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DOCUMENT NUMBER:	RL TS Transfuse -0008
DOCUMENT TITLE:	Dispense and Return of Blood Products
DOCUMENT NOTES:	

All products must be returned within 30 minutes (new). Read all highlighted areas and scroll down through attachments

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OWNER:	G938509	**CHANGE NUMBER:**	SCPMG-CR-0635

Dispense and Return of Blood Products

Purpose

This process describes the dispensing of blood and blood components and the requirements to return these products. Emergency dispense is not covered in this process.

- A Blood Release Verification (BRV) Form must be reviewed at the time of dispense.
  - All units dispensed must have a BRV Form (also known as the "Transfuse" order from Health Connect)
    - Downtime BRV forms or "Nurse Transfuse" orders/forms are acceptable.
  - The MRN is entered in the Release and Dispense application in Cerner from the BRV Form.
- All products are visually inspected at the time of dispense and return, this documentation is captured in the Cerner system or on downtime forms.
- Barcode scanning of the DIN (unit) barcode and product E-code (when multiple products are associated with the same DIN) is required in the Cerner dispense/return module.
  - If manual entry and/or selection is performed in the event of non-functioning scanner or barcodes, the user must report to manager/designee for investigation.
- All products dispensed to a courier must have the courier read the information from the tag attached to the unit.
  - Trained laboratory staff will verify the information being read from the tag is concordant with the blood product label.
  - Trained laboratory staff will verify the information being read from the tag fulfill the patient's special needs and antibodies displayed on the dispense screen for the patient MRN, Name, and product selected.
- The following items must be verified upon dispense:
  - Recipient's two independent identifiers (MRN and Name), ABO/Rh type
  - The donation identification number (DIN), the E code (e.g. E0224A0), the donor ABO group, and, if required Rh type
  - The interpretation of crossmatch tests, if performed
  - Special transfusion requirements (includes antigen negative red blood cells for patients with clinically significant antibodies), if applicable
  - The expiration date, and if applicable, time of the product

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Always perform a read-back. It is acceptable to perform read-back with someone in Blood Bank.

Dispense and Return of Blood Products, Continued

- The date and time of issue (via computer system or downtime documentation)
- Final visual inspection of the product

- The corresponding product order accession number is required to be scanned at dispense, as this sends the patient and product information to the Health Connect Blood Product Administration Module (BPAM), which allows for electronic verification of patient and product prior to the transfusion in the In-Patient setting.
  - The only time it is acceptable to override scanning of the accession number for the corresponding product is the following:
    - Health Connect downtime and/or manual product orders submitted (SNF, Dialysis)
    - Urgent need for blood (e.g. Hemorrhage Protocol/Emergency Release) when no product orders are placed in Health Connect, but patient has valid pre-transfusion testing.
      - The emergency dispense function is not required as crossmatched and/or assigned products can be prepared via routine workflows.
        - An ATTENTION label will be affixed to the transfusion tag communicating to the transfusionist that the blood/product barcode scanning feature is unavailable and to document in the manual blood product entry flowsheet group

Dispense and Return of Blood Products, Continued

Policies-Return

- All products returned to the Transfusion Service and subsequently available for re-dispense must satisfy the following conditions:
  - A visual inspection must be performed and documented in the Cerner system for all products (or on downtime forms).
    - For platelets an additional visual inspection of shimmer/swirl can be performed.
    - For Red Blood Cells at least one sealed segment of integrated donor tubing has remained attached to the container.
      - Removed segments shall be reattached only after confirming that the tubing identification numbers on both the removed segments(s) and the container are identical.

If…	AND	Then
Product dispensed in Validated Cooler	Returned within validated time frame: The container closure/seal has not been disturbed/opened OR The validated temperature monitoring device used indicates the unit(s) is/are still within acceptable temperature	Products are acceptable to be re-dispensed. **Document acceptability of temperature in Cerner**
Product dispensed in Validated Cooler	NOT returned within validated time frame:	Place product in quarantine and dispose.
Product dispensed to remote monitored storage device	Returned (remote storage device has maintained appropriate temperature)	Products are acceptable to be re-dispensed. **Document acceptability of temperature in Cerner**

4 hours

Must have temperature indicators on the units

Dispense and Return of Blood Products, Continued

NEW: ALL products (including plt, plasma, cryo) returned from floor (i.e. not stored in a remote ref or cooler) must be returned within 30 minutes AND meet temperature requirements.

Product dispensed to patient care area (no validated cooler or remote storage device)	Returned within 30 minutes of dispense	Temperature of product is taken-refer to table below **Document temperature in Cerner**
Product dispensed to patient care area (no validated cooler or remote storage device)	Returned after 30 minutes of dispense	Place product in quarantine and dispose

- Products NOT dispensed in a validated cooler or a remote monitored storage device must be returned within 30 minutes of dispense.
  - Temperature must be measured and determined as acceptable for the specified product type. All temperatures upon return of products is documented in Cerner (Refer to Attachment C)

Product category	Acceptable Temperature Range
Red Blood Cells	1-10°C
Plasma	1-37°C
Platelets	20-24°C
Cryoprecipitate	20-24°C

- Products which do NOT qualify to be returned to the Transfusion Service and subsequently available for re-dispense are to be disposed.
  - Contact manager or designee to obtain a variance for rare products or in case of acute patient need. Refer to *Deviations (Planned) from Policies, Processes or Procedures*

Dispense and Return of Blood Products, Continued

Cerner System settings

NOTE: Placement of products in quarantine by the Cerner system does NOT align with policy statements above. It is the responsibility of the staff returning products to adhere to policy.

- Cerner will place red blood cell products in quarantine if returned >30 minutes after dispensing Red blood cell products may be released from quarantine if they meet the policies stated above.
- Cerner will place non-red blood cell products in quarantine if returned > 240 minutes after dispensing. The CLS must manually place these products in quarantine if they do meet the policies stated above.
- Products dispensed are automatically updated from a "dispense" status to a "transfused" status in the Cerner system via an automated OPS job which runs every morning (prior to 3am).
- Once products are placed in quarantine, they must be updated to disposed status with correct dispose reason.

Cerner will not automatically quarantine non-RBC products after 30 min. You will need to manually place these in quarantine and dispose

Uncontrolled Documents

AABB Standards, current ed.
CAP Requirements, checklist, current ed.
Fung, Mark K. Ed. Technical Manual, 19th Ed. AABB,2017

Controlled Documents

Attachment A: Routine Dispense
Attachment B: Dispense with Override
Attachment C: Return Products
Visual Inspection of Blood and Blood Components
Final Disposition and Product Management in Cerner
How to Pack, Ship, Distribute and Transport Blood and Blood Components
Use of Timestrip® Blood Temp 10 Indicators
Deviations (Planned) from Policies, Processes or Procedures

Authors

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Regional Blood Bank Compliance Officer

Dispense and Return of Blood Products, Continued

Reviewed and approved by:

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Signature Collected Electronically	January 5, 2011
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Dispense and Return of Blood Products, Continued

DOCUMENT HISTORY PAGE
Effective Date: January 21, 2008

Change type: new, major, minor etc.	Changes Made to Document – Describe	Signature responsible person/Date	Med. Dir. Reviewed/ Date	Lab Manager reviewed/ Date	Date change Imp.
New					
Minor	Added clarity on how and who checks documents at the time of dispense.	Ginny Tyler 05/22/08	N.A.	N.A.	
Minor	Added workflows J to describe how to assign products	Ginny Tyler 07/18/08	N.A.	N.A.	
Minor	1. Added the temperature for RBCs to be 1-10C for returned RBCs. 2. Added Infrared thermometer in flowchart. 3. Revised Flowchart H to reflect temperature 4. Gave criteria for return of plasma and platelets	Ginny Tyler 12/23/10	N.A.	N.A.	
Minor V.04	Removed FlowChart D, Dispense of RhIg, renumber the other charts.	Ginny Tyler			
Major V.05	1. Allowing Platelets and thawed plasma and CRYO to be returned up to 4 hours after dispense. 2. Do not require taking temperature for plasma, Cryo or platelets. 3. Reformatted	Ginny Tyler 01/16/2012	Collected by 01/13/2012	N.A.	

MasterControl History of Change:		
Change type: new, major, minor etc.	**Version #**	**Description of Change**
Minor	8	Updated to attach flowcharts and includes items for verification at dispense

Dispense and Return of Blood Products, Continued

MasterControl History of Change:		
Change type: new, major, minor etc.	**Version #**	**Description of Change**
Minor	9	Updated add E code as item for verification at dispense. Clarified that "read back" must only be completed when trained KP courier is retrieving blood products for delivery, when Courier is not present, trained laboratory staff may dispense without a readback being completed per local protocol. Removed Flowchart B1-B2, added process for dispense to OR/validated cooler/pneumatic tube system to Flowcharts A1 and A2. Removed Flowchart D, not applicable as all rbc products need either a crossmatch or are dispense via the Emergency Dispense pathway. Renamed Flowchart E to B, updated process steps. Cerner icons updated for Flowcharts.
Major	10	Updated for BPAM workflows. Removed Cerner flowcharts and added attachments with Cerner screenshots for enhanced understanding of dispense and return modules in Cerner.
Minor	11	Return Polices/Acceptance criteria for products updated. Policy for scanning of DIN and product codes added. Attachment C updated.

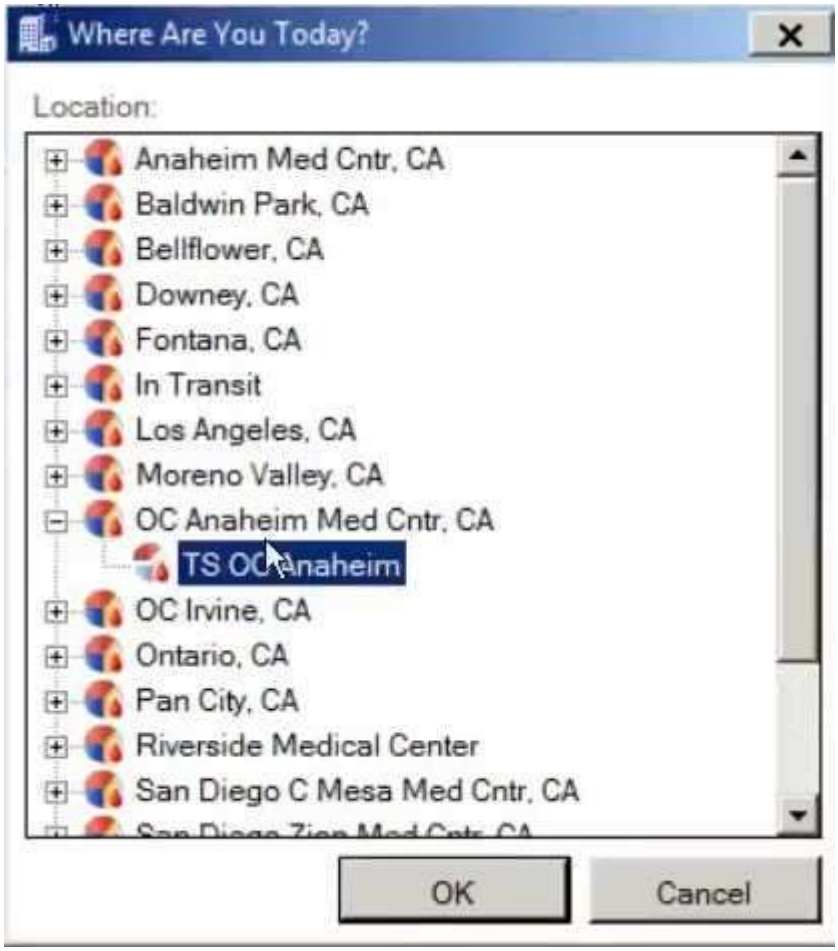
Dispense and Return of Blood Products, Continued

Attachment A: Routine Dispense, page 1 of 5

Launch Dispense and Assign Products

The following screen will open the first time dispensing for that day.

Select the correct location.



Dispense and Return of Blood Products, Continued

Attachment A: Routine Dispense, page 2 of 5

Scan or enter MRN into field from the BRV form

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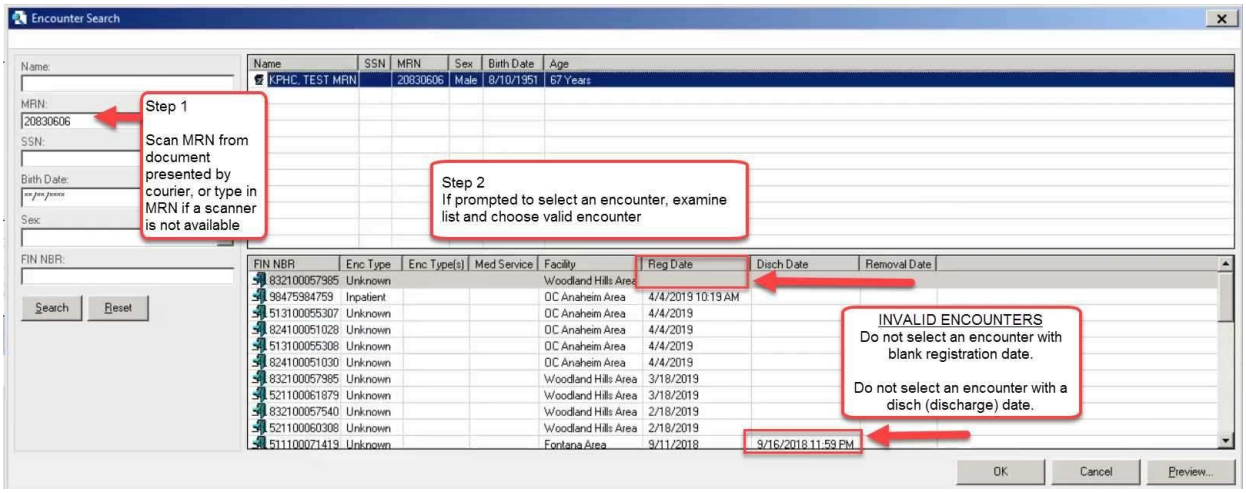
- If an Encounter window opens select a valid encounter.
- If uncertain of which is the correct encounter, verify in Health Connect.



Select encounter and enter OK

Dispense and Return of Blood Products, Continued

Attachment A: Routine Dispense, page 3 of 5

Change task to Dispense.

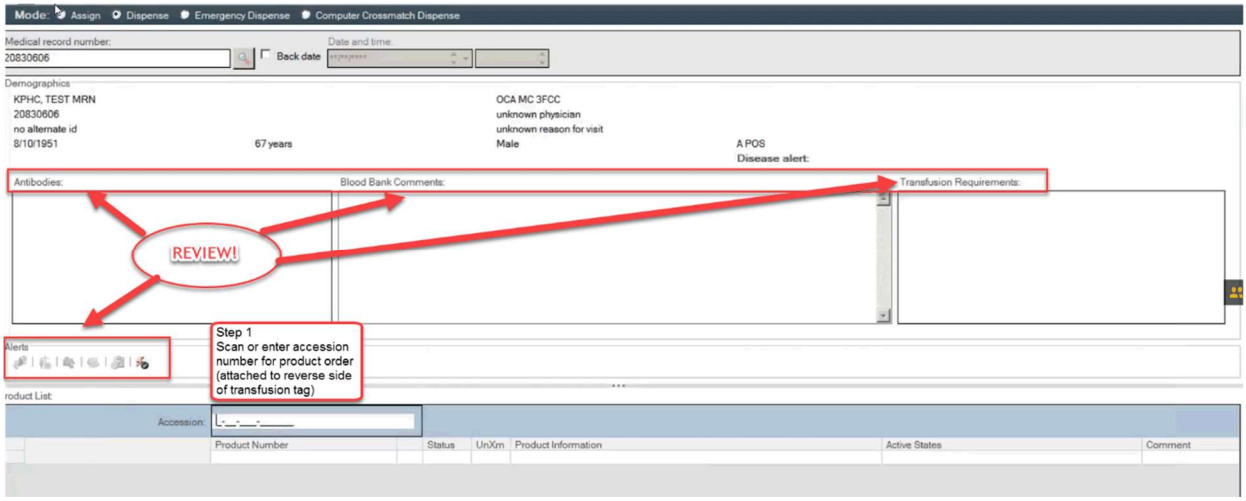
Review the following:

- Antibodies
- Transfusion Requirments
- Blood Bank Comments

Check order comments in ORV as well and make sure special requirements were added

Check alert icons:

- Autologous or Directed (Dispense first)
- Associated products-open to view units ready for dispense



Scan product order accession number.

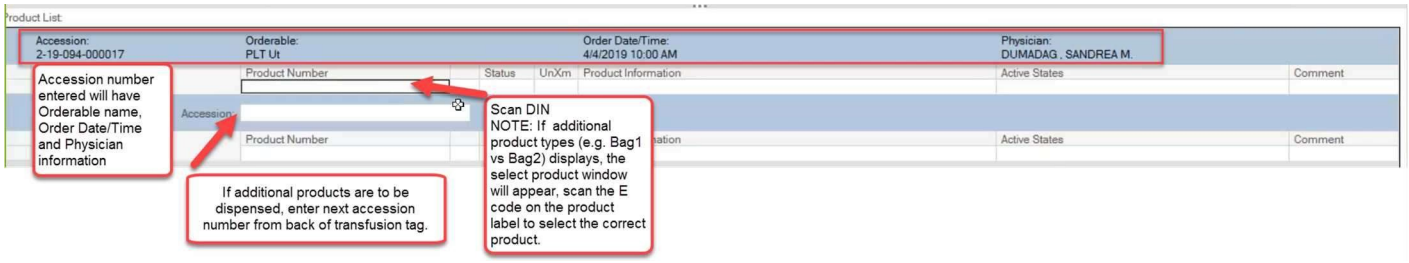
- This accession label should be adhered to the back of the transfusion tag by whoever crossmatched/assigned the product.

Dispense and Return of Blood Products, Continued

ALWAYS scan! Do not manually select

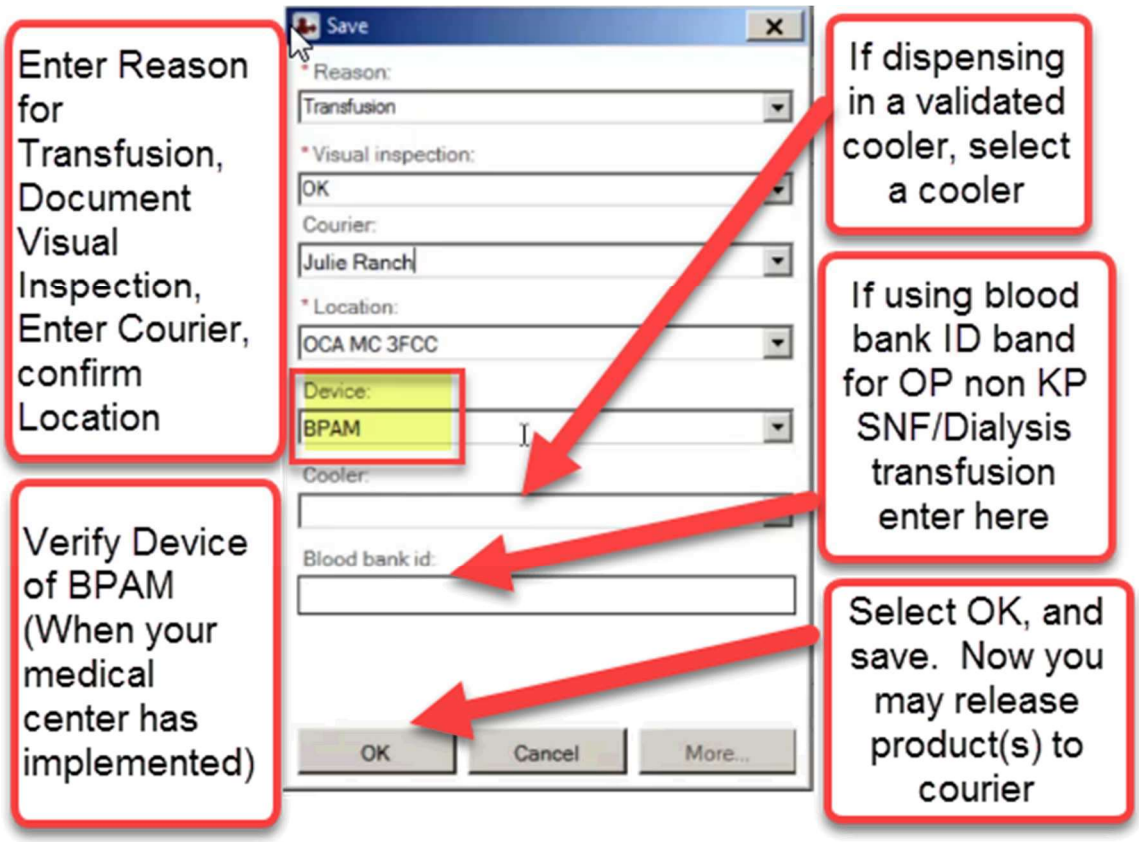
Attachment A: Routine Dispense, page 4 of 5

Scan DIN from the product label: If a Select product window opens, you must also scan the product code (Ecode) from the product label



Select Save icon at top of screen to continue to next dispense window in Cerner, do not release the product to the courier, as the dispense process is not yet completed.

Complete dispense window in Cerner as shown below if product is acceptable for dispense.



Dispense and Return of Blood Products, Continued

Attachment A: Routine Dispense, page 5 of 5

Perform readback with Courier

- Courier will read the patient and product information from the tag attached to the product
- Trained laboratory staff will verify:
  - The information from the BRV form
    - Patient name, MRN, product category (RBC, PLT, Plasma, etc)
  - The information from the product label
    - DIN, product Ecode, donor ABO group and if required the Rh type
    - Product expiration date and if applicable time
    - The patient transfusion requirements are met (irradiated, Ag negative, etc)
  - The interpretation of crossmatch tests if performed.

Do this with CAUTION and only when working alone (e.g. weekend/ GY)

If dispense occurs without a Courier (e.g. to cooler, OR, or via the pneumatic tube system) one laboratory staff member may verify the above information per local protocol.

NOTE: A dispense packing list report is automatically printed at the conclusion of the dispense process. A second report may be required to be sent with the products when dispensing to facilities outside of the medical center (MOB, Dialysis, SNF) per locol protocol.

Attach dispense slip to BRV form and file

Dispense and Return of Blood Products, Continued

Attachment B: Dispense with an Override, page 1 of 2

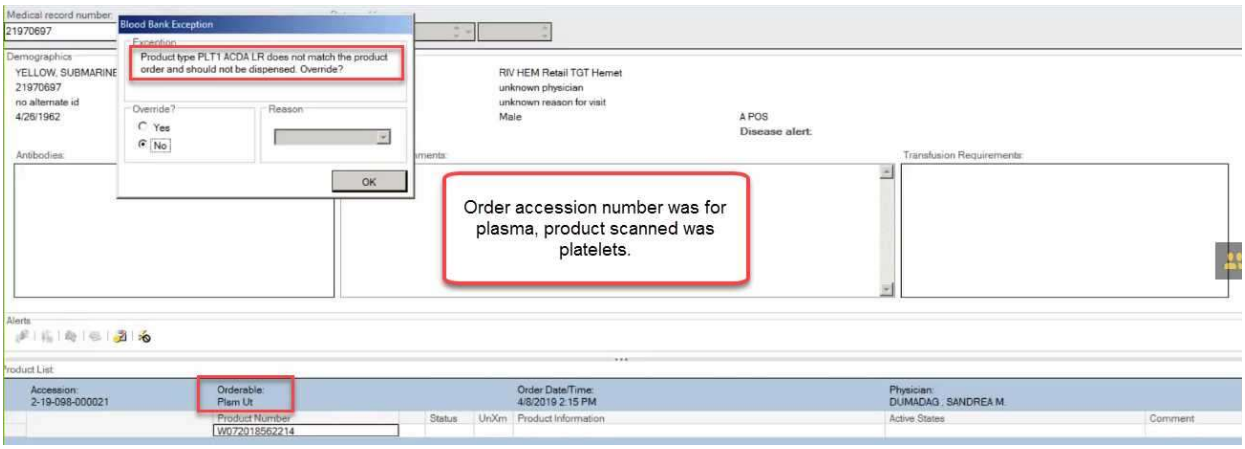
Blood Bank Exception window: Product accession number is not scanned on the dispense screen. If no product order from Health Connect has been placed override with the correct reason.

Place an "ATTENTION" label on the transfusion tag indicating for the transfuisonist that the blood/product barcode scanning feature is unavailable and to document in the manual blood product entry flowsheet group.

No associated product order:

Only override for emergency or downtime

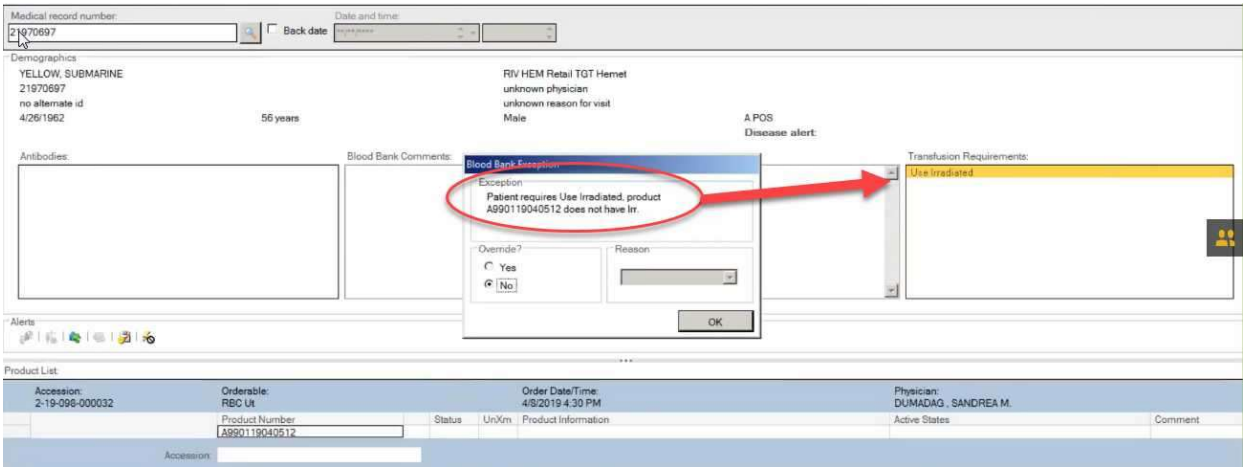
Blood Bank Exception window: Wrong product assigned for order, do not override.



Dispense and Return of Blood Products, Continued

Attachment B: Dispense with an Override, page 2 of 2

Blood Bank Exception window: Transfusion requirement not met.



Blood Bank Exception window: All overrides performed by a CLS will be found on the Exception Report and reviewed for acceptablity.

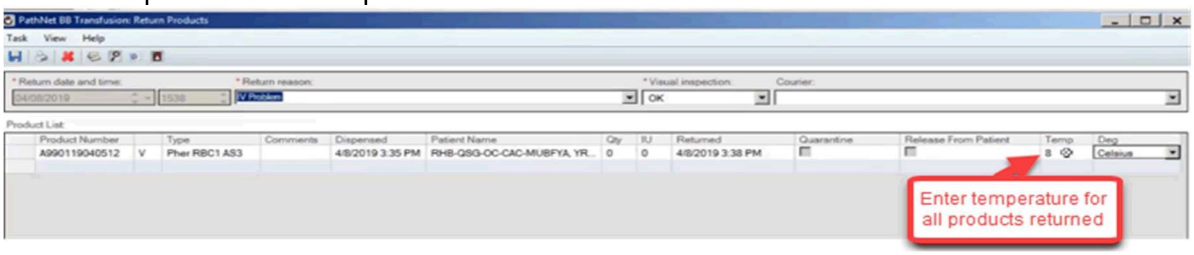
Dispense and Return of Blood Products, Continued

Attachment C: Return Product

Launch

Enter return date/time, reason, and Visual Inspection

Enter temperature for **all** products returned



Complete the Product Release/Quarantine window.