

DRAFT EXAMPLE | RAC WB TASK LIST (RAC "X")
Fields populated with mock data to illustrate tracker use

TASK		Details	ASSIGNED TO	STATUS	Progress	Comments	Date Complete
WB Committee	Establish a regional PHWB Committee	PHWB Committee with all stakeholders needed to implement the project. Any interested EMS agency, hospital WB utilizers and rotation centers, and the Blood Center/ Provider.	Regional WB Program Manager	Complete	100%		11.28.25
	Hire WB Program Manager			In-Progress	40%		
	Committee Task: Develop Program MOU	This document should outline roles and responsibilities of all stakeholders. Should include regional program tenets including, but not limited to: PI process, consequences of deviation from established processes, and consider meeting attendance requirements. The MOU should be inclusive of the AABB Prehospital Transfusion Guidelines.	Regional WB Program Manager	Complete	100%		12.08.25
	Committee Task: Establish a Rotation Model	Recruit rotation centers. The model should define the "life cycle" of the blood product within the program.	Regional WB Program Manager	In-Progress	20%		
	Committee Task: Equipment	All equipment should be FDA 5/10k approved	Regional WB Program Manager	In-Progress	1%		
	Committee Task: Develop Training	This training is about the program not necessarily the administration of blood products.	Regional WB Program Manager	In-Progress	1%		
	Committee Task: Centralized Temperature Monitoring Process	Establish process for monitoring and notification process for temperature deviations	Regional WB Program Manager	Complete	100%		11.23.25
	Committee Task: Develop regional process for the identification of patients receiving blood products in the prehospital environment		Regional WB Program Manager	Complete	100%		12.20.25
	Committee Task: Regional PI Process		Regional WB Program Manager	Complete	100%		12.06.25
	Create a WB page on RAC website		Regional WB Program Manager	Not Started	0%		
EMS Agency & Medical Director	Develop internal policy/protocol/guideline for transfusion criteria		EMS Agency & Medical Director	In-Progress	80%		
	Conduct a utilization rate review from past year	Review all patients that would have met transfusion criteria to establish an estimated use rate	EMS Agency & Medical Director	Complete	100%		12.20.25
	Develop internal process focused on administrating agency blood program	Program POC, where will blood be located (at the station? On which trucks); who will be responsible for ordering the resupply	EMS Agency & Medical Director	Complete	100%		12.06.25
	Develop user level training	Include blood administration; s/s of blood transfusion rxn; equipment familiarity; knowledge of the product; transfusion criteria; daily checks	EMS Agency & Medical Director	In-Progress	90%		
	Agency level PI process	Internal process to review each unit transfused--Criteria met; Females; Transfusion Rxns;	EMS Agency & Medical Director	In-Progress	10%		
	Coordinate and participate in program blood drives		EMS Agency & Medical Director	In-Progress	20%		
Hospitals	Develop internal processes for the identification of patients receiving blood products in the prehospital environment	Develop internal processes for the identification of patients receiving blood products in the prehospital environment. Refer to HDFN documents for additional guidance.		Not Started	0%		
	Coordinate and participate in program blood drives	Coordinate and participate in program blood drives		In-Progress	90%		
Blood Centers	Contract with EMS agencies after approval by Regional Whole Blood Program	Contract with EMS agencies. This should be in collaboration with rotation centers. No new contracts should be entered in unless approved by hospitals and regional WB committee.		In-Progress	50%		
	Communicate with regional POC/partners blood availability and shortages	Communicate with regional POC/partners blood availability and shortages		Complete	100%		11.13.25
	Work with regional hospital and EMS partners in setting up blood drives	Work with regional hospital and EMS partners in setting up blood drives		Complete	100%		12.06.25
	Participate in the Regional Rotation Model			Complete	100%		12.01.25

