



Baylor Scott & White Health Employee Donor Day Off Program

Last revised 9-1-17



Program Details

Who



Participation in this program is open to all full time employees in the Central Region of Baylor Scott & White Health. The purpose is to reward employees who donate blood products (or recruit donors) to the Baylor Scott & White Blood Center, which helps to ensure we are continuously able to supply safe and adequate blood products to our patients, in an efficient and affordable manner. Blood products donated to the BSWBC stay in the BSWH system, and are used exclusively for our patient transfusion needs.



What

As the only designated Level One Trauma Center between Austin and Dallas, Baylor Scott & White Medical Center - Temple sees many complex and often emergent patient cases, including performing major surgeries, treating massive traumas, caring for those with chronic illnesses, and providing intensive cancer treatments. The BSWBC collects a variety of blood components that are each essential to effective patient care - red cells, platelets, and plasma.

Where



The BSWBC Donor Center is headquartered within BSWMC - Temple. In addition, we have mobile collection units that travel throughout Central Texas seven days a week. Hours of operation for all locations may be found at BSWBlood.com.



Why

The only source of blood products is healthy, volunteer donors. Annually, BSWMC - Temple alone transfuses more than 16,000 blood products. Be the reason someone sees another birthday, anniversary, or holiday; be a donor!



Program Details

How



Currently, employees may earn paid days off work by:

- ★ donating red cells
- ★ donating platelets
- ★ recruiting donors to give red cells

There is not currently a program for plasma donors, although we hope to add one soon!

General Rules:



Donations must be made to the Baylor Scott & White Blood Center, either at the fixed site donor center at BSWMC - Temple, or on a BSWBC blood mobile. Team member must be employed with BSWH at time of donation in order for the donation to count towards the donor day off (DDO).



DDO is **not** PTO, and will not automatically be added to employee's PTO bank. DDO is a paid day off work, thanking employees for supporting the BSWBC and the BSWH system, and would include the employee's normally scheduled shift of 8, 10 or 12 hours. Employee must provide approved documentation (detailed in next section) to supervisor or manager, and schedule day off following established department guidelines. (Timekeepers, see below for specific API notations and instructions).



General Rules (cont.):



DDO earned may not be transferred to another employee or sold, and are not payable upon separation from employment.



Employee may either donate red cells, donate platelets, or recruit donors to give red cells to earn DDO - the programs **cannot** be combined.



Visits must be successful in order to count - visits that are ultimately deferred do not count as a donation.



Donations or recruited donors 'roll over' and can be collected in any amount of time. However, DDO earned by red cell donations or recruited donors are limited to one day redeemed per calendar year, and DDO earned by platelet donation limited to two days redeemed per calendar year.



Approved Documentation/API Coding

- **Documentation required:**

Red Cell Donations: donation history provided by BSWBC, with evidence of 4 donations (1 day off)

Whole Blood Donated followed by unit ID = 1 donation

Dual RBC R2 Donated followed by unit ID = 2 donations

Platelet Donations: donation history provided by BSWBC, with evidence of 5 donations (1 day off), or 10 donations (2 days off)

SDP Donated followed by unit ID = 1 donation

Recruited Donors: Donor Day off - Recruited Donor record provided by BSWBC, with evidence of 4 successfully recruited donors* (1 day off)

*this is verified by BSWBC staff before document is released to donor

Red Cell Donation (Whole Blood or Dual RBC) or Recruited Donors: 4 donations or 4 recruited donors = 1 DDO (max: 1 taken per calendar year, use API notation DDO)

Platelet Donors: 5 donations = 1 DDO, 10 donations = 2 DDO (max: 2 taken per calendar year, use API notation DDP)

Note: It is the responsibility of the department and the employee to track days off redeemed and visits applied towards redemption. BSWBC will not have record of this.

For further information, please contact BSWBC at 254-724-4376, or by emailing bloodcenter@bswhealth.org