

Kaiser Permanente Medical Center, San Francisco Northern California Region

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	Work Instruction					
Title:	TS Blood and Blood P	roducts Daily Inventory	WI Number SFOWI-0022 Revision: 14			
Department: Immunohematology Area: 2425 Geary Blvd SFO Hospital Lab		Document is in the Final Approval Process. 2 - approvals are required				
Type of Document: Review Work Instruction		ew Period - 340 Days				

#### **PURPOSE**

To perform a daily shelf check of the blood and blood component inventory. When the stock levels reach the minimum stock level, an order should be placed. If there is a nationwide shortage, a modified inventory protocol will be initiated by the pathologist or designee.

# PROCEDURE Daily Inventory

# A. Perform Daily Blood Inventory and Visual Inspection on Day Shift

- 1. Complete Daily Inventory Control form.
- 2. Determine blood products to order and to be delivered before 10 AM.
- 3. Enter order online using blood supplier's web ordering system.
- 4. Inspect units for abnormal color, hemolysis, clots, no segments, broken and expired.
- 5. Return short dated units for credit when applicable.
- 6. Discard expired units or return them as appropriate to blood supplier.

#### **B.** Bimonthly Inventory Reconciliation

- 1. Print Inventory Search by type. Alternate between printing frozen products (expired 365 days) and printing cellular products by type (expired 42 days) every two months.
- 2. Physically locate each unit on the printout.
- 3. Document discrepancy and the resolution on a Variance Log.
- 4. Submit the Variance Log to be reviewed by the supervisor.

# C. The Transfusion Service will maintain an inventory of the following blood and blood components:

### 1. Red Blood Cell

	Minimum	Special order
ABO/Rh	Stock level	CMV neg IRR
O POS	40	2
O NEG	16	2
A POS	20	2
A NEG	12	2
B POS	8	0
B NEG	0	0
AB POS	0	0
AB NEG	0	0

# 2. Fresh Frozen Plasma

Group	Minimum Stock Level
0	25
A	25
В	15
AB	20
Pedi FFP (Group AB)	3 (1 set)

# 3. Cryoprecipitate

Group	Minimum Stock Level
Pooled Cryo	20
Group AB random Cryo	2

### 4. Platelets Pheresis

Group	Stock level		
Any	One per CV case up to 4 maximum plus two unassigned		
	4 on M-F day shift if no surgery		
	Minimum 1 on holidays and weekends		
	Minimum 2 on Swing and Night shifts		

**NOTE:** Rh Neg platelets should be specially ordered for Rh Neg female patients of child bearing age scheduled for next day's surgery.

# 5. 1 unit sterile docked with 3 transfer bags for Large Volume Neonatal Transfusion

Group	Stock level
O NEG/O POS CPDA-1 <5 days CMV-	Order STAT when needed
IRR (HgbS- also if Exchange transfusion)	(If fresh is unavailable,
	order washed pRBC)

# 6. Divided Quad Pack (4 packs) for babies < 1 years old

Group	Stock level
O NEG CPDA-1/Adsol < 21 days CMV-	1
Title (1 to 1 E. Discura anquots on the 21	Order when only two aliquots left, or when more than one

patient need transfusion, or when stock aliquots are 12 days from expiration

NOTE: When placing order, specify fresh within 5 days of collection date.

# **D.** Inventory Requirements

- 1. Evening shift orders next day's stock platelets to be delivered between midnight and 2 AM.
- 2. Each shift is responsible to replenish the platelet inventory as needed throughout the day.
- 3. Return platelets expiring the next day before 11 PM to blood supplier. Complete a cab voucher and call a cab. Perform Final disposition in the computer system for the platelets. Pack platelets according to *Transport and Storage of Blood Products* SOP and *Interfacility Transfer of Blood Components* SOP.
- 4. Stock minimum 1 platelet pheresis on weekends and holidays. Stock 2 platelet pheresis on Swing and Night shifts.
- 5. If group compatible platelets or cryoprecipitate is not available, other blood type is acceptable for adults. For other requirements, refer to *Platelet Transfusion* SOP.
- 6. For neonates, refer to *Neonatal Transfusion* SOP.
- 7. For special product such as washed cells, HLA and crossmatched platelets and dried platelets (except for neonates), refer to *Unusual Product Request* SOP.
- 8. In case of blood product shortage (platelets, O Neg or O Pos RBC etc), follow *Notification of Blood Product Shortage* SOP.
- 9. Factor VIIa, VIII, IX, WinRho and RhoGam are ordered by the patient's physician from Pharmacy.
- 10. Document blood products order other than the daily inventory on the Blood Component Ordering Log.
- 11. Complete Blood Center of the Pacific Audit form.

#### REFERENCES

- A. AABB, Technical Manual, current edition, AABB, Bethesda, MD.
- B. AABB, Standards for Blood Banks & Transfusion Services, current edition, AABB, Bethesda, MD.

#### **Associated Documents:**

**External Documents** 

#### **Associated Documents:**

SFOFCD-0208 -- TF0011 Swing Shift Daily Duties Checklist

SFOFCD-0216 -- BF0012 Daily Inventory Control

SFOWI-0112 -- TS-Processing Blood Units for CVS and OR

SFOWI-0070 -- TS-Interfacility Transfer of Blood Components

SFOWI-0069 -- TS-Transport and Storage of Blood Products

SFOWI-0112 -- TS-Processing Blood Units for CVS and OR

SFOWI-0060 -- TS-Work Priority for Technologists

SFOWI-0063 -- TS-Notification of Blood Product Shortage

SFOWI-0107 -- TS-Unusual Product Request Policy

Click to Open an Associated Document

#### **Documents Generated:**

# **Document Revision History:**

Revision: 14 Date Created: 09/01/2005 Last Approval Date: 02/27/2017 Date of Last Revision: 05/01/2018

 Document Author:
 Document Manager:

 Cara H Lim/CA/KAIPERM
 Richard Chui/CA/KAIPERM

# **Reason for Change:**

Revision:	Sec/Para Changed	Change Made:	Date
2.	Approver	Change Lab Director	12/02/06
3	Approver	New Lab Director	01/01/07
4	Approver	New Lab Director	07/21/07
5	Procedure	Add monthly inventory reconciliation and delete stock level	02/03/08
6	Procedure	Delete Rhlg	08/29/09
7	Procedure	Print Inventory Search for inventory reconciliation bimonthly, alternate printing frozen products and printing cellular products.	4/10/11
8	Approver Minimum Stock Level Inventory Requirements A.	Change Lab Director Changed O Pos RBC from 60 to 50, A Pos RBC from 50 to 40, O FFP from 30 to 25, A FFP from 30 to 25, B FFP from 20 to 15, Pedi FFP from 2 sets to 1 set. Added the number of platelet pheresis to be ordered by Swing shift.	6/1/11 11/3/11
9	Procedure C.1. Associated Documents	Changed minimum inventory level of O Pos and A Pos RBCs. Added SFOWI-0069 and SFOWI-0070.	11/28/12
10	Approver	New Lab Director	1/17/13
11	Approver	New BB Medical Director.	11/11/13
12	Approver	New CLIA Director.	6/6/16
13	Procedure A.3.  Procedure A.5.  Procedure C.1. Red Blood Cell Procedure C.3. Cryoprecipitate Procedure C.4. Platelet Pheresis  Procedure C.5.	Delete instructions to fax order and replace with online ordering per current practice.  Added instructions to return short dated blood products for credit when applicable.  Changed minimum inventory level for A Pos RBC from 30 to 20 due to decrease usage.  Added to stock 2 units Group AB random Cryoprecipitate per current practice.  Added to stock minimum 4 units platelets for weekdays when no SX except holidays and 1 at all times per current practice. Added NOTE to order Rh Neg platelets for Rh Neg female patients of child bearing age scheduled for SX the next day.  Discontinued standing order of fresh < 5 days O Neg pRBC and changed to order when needed due to rare large volume neonatal	2/3/17
	Procedure C.6. Divided Quad Pack  Inventory Requirements B. Associated Documents	transfusion. Reduce from 2 units (3 aliquots) to 1 unit (4 aliquots) to prevent wastage. Added Adsol as acceptable alternative to CPDA-1 for small volume transfusion. Added instructions on when to discard and order aliquots.  New. Added each shift's responsibility to replenish platelet inventory.  Added SFOWI-0112 Processing Blood Units for CVS and OR.	
14	Procedure C.1. O Neg RBC Inventory Requirements D.	Decreased minimum stock level from 20 to 16 units to lessen the number of short dated units in inventory. Lookback of the previous 2 years data showed that many short dated O Neg RBCs were used for Rh Pos patients.  Increase from 1 to 2 platelet pheresis for Swing and Night shifts.	4/30/18

### **Notification List:**

# **Approvals:**

First Approver's Signature

Name: Maria F Serrano/CA/KAIPERM Title: Transfusion Service Medical Director

#### Second Approver's Signature

Name: Eric Suba/CA/KAIPERM Title: Chief of Pathology; CLIA Director **Document History Section** 

DATE \_

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# DAILY INVENTORY CONTROL

Online ORDERS / fax to BCP: (415) 931-5168

Visual inspection of units performed by \_\_\_\_\_\_ BCP Dispensing Ph #: 415-567-2054

ATTN CLS: Arrange RBC with shortest outdate first, put yellow sticker 'USE FIRST' if less than 11 days.

<u> </u>	LS. Arrange	KBC WILLI	shortest outda	ite ili si, pui ye	IIOW SLICKEI	USE FIRST	Order CLS	11 uays.
Short dated RBC	ALL SPECIAL ORDERS CMV IRR ANTIGEN NEGATIVE STATS TO BE CALLED							Receiver initial/time
(within 10 days old	Packed Cells	TOTAL	CROSSED	STOCK	MINIMUM	Special ORDER		
	O POS				40	Min. 2 units CMV -, IRR in stock		
	O NEG				16	Min. 2 units CMV -, IRR in stock		
	A POS				20	Min. 2 units CMV -, IRR in stock		
	A NEG				12	Min. 2 units CMV -, IRR in stock		
	B POS				8			
	B NEG				0			
	AB POS		•		0			
	AB NEG				0			_

Fresh Frozen Plasma	STOCK	MINIMUM	CRYOPOOR FP SPECIAL ORDER	ORDER	Rec'd
0		25			
А		25			
В		15			
AB		20			
Pedi FFP (Gp AB)		3 (1 set)			

Cryoprecipitate	STOCK	MINIMUM	ORDER	Rec'd
Pooled Cryo		20		
Gp AB random Cryo		2		

	STOCK	MINIMUM (M-F)	ORDER	Rec'd
		4 if no SX on		
		day shift (1 on		
Platelets		holidays/		
PHERESIS		weekends		
		2 on Swing &		
		Night)		
	NOTE: Swing shift orders 1 per CV up to 4	plus 2 unassi	gned	

DIVIDED	DIVIDED QUAD PAK (split into 4 aliquots from a single unit) O NEG, CPDA1 or Adsol, CMV- IRR, less than 21 days old FOR BABY Tx up to 1 yr old													
QUAD PAK	STOCK	MINIMUM	NOTE	ORDER	Rec'd									
O Neg		1	Destroy aliquots when they are 21 days old (7 days before expiration)	When only two aliquots left, or when more than one patient need transfusion, or when stock aliquots are 12 days from expiration - Specify freshest possible within 5 days olc										

Comments:

	Kaiser Permanente-San Francisco Transfusion Service								Swing Shift Da				Dai	ily ]	Dut	ies	Ch	<b>Jhecklist</b>					onth:			`	_ Year:					
KAISER PERMANENTE	1	2	3	4	5	6	7	8	9	10		12				16		18		20	21	22	23	24	25	26	27	28	29	30	31	
Print Auto/DD & Review Critical List																																
Check Blood Products Inventory																																
Return Platelets & Keep 2 at all times																																
Change Provue Reagents																																
Perform Provue2 DAILY QC																																
Perform Provue2 WEEKLY & MONTHLY QC																																
Perform DH8 Thawer 2 WEEKLY QC																																
Check Safe-T-Vue																																
Check/Prepare Provue QC Samples																																
Path On-call List (on Friday)																																
Do OR Schedule																															ı	
Order Platelets for OR next day																																
Rotate & Count Specimens																																
Replenish Gel Cards & Bench supplies																																
Refrigerate Manual Reagent Racks																																
Check WCP (at 3p & 10p)																																
																						Review	ved By	<b>':</b>		I	Date:_					