

Appendix 1: Transfer Establishment and Review Checklist

Procedure	Attended
1. Identify sites you could transfer to/from.	<input type="checkbox"/>
2. Review what blood and blood product you could transfer in/out.	<input type="checkbox"/>
3. Review courier or transport possibilities.	<input type="checkbox"/>
4. Contact potential participating sites to gauge interest.	<input type="checkbox"/>
5. Set up initial meeting with managers and scientists in charge to discuss transferring options.	<input type="checkbox"/>
6. Go through the MOU to make it specific for your situation.	<input type="checkbox"/>
7. Agree to storage, transport, package, documentation and training requirements.	<input type="checkbox"/>
8. Outline acceptable days until expiry that units should be identified for transfer.	<input type="checkbox"/>
9. Sign off on agreed MOU.	<input type="checkbox"/>
10. Educate staff on arrangements.	<input type="checkbox"/>
11. Set start date for transfer arrangement to commence.	<input type="checkbox"/>
12. Set date to meet and review transfer arrangement.	<input type="checkbox"/>
13. Review MOU arrangement to ensure working for all health providers involved.	<input type="checkbox"/>