

Transfusion Practitioner (TP) position description template

Background:

This template has been developed by the International Society of Blood Transfusion - Transfusion Practitioner (TP) group following the review of 18 position descriptions supplied by many countries with established TP roles.

The template is designed to be used by either those establishing or expanding the TP role. It has been separated into categories and levels of experience.

Levels of experience:

- Novice – new to the role with limited experience in the area or aspects of the role and will require mentoring and support
- Experienced Practitioner – several years of experience in the role with established knowledge base and skills
- Senior Practitioner – many years of experience and able to work in areas of extended practice and manage a team of TPs.

Organisations can select all or some of the suggested performance activities/duties that would be pertinent to the specific role to suit the organizations requirement.

Key purpose of the position: It is good to include a statement about the purpose of the role. Examples could be:

- To promote patient blood management (PBM) principles and safe and appropriate use of blood and blood products within the health service, in accordance with national standards and international guidelines.
- To work collaboratively with all staff to ensure quality systems are used to promote safe and appropriate management of the patients’ own blood and transfusion needs in accordance with national standards and international guidelines.
- To implement and promote haemovigilance activities to improve patient care.

Reporting lines/Department: Include the reporting lines or department to which the role is accountable. Examples could be:

- Senior Nurse/Director of Nursing
- Quality/Risk Manager
- Haematologist/Transfusion Lead
- Senior Scientist
- Department – to suit organization and supervisor relationship

Category	NOVICE PRACTITIONER	EXPERIENCED PRACTITIONER	SENIOR PRACTITIONER
Education	<ul style="list-style-type: none"> • Act as a transfusion practice/PBM resource for clinical, laboratory and allied health care staff. • Develop a program of educational activities • Participate in the assessment, development, evaluation and dissemination of educational materials to facilitate transfusion related learning. 	<ul style="list-style-type: none"> • Deliver customised corrective training to staff implicated in a clinical incident or near-miss related to transfusion practice. • Manage all interventions related to transfusion practice related clinical incidents or near-misses effectively, efficiently and sensitively. 	<ul style="list-style-type: none"> • Responsible for the development, delivery, evaluation and revision of high quality transfusion practice /PBM education/training for all staff involved in these processes to achieve and maintain competence. • Liaise with relevant clinical department heads (i.e. Clinical Nurse Managers and Heads of Departments) to facilitate mandatory and non-mandatory training for all staff.

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Patient blood management (PBM)	<ul style="list-style-type: none"> Develop a process for monitoring and managing gaps such as regular audits with support of transfusion lead. (Audit examples could include product waste, single unit transfusion policy compliance, preoperative anaemia audit, and blood product utilisation compliance to established guidelines). Develop, promote and maintain a resource library of educational material on PBM. 	<ul style="list-style-type: none"> Collaborate with relevant stakeholders to minimise/reduce unnecessary laboratory test requests. Liaise with relevant stakeholders to: <ul style="list-style-type: none"> Promote alternatives to transfusion, i.e. optimising red cell mass to avoid transfusion Promote appropriate blood component/product usage Minimise blood component/product wastage Perform regular blood component/product utilisation audits to monitor compliance with established utilisation guidelines. 	<ul style="list-style-type: none"> Collaborate with and engage stakeholders in patient blood management strategies, such as: <ul style="list-style-type: none"> Facilitation (and evaluation) of the implementation of screening and treatment of preoperative anemia in elective surgery [identifying and mapping current patient flows, from the time of the decision for surgery to their admission to the operating suite in order to determine opportunities to appropriately assess patients for anaemia]. Act as a key subject matter resource and be involved with the setup of hospital-wide information technology systems that impact blood transfusion practices, such as blood ordering or prescribing, blood tracking system.
Leadership and management	<ul style="list-style-type: none"> Maintain own professional development by participation in educational opportunities and conferences. 	<ul style="list-style-type: none"> Use effective change management skills to implement practice improvement initiatives. Act as a role model and resource in clinical evidence based transfusion/PBM practice. 	<ul style="list-style-type: none"> Provide professional leadership across the organization in relation to transfusion/PBM practice. Generate reports and business cases to support the development of the transfusion/PBM strategies across the organization, where appropriate. Lead improvement in organizational effectiveness by facilitating communication and problem solving between groups of staff.
Communication	<ul style="list-style-type: none"> Liaise between transfusion medicine department and all other hospital departments. Provide feedback to clinical staff regarding audit findings. 	<ul style="list-style-type: none"> Demonstrate an expert ability to communicate highly complex and sensitive information to patients, carers and other staff. Develop a network of contacts and communication links with other professionals 	<ul style="list-style-type: none"> Collaborate with key stakeholders to implement, monitor and evaluate transfusion/PBM strategies throughout the organization.

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		in this specialised field within other hospitals, nationally and internationally.	<ul style="list-style-type: none"> Collaborate with key stakeholders to develop organizational culture that fosters positive patient/client outcomes.
Data management	<ul style="list-style-type: none"> Contribute to transfusion/PBM data collection (use and waste of blood components, PBM and/or other indicators related to transfusion/PBM policy). Maintain records of attendance at education sessions. 	<ul style="list-style-type: none"> Maintain accurate records, by developing and maintaining databases, spreadsheets and recording systems. Provide information; including but not limited to reports and data, as required, to relevant stakeholders (eg. Blood management committee, quality department, clinical areas etc.). 	<ul style="list-style-type: none"> Facilitate and support the development of databases for PBM, haemovigilance, and other transfusion-related quality indicators. Develop and monitor key outcomes (KPIs established for product or patients).
Performance	<ul style="list-style-type: none"> Develop links with other transfusion practitioners. Establish personal and professional goals, objectives, performance targets and strategies to meet these. Be proactive in developing and improving own competence through feedback and by reviewing practice with colleagues. Organise time and workload effectively in order to meet the needs of a changing and developing service. 	<ul style="list-style-type: none"> Promote and be actively involved in the implementation of safe transfusion practice, haemovigilance and PBM. Maintain a high level of technical expertise in specialized area through literature reviews and professional affiliations, seminars and workshops, and communicate information to other staff. 	<ul style="list-style-type: none"> Actively disseminate experiences through publications and conference presentations, and participate as appropriate in local and national working parties.
Audit	<ul style="list-style-type: none"> Develop a process and schedule for audit (appropriate to the organization). Facilitate and participate in regular audits, (eg. local/health network/national as required by the organization). 	<ul style="list-style-type: none"> Collaborate with the transfusion/blood management, quality committee (or equivalent); identify areas for auditing of transfusion practices. Contribute to the development/ implementation of blood management and transfusion related audits. Communicate the audit results to the relevant staff, initiate and monitor improvement actions. 	<ul style="list-style-type: none"> Critically appraise and synthesise the outcomes of transfusion/PBM research and audit, and apply them to improve transfusion practice. Lead clinical audit, policy review and change processes to ensure contemporary practice in transfusion/PBM.
Practice development	<ul style="list-style-type: none"> Assist with the development of policies and guidelines that reflect national (and 	<ul style="list-style-type: none"> Participate and lead practice development projects as assigned. 	<ul style="list-style-type: none"> Contribute to the development of regional/national policies/guidelines and regulations through participation in

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	<p>international) standards for transfusion/PBM.</p> <ul style="list-style-type: none"> • Ensure dissemination of new or updated transfusion-related procedures/guidelines. 	<ul style="list-style-type: none"> • Participate in the planning, development, implementation and evaluation of sustainable practice improvement initiatives related to transfusion practice/PBM by providing evidence-based information from reputable sources, e.g. national and international guidelines and standards. • Be responsible for ensuring policies/procedures/guidelines receive appropriate peer review and dissemination, in order to influence adherence and acceptance across the organization amongst all necessary groups, to facilitate improvements in practice. • Assist and support the development of the Emergency Blood Management Plan and associated arrangements required in the event of blood shortages. 	<p>committees and professional organizations.</p>
Haemovigilance	<ul style="list-style-type: none"> • Promote reporting of: <ul style="list-style-type: none"> • suspected transfusion reactions • transfusion related near misses/adverse events • Participate in the investigation & reporting of suspected transfusion reactions with support of clinical lead. • Assist with post-transfusion look back, product tracing and recalls. • Respond to all non-compliance issues relating to blood components/products. • Implement any recommendations for practice improvement, policy development or revision. • Promote measures to ensure compliance with requirements for traceability of blood components/products. • Promote risk reduction strategies. 	<ul style="list-style-type: none"> • Participate in the investigation, root cause analysis & reporting of transfusion related near misses/adverse events to ensure compliance with reporting requirements • Implement any recommendations or corrective actions for practice improvement (e.g. training, modification of policy/procedure, multidisciplinary collaboration to implement changes) resulting from the investigation of transfusion related near misses/adverse events. • Participate in the investigation & reporting of suspected transfusion reactions to ensure compliance with reporting requirements. 	<ul style="list-style-type: none"> • Analyse data about transfusion-related errors, near misses and transfusion reactions to investigate and identify trends (e.g. for annual reporting to the transfusion/blood management/quality committee). • Act as a clinical resource and advisor, across the organization in the area of haemovigilance, in order to promote improved patient management and quality of care.

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Consumer (patient) and carer participation/involvement	<ul style="list-style-type: none"> Consumer (patient)/carer information materials are up to date and available to all patients receiving blood products, including consideration of different methods of communicating the information. Information regarding alternatives to transfusion and PBM are available and up to date. 	<ul style="list-style-type: none"> Promote consumer (patient)/carer advocacy, health promotion and teaching. Works with consumers (patients) and/or carers to develop and/or review patient education materials for blood transfusion/PBM. 	<ul style="list-style-type: none"> Facilitate the collection of consumer (patients)/carer satisfaction in regard to support and information given pertaining to PBM and/or transfusion.
Knowledge	<ul style="list-style-type: none"> Have knowledge of the key professional issues and guidelines relating to professional practice. Understanding of quality and safety principles. 	<ul style="list-style-type: none"> Demonstrate thorough knowledge of, and commitment to, evidence-based transfusion/PBM practices through participation in quality improvement activities and research projects. Have knowledge about quality management. 	<ul style="list-style-type: none"> Awareness of relevant legislation and emerging strategies related to blood management practices and principles. Contribute to the development of guidelines and regulations through participation in committees and professional organizations.
Skills	<ul style="list-style-type: none"> Highly developed interpersonal skills including written and verbal communication. Ability to effectively interact with different professional groups and services, internal and external to the institution (incl. oral presentation skills and meeting techniques) Ability to think critically and problem solve. 	<ul style="list-style-type: none"> Project management skills and able to demonstrate the ability to initiate, sustain and evaluate change. Skills related to data visualization, writing reports, and making presentations. Ability to prepare project plans/business cases to support new initiatives aimed to improve the quality of transfusion practices. 	<ul style="list-style-type: none"> Analytical and research skills (literature research, observational studies, quantitative and qualitative data analysis). Leadership skills.
Ability	<ul style="list-style-type: none"> Practice and promote the principles of quality management and the efficient utilization of resources. Ability to effectively interact with multidisciplinary teams. Ability to give constructive feedback to support learning. 	<ul style="list-style-type: none"> Ability to disseminate clinical knowledge related to safe transfusion practice. Ability to navigate challenging environments /situations in a professional manner. 	<ul style="list-style-type: none"> Demonstrated ability to collaborate and influence internal and external stakeholders, provide advice, guidance and education and ensure compliance with standards.
Qualifications (may vary)	<ul style="list-style-type: none"> Blood Bank Scientist/RN/midwife with experience in acute setting and basic haematology skills and knowledge. [i.e. 	<ul style="list-style-type: none"> Post-registration qualification in related field where available i.e. Transfusion practice, Risk Management or Project Management 	<ul style="list-style-type: none"> Masters in relevant field Nurse Practitioner (optional)

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between countries)	<ul style="list-style-type: none"> • Bachelor of Science and/or diploma in Medical Laboratory Technology. • BSc MLS and/or Advanced Registered Technologist (Transfusion Medicine) OR • Baccalaureate in Sciences/Health Sciences (Registered Nurse)] • Several years (3-5 years) post graduate experience 		
Personal	<ul style="list-style-type: none"> • Well organised. • Excellent team worker and self-motivated. • Creative and innovative. • Ability to maintain professionalism at all times. • Demonstrate a commitment to continuing professional development. • Maintain a professional portfolio. 		