**STANDARD OPERATING PROCEDURE**

**Donor registration**

**Notes**

There are several different ways in which the registration of donors can be carried out, depending on the workflow adopted by the facility and the degree of computerization available in the blood collection area. This procedure describes a manual system.

The procedure must be adapted to conform to local requirements and to the test systems that are available to each organization.

1. **Introduction**

This procedure for the identification and registration of blood donors ensures that repeat donors are correctly linked with their existing records and first time donors are correctly registered in a manner that will simplify identification at the time of future donations. This procedure will also ensure that each blood donation is correctly linked to the correct donor.

1. **Purpose and Scope**

This procedure is used by authorised personnel responsible for registration of donors at both fixed and mobile donation sites in order to ensure that all donors are accurately identified and registered.

1. **Definitions**
   1. Nil
2. **Materials and equipment required**
   1. Blood pressure equipment
   2. Hemoglobin estimation equipment
   3. Lancets, swabs
   4. Medical questionnaire form
   5. Donation identification numbers
   6. Blood packs.
   7. Sharps container
3. **Safety**

All blood should be treated as if it is infectious. The general precautions to be followed are described in the Safety Manual.

1. **Responsible**

Authorised personnel in the blood donation area assigned to the registration of donors are responsible for all the activities described in this procedure*.*

1. **Procedure**
   1. Confidentiality must be maintained at all times during this procedure.
   2. Welcome the donor to the blood collection area in a friendly manner and confirm that they have come to donate blood.
   3. If there will be a delay before the donation can be made, inform the donor of the likely waiting period. If the donor cannot wait, refer him/her to another suitable venue.
   4. If the donor has donated before, retrieve the existing donor record from the database.
   5. Confirm that –
      1. The donor has not been deferred to beyond the date of the present bleeding session.
      2. The donor is due to donate.
      3. There is no reason that the donor should not be bled.
   6. If the donor cannot be bled, the donor should be counseled accordingly and the registration process terminated.
   7. Ask the donor to read through the information pamphlet on blood donation.
      1. When the donor has read this pamphlet, confirm that he/she has understood the information provided and answer any questions that the donor may have.
   8. Ask the donor to complete the Medical History Form.
   9. After the donor has filled in the Medical History Form, confirm that all the questions have been answered and review the form with the donor.
      1. If there are responses on the questionnaire that would not allow the donor to donate, refer the donor for counselling as per SOP on counselling (SOP-11).
   10. Check the donor’s pulse and blood pressure according to the relevant SOP (SOP-7).
       1. If donor’s pulse or blood pressure is outside the acceptable limits, refer the donor for counselling as per SOP on counseling (SOP-11).
   11. Check the donor’s hemoglobin (Hb) as per the relevant SOP (SOP-5 or SOP-6).
       1. If donor’s Hb is outside the acceptable limits, refer the donor for counselling as per SOP on counseling (SOP-11).
   12. Assign the blood pack based on the type of component to be prepared.
   13. Assign donation identification number for the donor.
   14. Fix the donation identification number to the Medical History Form and all blood packs.
   15. Sign the Medical History Form for having carried out the registration procedure.
   16. Update the donor’s information in the donation register.
   17. Update the donor’s card with details like next donation, location of current donation and other details as required.
   18. Usher the blood donor to the phlebotomy area for donation.
2. **Records and forms**
   1. The completion and retention of the records and forms mentioned in this procedure are detailed in SOPs that describe related procedures.
3. **References**
   1. Nil.
4. **Revision Summary**

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| **REVISION NUMBER** | **DATE** | **REVISION DETAILS** | **REASON FOR REVISION** |
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