

CITY MAYOR'S OFFICE

Room 205, 2nd Floor, Main Building, City Hall, Iligan City

Tel.: (063) 221-9516 / 2211-9060 (Fax), email : iligancityinformation@gmail.com

Frontline Service : **PROVIDE ASSISTANCE FOR BLOODLETTING DONORS AND FOR NEW DONORS**

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : Donors old or new

What are the requirements : **Blood Donors must be:**

- 1) Physically fit (with normal blood pressure, free from any sickness, normal weight, etc.)
- 2) Preferably 18 to 60 years of age- support document with authenticated NSO birth certificate.
- 3) Donors below 18 years old must have a waiver from the parents



Duration : **New Donors – 1 hr, 13mins.**
Regular donors – 37mins.

How to avail of the service:

| Step | Applicant/Client | Service Provider | Duration of Activity | Person In Charge | Fees | Form |
|------|---|--|--|---|------|--|
| 1 | Prospect blood donors express willingness to donate blood. Fills up waiver form by new donor for bloodletting. | Give waiver form to be filled up by donor. Review and check, then interview for donor profiling. For new blood donors: Request prospect blood donor's personal information for profiling. Inform donor schedule of Orientation on Blood -letting. | Duration may vary 3 mins. 3 min. | CMO Bloodletting Team (CMO-BWT) headed by Wilma Beniga | | Waiver form Donor's Personal Record |

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| 2 | Attend during the bloodletting orientation. | Conduct orientation on new blood donors regarding bloodletting. | 30 mins. | Red Cross Accredited Phlebotomists | | |
| 3 | CONDUCT OF BLOODLETTING ACTIVITY Submit self for evaluation as donor. | Conduct interview to donors & do the ff: Record the following information from donors per data base. a) Weight b) Blood pressure c) Type of blood | 30 mins. | CMO-BWT Red Cross Accredited Phlebotomists | | Blood Donor Interview Sheet/ Donor's Chart |
| 4 | Fill up Donor's Registration Form | If all the tests are normal, request donors to fill up Donor's Registration Form. Proceed to the actual bloodletting. Advice donor to rest for several minutes after the blood extraction. Provide Blood Donor Card to new donors. Return the Blood Donor Card to regular donors. | | Red Cross Accredited Phlebotomists CMO-BWT Red Cross Accredited Phlebotomists CMO-BWT | | Donor's Registration Form Blood Donor's Card |
| 5 | Take note of reminders from the Phlebotomists. | Remind blood donors of the possible side effect after the conduct of the bloodletting. | 3 mins. | Red Cross Accredited Phlebotomists | | |
| 6 | Receive Certificate of Appreciation. | Issue Certificate of Appreciation to Blood Donors. | 1 min. | CMO-BWT | | |
| 7 | Receive bloodletting schedule | For regular & new blood donors: Inform the schedule & the venue of the actual bloodletting. | 3 mins. | CMO-BWT | | |
| END OF TRANSACTION | | | | | | |