

## Michigan Blood Post Donation Station Checklist

- ✓ Check supplies to make sure they are adequate for drive. Ensure napkins & volunteer brochures are on table.
- ✓ Provide water for donors prior to donating.
- ✓ Welcome/seat donor, and ask him/her to sit close to table with feet on the floor and elbows/arms on the table. Sleeves should be rolled up above the phlebotomy site.
- ✓ Have donor sign name and time on Donor Sign Out Sheet.
- ✓ Inform donor of 15 minute stay.
- ✓ SERVE beverages and refreshments. Encourage donors to eat & drink.
- ✓ Give donor full attention, refrain from reading, doing crossword puzzles, talking on cell phones, etc., while in presence of donors **(DO NOT LEAVE DONOR UNATTENDED)**.
- ✓ If donor needs to use restroom: If no other donors in canteen, the volunteer may escort to and from the restroom or ask a donor services staff member to escort the donor.
- ✓ Keep conversation casual/no past donation or reaction talk. (Refrain from political, racial, religious, or sexual topics and do not tell jokes of any kind.)
- ✓ **Observe donor. If donor appears ill call “Donor Services” and stand next to donor.**
- ✓ If bleeding occurs, point out napkins on table next to donor and have DONOR apply pressure to the site. **Do not physically assist a bleeding donor.** Call “Donor Services” immediately.
- ✓ Do not clean up any blood spills or body fluids.
- ✓ Observe Universal Precautions: treat all blood and other body fluids as if they are infectious.
- ✓ Check phlebotomy site for satisfactory appearance before donor leaves **(DO NOT TOUCH)**.
- ✓ Remind donor of next donation date and schedule appointment, if applicable.
- ✓ Thank donor and ensure time donor leaves is recorded on Donor Sign Out Sheet. Check box if donor leaves before recommended time.
- ✓ Restock refreshments (using plastic gloves/napkins) and refill coffee condiments, etc.
- ✓ Keep tables clean of crumbs, dirty cups, etc.
- ✓ Dispose unwrapped cookies left on plates at end of drive.
- ✓ Return supplies to the appropriate boxes at the end of the drive.
- ✓ If used, put empty water bottles in clear plastic bags, which are kept in the box, so they may be recycled.
- ✓ Stay until last donor leaves at the end of a drive, or second shift volunteer arrives.

I feel confident in following the training guidelines and will ask Donor Services staff questions when necessary.

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**Drive Location**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Volunteer Signature:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
City/Zip Code

\_\_\_\_\_  
Trainer's Signature