # _____
- Lead physician _____

Patient Identification Label here

Record:

Date: _____ Time of MTP activation: _____

Confirms group, screen & crossmatch sent to TML

Time sent @ _____ hrs

Ensures MTP Panel Bloodwork sent every 30 minutes

Updates TML at least every 30 minutes

Informs TML of any change in:

- Patient location
- Contact phone #
- Team contact individual
- Physician lead

New location: _____
 New contact #: _____
 New team contact: _____
 Handover time: @ _____ hrs
 New MD lead: _____

Calls TML as soon as MTP is discontinued

Time MTP discontinued @ _____ hrs

MTP discontinued by: _____

Ensures coolers returned to TML ASAP

Fax this form to TML once MTP is discontinued (#2222)