

National Blood Transfusion Service

Structure, Functions and Responsibilities

Donor recruitment and retainment, registration, pre-donation, donor evaluation, blood donation, blood testing, processing, storage, transport and distribution of blood to hospitals. Other activities include processes pertaining to procurement, IT and any other related process.

List of Products and Services:

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

Other Services:

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

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

The Vision of the National Blood Transfusion Service

The National Blood Transfusion Service: From donor to patient, we strive for excellence.

The Mission of the National Blood Transfusion Service

To provide a safe and sustainable blood supply and develop a service for tissue and cells in compliance with all relevant standards, respecting the donor's voluntary gift, for the benefit of the patients. The National Blood Transfusion Service also aims to participate in research, innovation, training and education activities through appropriate partnerships

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 logbooks

- 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 General Data Protection Regulation 2016/679)
- 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
- 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 the pre-donation interview)
- Files containing Donor Blood Results
- General Correspondence (emails, letters, notices pertaining to the department)
- Inventory Documents

- Staff Personal Files of the Department
- Equipment Logbooks (Repairs log, Maintenance Logs, Quality Control, Reports of Equipment)
- Equipment Training Manuals at the department.
- Daily Activities Records Logbooks (Nursing and Daily reports, Attendance Sheet, Vacation Leave, etc)
- Donor 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

Address: 15, Palazzo Castellania, Merchants Street, Valletta VLT 1711

Telephone Number: 21224071

Email: foi.mfh@gov.mt