

INSIDE BLOOD DRIVE (ROOM)

The following tasks should be completed the day before your blood drive. Once you have completed this checklist, please give it and your appointment sheet to the Charge Nurse who arrives with the San Diego Blood Bank staff on the day of your blood drive. Thank you!

Where the chairperson can be reached during the blood drive.

Phone: _____ Ext.: _____

Co-chairperson designated as alternate if chairperson is not available.

Phone: _____ Ext.: _____

San Diego Blood Bank Consultant notified of any last minute changes.

Meet the equipment truck driver 1 1/2 hours before start of drive.

Room cleared.

30 chairs and six tables placed in room.

Meet charge nurse at blood drive 45 minutes before start of drive.

Restrooms available and to remain open for duration of drive.

Phone available.

Call missed appointment/recruit additional donors if necessary.

Bloodmobile Chairperson Checklist

BLOODMOBILE DRIVE (BUS)

The following tasks should be completed the day before your blood drive. Once you have completed this checklist, please give it and your appointment sheet to the charge nurse who arrives with the San Diego Blood Bank staff on the day of your blood drive.

Thank you!

Where the chairperson can be reached during the blood drive.

Phone: _____ Ext.: _____

Co-chairperson designated as alternate if chairperson is not available.

Phone: _____ Ext.: _____

A level parking space has been designated and blocked off for the bloodmobile(s). (Approximately 8 level parking spaces).

San Diego Blood Bank Consultant notified of any last minute changes.

Meet charge nurse at bloodmobile site 45 minutes before start of the drive.

Restrooms available and to remain open during blood drive.

Phone available.

Call missed appointments/recruit additional donors if necessary.

Bloodmobile Chairperson Checklist