Appendix 1: Transfer Establishment and Review Checklist

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| **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. | □ |