



Memorandum

Date: October 20, 2015

To: Managers of Emergency, Operating Room, Intensive Care, Trauma Services, Coronary Care, and Labor and Delivery

From: Transfusion Safety Office

Re: Massive Transfusion Packs (MTPs) and Transfusion Medicine's Relocation

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

On November 6th and 7th, 2015, Transfusion Medicine will be relocating to the 7th floor of McCaig Tower within the FMC Campus.

Importance/Impact:

In preparation for the move, please review information on how to access Massive Transfusion Packs (MTPs) during relocation and going forward.

- There will be no disruption of phone services. Continue to call 41367 #1
- BEFORE 0800 on Nov 6th, pickup of MTP will remain on the 6th floor, Main building
- AFTER 0800 on Nov 6th, pickup of MTP will be the 7th floor of McCaig Tower. To access the Transfusion Medicine pick-up area, use the McCaig East Service Elevators.

Action Required:

When calling Transfusion Medicine, staff will direct you to the proper location for pick-up.

If your area has a pneumatic tube station, you will be asked if you would prefer to have two red cell units from the MTP delivered immediately via pneumatic tube. If you choose this option, it is your responsibility to place any unused red cells back into the MTP box immediately upon arrival of the box.

Please note: all specimen deliveries will remain on the 6th and 11th floors of the FMC Main building until further notice.

Inquiries and feedback may be directed to:

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This memorandum has been reviewed and approved by:

Dr. Leland Baskin, MD, FCAP, Medical Director, VP Medical Operations