CHECKLIST FOR INVENTORY MANAGEMENT BEST PRACTICE

|  |  |
| --- | --- |
| **Activity** | **Attended** |
| Do you have a set time for placing orders? | □ |
| Do you do an inventory count before placing orders? | □ |
| Do you return unused reserved product to inventory before counting? | □ |
| Do you receipt product into BloodNet / LIS within one hour of receipt? | □ |
| Do you maintain and monitor blood product refrigerators according to guidelines? | □ |
| Do you have Standard Operating Procedures that cover inventory management? | □ |
| Do you have a training protocol that covers inventory management? | □ |
| Do you have policies that cover movement of product between facilities? | □ |
| Do you have policies that cover movement of product to ward areas? | □ |
| Do you monitor and report on your discard rates to a governing body? | □ |
| Do you monitor and report on your usage rates to a governing body? | □ |
| Do you monitor and report on your transfer rates to a governing body? | □ |
| Do you maintain up to date and accurate records? | □ |
| Do you regularly review your inventory requirements? | □ |
| Are your procedures simple enough for everyone involved to understand? | □ |
| Do you regularly communicate with others outside your area who are involved in supply, handling and use of blood and blood products? | □ |
| Are you able to inform others above of better practice processes? | □ |
| Do you use Electronic Crossmatching where possible? | □ |
| Do you utilise a Group and Screen or Maximum Blood Ordering Schedule where possible? | □ |
| Do you have short reservation periods where possible? | □ |
| Do you sort your inventory to allow oldest product to be used first? | □ |
| Do you have contingency plans? | □ |
| Are your contingency plans linked to your state or territory health emergency plan? | □ |
| Do you have a patient blood management program? | □ |