



LOMA LINDA  
UNIVERSITY  
MEDICAL CENTER

# LOMA LINDA UNIVERSITY MEDICAL CENTER

## OPERATIONAL GUIDELINES

<b>CATEGORY:</b>	TALENT MANAGEMENT SERVICES	<b>CODE:</b>	OG K-1
<b>SUBJECT:</b>	PARTICIPATION IN LLUMC BLOOD CLUB	<b>EFFECTIVE:</b>	01/2015
		<b>REPLACES:</b>	07/2012
		<b>PAGE:</b>	1 of 1

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1. Any employee donating one unit (or designated fraction) of blood, plasma, platelets, or granulocytes to the Loma Linda University Medical Center Blood Club (the Club) Reserve Fund will be considered a member for one year, effective from the date of the last donation.
2. All employees who are members of the Club will be provided a complimentary meal ticket per donation to be used at any LLUAHSC Cafeteria.

NOTE: The meal ticket is considered a gift by LLUMC to encourage blood replacement and not a payment for services rendered.

3. Time spent for blood donation must not be considered work time. All hourly employees are required to be clocked out if the donation is done during the regularly scheduled work day.

APPROVED: Administrative Committee, Charlene Wilson, Olivia Swager



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## ADMINISTRATIVE PROCEDURE

**CATEGORY:** TALENT MANAGEMENT SERVICES

**CODE:** OG K-1.A

**SUBJECT:** PARTICIPATION IN LLUMC BLOOD

**EFFECTIVE:** 01/2015

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**PAGE:** 1 of 1

INITIATOR OF ACTION	ACTION
Employee	<ol style="list-style-type: none"><li data-bbox="618 701 1508 779">1. Identifies "LLUMC Blood Club" for credit when donating blood with LifeStream.</li><li data-bbox="618 814 1508 892">2. Maintains record of blood donations by retaining copy of donor receipt.</li></ol>
Reserve Fund Secretary	<ol style="list-style-type: none"><li data-bbox="618 930 1508 1008">3. Provides meal vouchers to LifeStream for distribution to donors.</li></ol>