

# **National Blood Transfusion Service**

## **Structure, Functions and Responsibilities**

Donor recruitment, registration, pre-donation, screening, blood donation, blood testing, processing, storage transport and distribution of blood. Other activities include processes procurement, IT and any other related process.

List of Products and Services:

- Whole Blood (filtered)
- Red Cell Concentrate (Filtered)
- Red Cell concentrate (Filtered) (Apheresis)
- Platelet Concentrate (Filtered) (Apheresis)
- Platelet Concentrate (Filtered) (Pooled)
- Fresh Frozen Plasma (Filtered)
- Fresh Frozen Plasma
- Fresh Frozen Plasma (Apheresis)
- Irradiated Red Cells
- Irradiated Platelets

Other Services:

- Taking and analyzing blood samples
- Subcontracting specific laboratory analysis
- Donor and relative counselling

The National Blood Transfusion Services is responsible for all the blood collected, tested, processed and distributed within the Maltese islands. There are two fixed Donation Centres, one in Malta near St. Luke's Hospital (adjacent to the Medical Stores) and one in Gozo General Hospital. There is also the Mobile Blood Donation Unit which visits places of work, villages, towns, parishes, etc., to facilitate blood collection. The Laboratories are situated at St. Luke's Hospital.

The National Blood Transfusion Services collects blood and specific blood products from voluntary non-remunerated donors. These products are processed, screened and tested and conforming products are released and distributed for clinical use. The National Blood Transfusion Services may also perform or subcontract tests on blood/products not to be used for clinical reasons. All blood collected must be with full, signed donor consent. Confidentiality must be observed at all times.

National Blood Transfusion Services mission statement: "To strive for the provision of a safe and sustainable blood supply in the Maltese Islands in full compliance with EU Directive 2002/98/EC of the European Parliament and of the Council of 27th January 2003 setting standards of Quality and safety for the collection, testing, processing, storage and distribution of human blood and blood components and amending directive 2001/83/EC."

## **General Description of the Categories of Documents Held**

The National Blood Transfusion Service holds documents falling under the following categories:

- Dossiers related to procurement (request for tenders, request for quotations and request for information)
- Documents related to the implementation of projects and initiatives being undertaken by the department.
- Contracts related to the provision of services
- Invoices
- Documents related to human resources
- Vehicle trip log books
- Documents related to inventory control of stock items, non stock items and fixed assets
- Donor complaints and requests for information to personal data (as per Data Protection Act)
- Software literature documents
- Staff Training and competency records
- Quality Manual
- Equipment monitoring reports
- Batch Release Reports
- Competence Certification both sectional and personal
- Laboratory Test Results
- Cleaning Records
- Department Opening Records
- Look Back Records
- Blood Products Recall Records
- SOP Override Records
- Daily Sectional Checklist Records
- Documentation Records
- Equipment Manuals
- Purchasing Specifications Records
- Policy documents of the department.
- Standard Operating Procedures of all the tasks performed in the department
- Files of Donors (Mainly the questionnaires answered by the donor during medical test)
- Files containing Donor Blood Results
- Files of patients (Human Leukocyte Antigen Typing and Plasma Exchange patients)
- General Correspondence (emails, letters, notices pertaining to the department)
- Inventory Documents
- Staff Personal Files of the Department
- Equipment Log books (Repairs log, Maintenance Logs, Quality Control, Reports of Equipment)
- Equipment Training Manuals at the department.
- Daily Activities Records Log books (Nursing and Daily reports, Attendance Sheet, Vacation Leave, Room Opening Records etc)
- Donor/Patient Consent Forms, Information Forms and other Blood Donation Working Forms required for the Blood Donation.
- Audits records

### **Contact Details of the National Blood Transfusion Service FOI Office**

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