

Kaiser Permanente Medical Center, San Francisco Northern California Region

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| | Work Instruction | | | | | | |
|--------|--|---|----------------------|--|--|--|--|
| Title: | TS Blood and Blood Products Daily Inventory WI Number SFOWI-0022 Revision: 17 | | | | | | |
| Area: | ment: ohematology eary Blvd SFO Hospital Lab | Document is in the Final Approval Process. 2 - approvals are required | | | | | |
| | f Document: nstruction | Revi | 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 11 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**

| ABO/Rh | Minimum Stock level | Special order 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/CP2D (Additive | Order STAT when needed |
| Removed) <5 days CMV- IRR (HgbS- also | (If non-additive or fresh is |
| if Exchange transfusion) | unavailable, order washed |
| | pRBC) |

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

| Group | Stock level |
|-----------------------------|----------------|
| O NEG CPDA-1/CP2D (Additive | 1 (4 aliquots) |

Removed) < 21 days CMV- IRR (NOTE: Discard aliquots on the 21st day or 7 days before expiration for CPDA-1)

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 before midnight if all in-house platelets are expiring midnight.
- 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), refer to *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-0070 -- TS-Interfacility Transfer of Blood Components

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

SFOWI-0060 -- TS-Work Priority for Technologists

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

SFOWI-0107 -- TS-Unusual Product Request Policy

SFOWI-0105 -- TS-Neonatal Transfusion

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Documents Generated:

Document Revision History:

Revision: 17 Date Created: 09/01/2005 Last Approval Date: 03/14/2019 Date of Last Revision: 04/16/2019

 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. Procedure C.6. Divided Quad Pack Inventory Requirements B. Associated Documents | 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 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. | 2/3/17 |
| 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 |
| 15 | Approver | New CLIA Director and new BB Medical Director. | 3/13/19 |
| 16 | Procedure C.5 and 6. Procedure D.1. | Removed Adsol and added CP2D (Additive Removed) for baby transfusion. SOP changed in anticipation of Vitalant's cessation of CPDA-1 RBC production after 7/27/19. Changed delivery time for next day platelet stock to 'before midnight' when all in-house platelets are expiring midnight. | 4/16/19 |

Notification List:

Approvals:

First Approver's Signature

Name: Sarah C Cherny/CA/KAIPERM Title: Transfusion Service Medical Director

Second Approver's Signature

Name: Elizabeth M Hosfield/CA/KAIPERM Title: Chief of Pathology; CLIA Director

Document History Section

Kaiser Permanente Medical Center - San Francisco 2425 Geary Blvd., 1st floor room 1150

DAIL V INIVENITORY CONTROL

Ph: (415)833-3881 Fax: (415)833-2557

| | | | DAILT IN | VENTORY | JONIKOL | | | |
|---------------------|-----------------------------|--|-------------------------|-----------------------|---|--|-------------------|------------------|
| DATE | | | Online ORDERS | 3 / fax to BCP: | (415) 931-5 | 168 | | |
| | | | inits performed | | | _ | g Ph #: 415-567-2 | |
| | LS: Arrange | RBC with | shortest outdate | te first, put yel | low sticker 'U | JSE FIRST' if | less than 1 | 1 days. Receiver |
| Short dated RBC | ALL SPECIAL OR | DERS CIVIT | IV IRR ANTIGEN | NEGATIVE STAT | IS TO BE CALL | .ED | initial/time | 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 | | 1 | | 20 | Min. 2 units CMV -, IRR in stock | | |
| | A NEG | | | | 12 | Min. 2 units CMV -, IRR in stock | | |
| | B POS | | | | 8 | | | |
| | B NEG | | | + | 0 | 1 | + | |
| | AB POS | | | | 0 | | | |
| | AB NEG | | · | | 0 | | | |
| | Fresh Frozen | Plaema | STOCK | , | - | CRYOPOOR FP | | |
| ĺ | | Piasina | 31001 | | MINIMUM | SPECIAL ORDER | ORDER | Rec'd |
| ĺ | 0 | \longrightarrow | | | 25 | | | |
| ĺ | A | \longrightarrow | | | 25 | | | |
| ĺ | В | | | | 15 | | | |
| ĺ | AB | | | | 20 | | | |
| ĺ | Pedi FFP (G | э̀р АВ) | | | 3 (1 set) | | | |
| ı | Cryoprecipit | ate | STOCK | K | MINIMUM | OR | DER | Rec'd |
| ĺ | Pooled C | Cryo | | | 20 | | | |
| ļ | Gp AB rando | om Cryo | | | 2 | | | |
| | | | STOCK | | MINIMUM (M-F) | OR | DER | Rec'd |
| | Platelets PHERESIS | NOTE: Sw | ring shift orders 1 | | 4 if no SX on day shift (1 on holidays/weekends 2 on Swing & Night) | | | |
| į | | | | | • | _ | | |
| | DIVIDED QUAD PACK | | QUAD PACK (split into 4 | less than 21 days o | old FOR BABY Tx u | up to 1 yr old | | |
| | | STOCK | MINIMUM | NO ⁻ | <u>IE</u> | ORD When only two | | Rec'd |
| | | | 1 | Destroy aliquots when | | or when more | re than one | |

| DIVIDED | DIVIDED QUAD PACK (split into 4 aliquots from a single unit) O NEG, CPDA1 or CP2D (Additive Removed) , CMV- IRR, less than 21 days old FOR BABY Tx up to 1 yr old | | | | | |
|-----------|---|---------|--|---|-------|--|
| QUAD PACK | STOCK | MINIMUM | NOTE | ORDER | Rec'd | |
| O Neg | | 1 | Destroy aliquots when they are 21 days old (or 7 days before expiration for CPDA-1) | 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 old | | |

Comments: