

E/A Communication Template

Attention: Transfusion Service/Laboratory Manager
 Facility Name:

[Subject to Blood Regulations section 105 (1) an establishment must, on request, provide any establishment that is conducting an investigation with any relevant information in its possession in respect of blood that it distributed or transfused.]

[Subject to Blood Regulations section 105 (2) when more than one establishment is affected by an error or accident or the investigation of one, each establishment must ensure that every other establishment that is so affected is kept informed of all relevant information and of all developments and issues that arise during the investigation.]

Establishments must cooperate with any establishment that is conducting an investigation and provide any relevant information, as requested. Communication between all affected establishments is expected to be maintained, so as to determine the disposition of the blood. In addition, any conclusions drawn by any of these establishments must be shared with all other implicated establishments.

File/Case #:	
Relevant Information:	
<ul style="list-style-type: none"> - inventory list of implicated blood with their disposition (e.g. distributed, transfused, quarantined) - names of establishments to which the implicated blood has been distributed - developments or issues that arose during the investigation - other relevant information 	
Notified Establishment:	Date/Time:
<input type="checkbox"/> Name of involved facility(s): _____	
Report Prepared By:	Date:

Required Actions:

- Forward Notification to any facility to which you may have distributed any implicated blood.

Forwarded Notification (if applicable):	Date/Time:
<input type="checkbox"/> Name of facility to which the implicated blood was distributed to: _____	