ADVOCATE HEALTH		
Title: CP Sunquest Component Prep Functions Procedure (NCBH)		**Document Number: 55376**
Document Type: ☐ **Policy** ☒ **Procedure** ☐ **Guideline** ☐ **Other**		**Last Review/Revision Date: Not Set**
Content Applies to Patient Care: **(Select all that apply)** ☒ **Adults** ☒ **Pediatrics (Under 18)**	**Content Applies to:** **(Select One)** ☒ **Clinical** ☐ **Administrative**	**Effective Date:** Not Set
Scope: ☐ **Enterprise** ☐ **MW Region** ☐ **SE Region** ☐ **WI** ☐ **IL** ☐ **Greater Charlotte Market** ☐ **Navicent Market** ☐ **Wake Market** ☐ **Floyd Market** ☒ **Entity Only (Entity Name): NCBH** ☒ **Department Only (Department Name): Blood Bank**		

I. PURPOSE

The purpose of this procedure is to describe the procedures for modifying components in Sunquest. Blood Component Preparation (BCP) allows documentation of the preparation of components and assignment of new unit/pool numbers when necessary. The component preparation should take place before entry into the system.

II. SCOPE

This procedure applies to Blood Bank Staff and Management

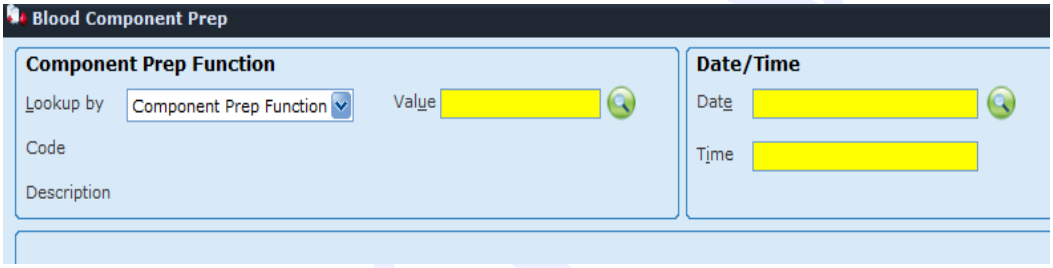
III. DEFINITIONS/ABBREVIATIONS

A. Procedure: A process or method for accomplishing a specific task or objective.
B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.
C. Component Prep Functions:

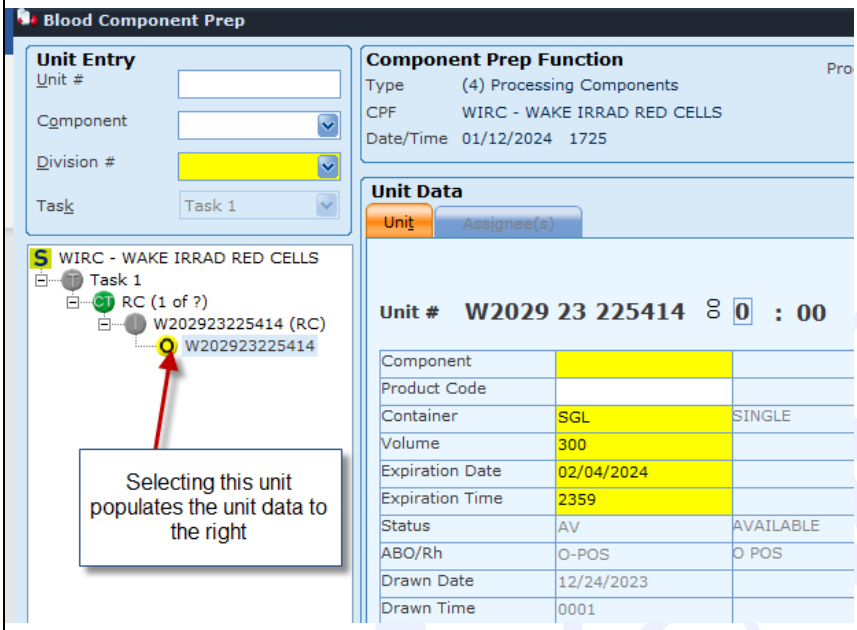
Component Prep Function	Definition	Description
WPWB	Packing Whole Blood	Used when packing whole blood to make packed cell
WREWB	Combine Plasma with Red Cells	Used when combining plasma with red cells to make whole blood for exchange transfusions
WCCT	Change Component Type	Used when making corrections to a component type entry error
WDRC	Deglycerolize Frozen Red Cells	Used when thawing and deglycing frozen red cell units. Expiration 24 hours
WIRC	Irradiating Red Cells (Wake)	Used when irradiating packed red blood cells
WIPG	Irradiating Platelets (Wake)	Used when irradiating platelets, liquid plasma, or granulocytes
WPCRY	Pool Cryo (single)	Used when pooling single units of cryo into on bag. This thaws and pools single cryo in ONE step with a 4 hour expiration.
WTHC	Thawing Cryo (single)	Used for thawing single units of cryo. 6 hour expiration.
WTHCP	Thawing Pre-Pooled Cryo	Used when thawing pre-pooled cryoprecipitate. 6 hour expiration.
WSATPC	Satellite bag packed cell	Used when dividing a pedi packed cell into satellite bags for pediatric transfusions. Expiration remains the same.
WSPLPT	Splitting Platelet Pheresis	Used when splitting apheresis platelets. Changes expiration to 4 hours.
WTH	Thaw Plasma and IFC	Used when thawing a unit of frozen plasma or pathogen reduced cryo—120 hour expiration.
WTCPP	Thawing Cryopoor Plasma	Used when thawing a unit of cryopoor plasma. 120 hour expiration. (What about IgA def plasma?)
WRC	Wash Red Cell (Wake)	Used when washing a unit of red cells
WPLT	Wash Platelet (Wake)	Used when washing a unit of platelets
WPPL	Pool Plasma	Used when pooling plasma for apheresis.

IV. PROCEDURE

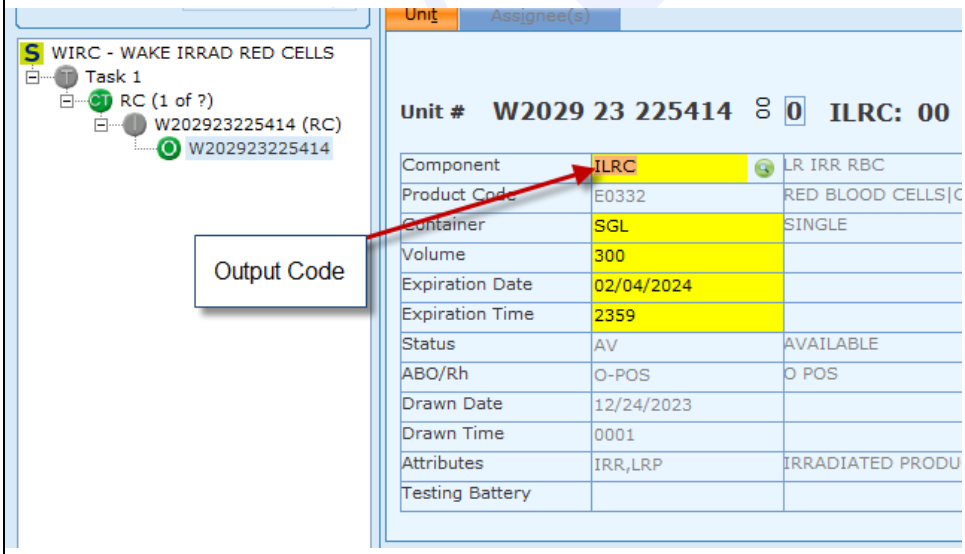
1. Procedure Guidelines: General

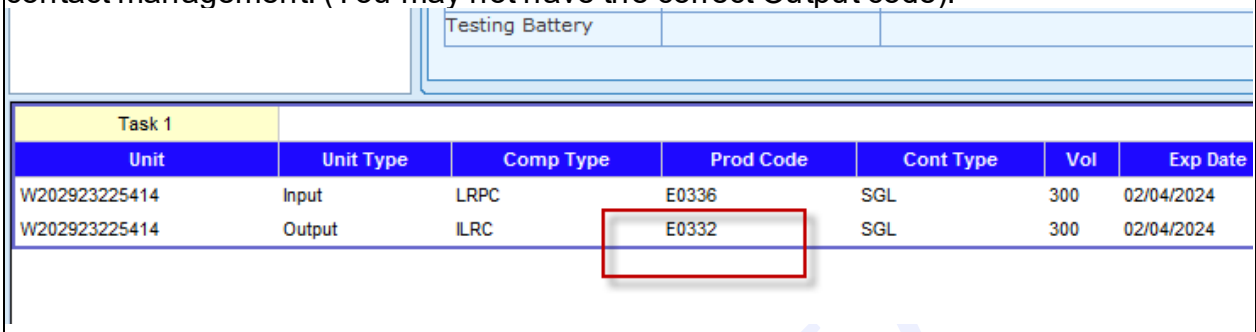
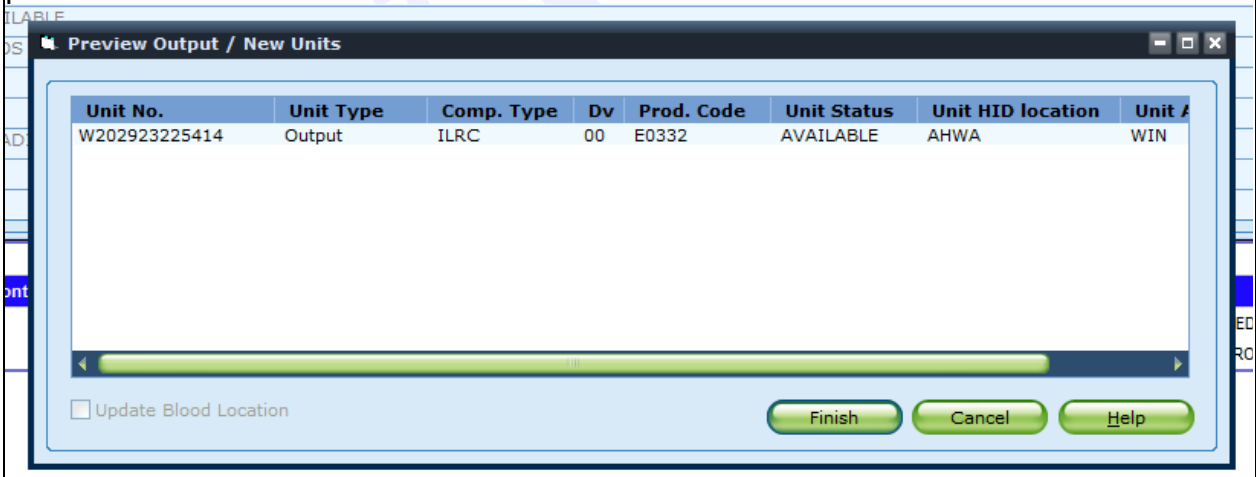
STEP	ACTION
1.	In Sunquest > Blood Component Preparation (**BCP**) 
2.	Component Prep Function: Enter a valid Component Preparation Function code in the Value field. The ellipses button can be used to search for available functions; however, there are different functions for the Wake Market than the Charlotte Market. See Definitions for a brief description of each preparation function used in the Wake Market. 
3.	Enter Date and Time. Note: for thawed products, enter time that unit was removed from freezer.
4.	Press Continue.
5.	Enter unit number and Component Code by scanning the appropriate barcodes. Note: Component type can be selected from the drop down menu; however, it is preferable to scan the component E-code to ensure the correct product is selected.
6.	Tab through or select the correct division number to populate unit data.
7.	Continue to Scan units until all units being modified are added. Note: not all functions allow for multiple units to be modified at the same time (example: washing).

8. Click on the yellow circle to select the unit being modified.

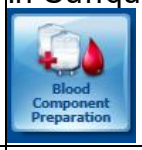
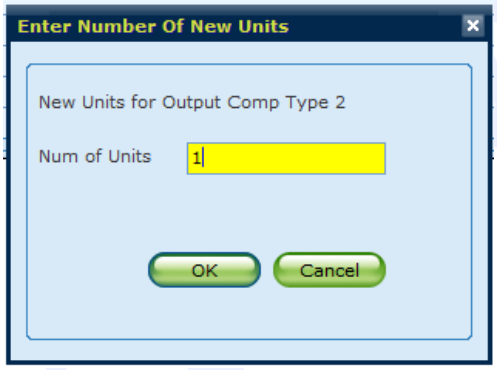
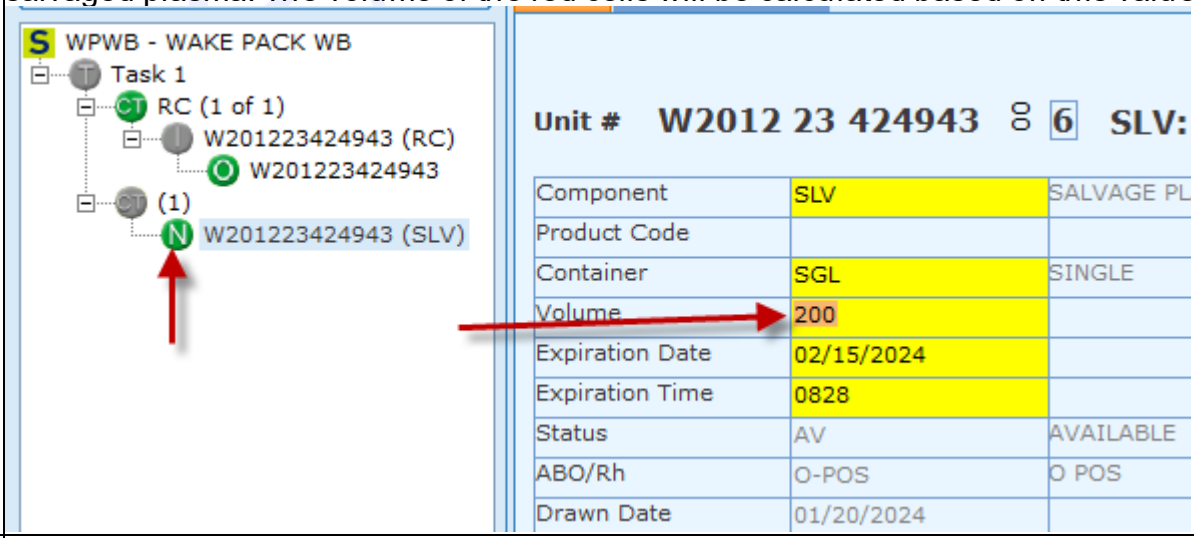


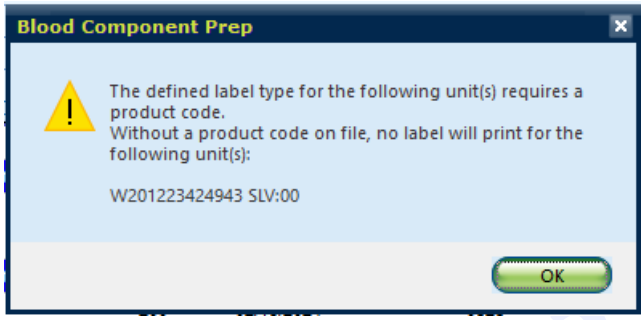
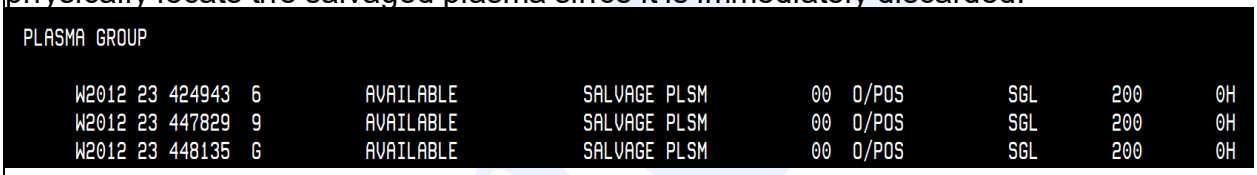
9. Enter the Component Output code in the yellow box next to "Component" if it does not auto-populate. Once entered the yellow circle above will turn green.
Refer to Attachment 1: Component Prep Job Aid



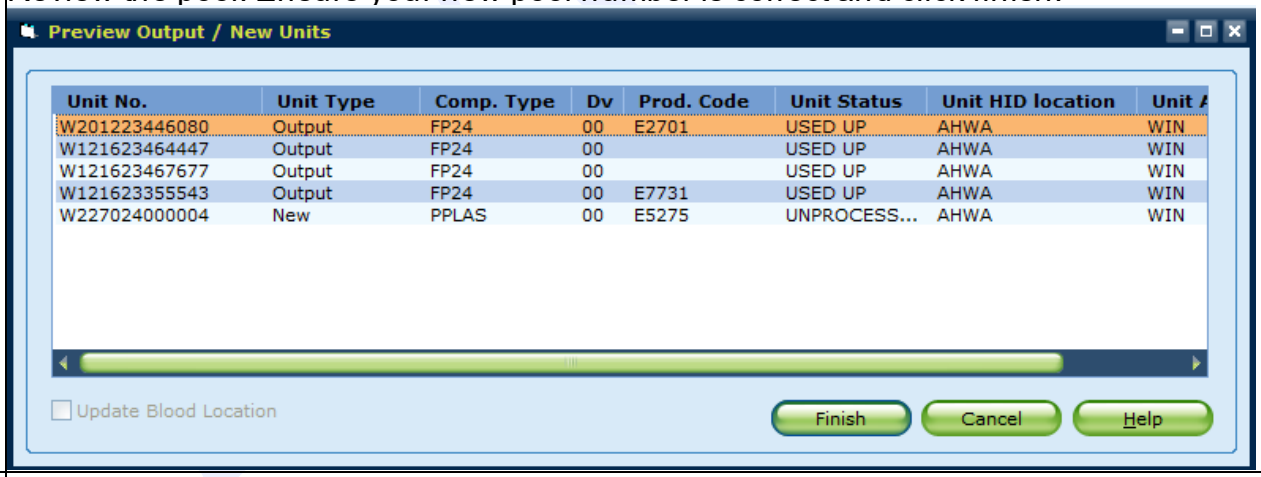
10.	Ensure the data in the bottom half of the screen is correct. You should see a new product code (Ecode) generated. If there is no Product Code (E Code) generated, contact management. (You may not have the correct Output code). 
11.	Ensure the Expiration Date is correct. Note: not all functions will automatically enter the correct expiration date. You MUST check to ensure it is correct. Example: when pooling: The system displays the expiration date for each unit being pooled; however, it does not compare the expiration dates of units to that of the pool. Therefore, it does not warn of any discrepancies. It is imperative for the tech to carefully review the dates and make sure that none of the individual component units will expire before the expiration of the pool.
12.	Press Save
13.	A preview box displays showing your new Output component type and Ecode. If everything is correct Press Finish. If anything is wrong, or no Ecode was generated, press Cancel and correct error. 
14.	A full face label will print, Label the blood product and proceed to Blood Label Check. *Refer to: Label Verify (Check) Procedure (NCBH)*

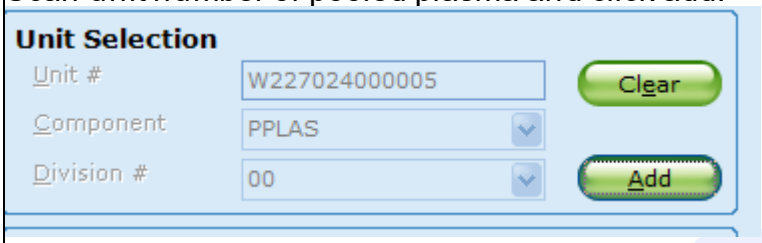
2. Procedure Guidelines: Packing WB

STEP	ACTION
1.	In Sunquest > Blood Component Preparation (**BCP**) 
2.	Function: WPWB
3.	Scan the unit number to be packed.
4.	Enter number of new units: 1 
5.	Enter output component for the red cell. Refer to Attachment 1: Component Prep Job Aid
6.	Click on the Salvaged plasma (SLV) and enter volume removed. Note: average volume removed is 200. Use 200 mls, or exact volume if weighing salvaged plasma. The volume of the red cells will be calculated based off this value. 
7.	Ensure All Ecodes are correct and click save.

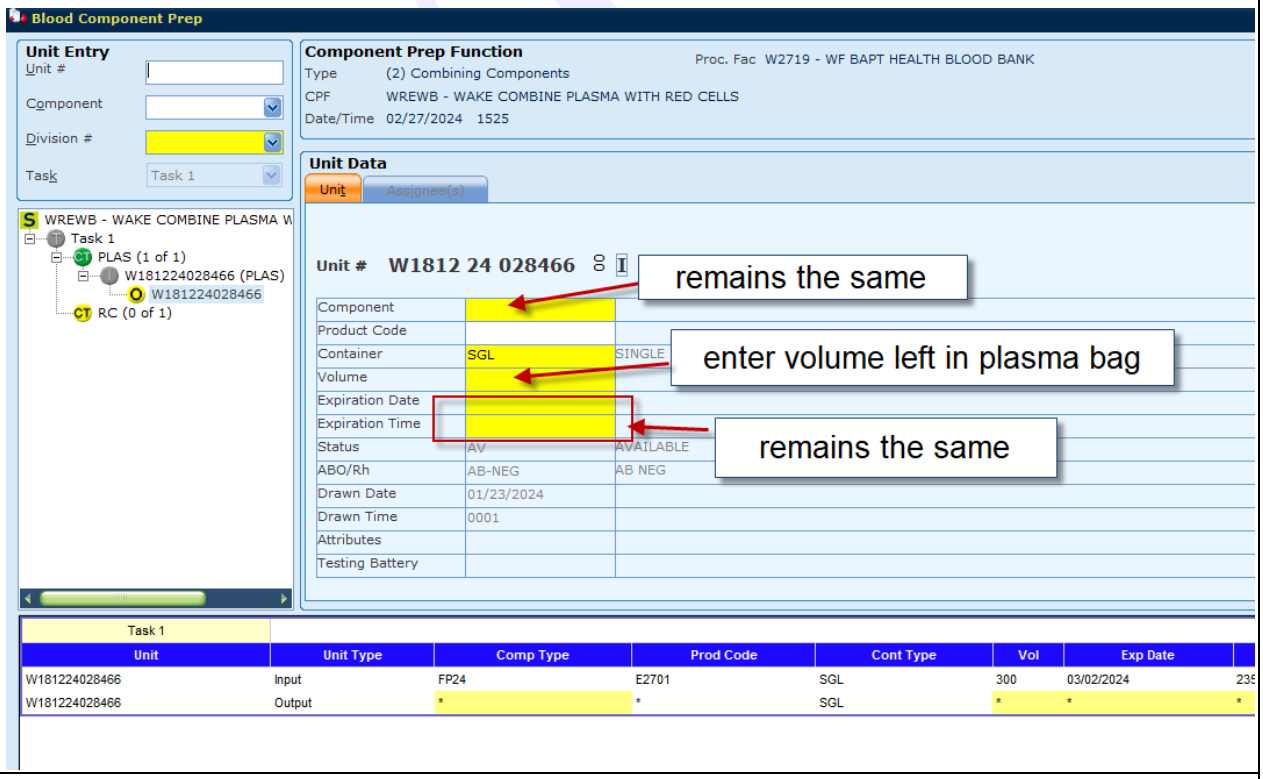
8.	A warning box will appear alerting you that a label will not print for the salvaged plasma. Click Ok. 
9.	The salvaged plasma is set to expire at the time of the component preparation. This plasma should be immediately discarded.
10.	The salvaged plasma will show up on the expired products report. This plasma will be discarded in Sunquest when third shift runs the BEU daily. Third shift does NOT have to physically locate the salvaged plasma since it is immediately discarded. 
11.	A full face label will print for the red cell products. Label the product and proceed to Label check. *Refer to: Label Verify (Check) Procedure (NCBH)*

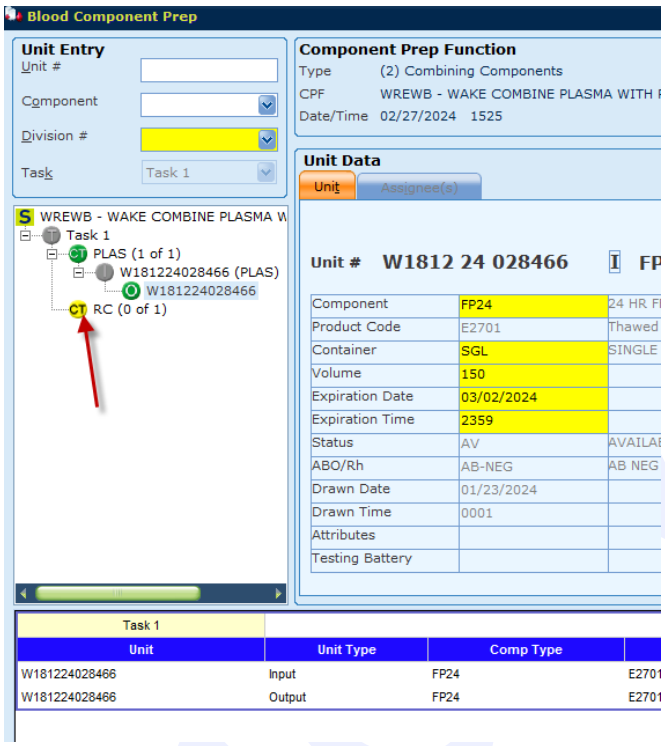
3. Procedure Guidelines: Pooling Plasma

STEP	ACTION
1.	In Sunquest > Blood Component Preparation (**BCP**) 
2.	Function: WPPL
3.	Scan all units to be pooled. Note: You can mix e-codes within component type groups, but you cannot mix e-codes from different component type groups. Example: E2701, E2737, etc. from the FP24 component types can be pooled together; however, you cannot pool E2701 (FP24) and E7750 (FFP1)
4.	Enter output component type for new pool number. Refer to Attachment 1: Component Prep Job Aid
5.	Expiration date will default to 24 hours OR the time of the shortest dated unit in the pool, whichever is sooner.
6.	Click Save.
7.	Review the pool. Ensure your new pool number is correct and click finish. 
8.	A label will print. There will be NO ABO/Rh on the label.
9.	Open Blood Product Entry and click Modify.
10.	Scan the new pool number.
11.	Add the ABO. Note: you cannot mix ABOs.
12.	Add the Rh.

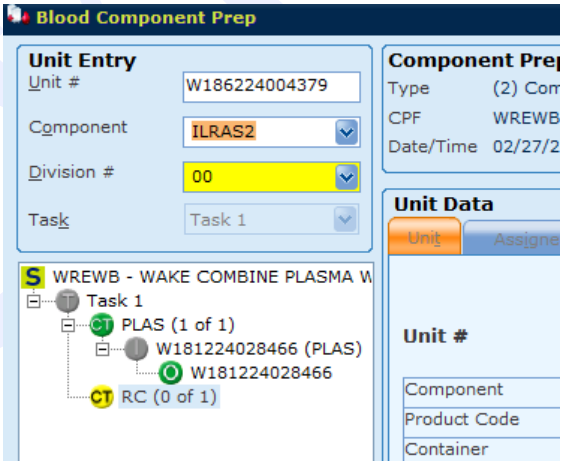
	Note: you can mix Rh. When Rh neg and Rh pos are in the same pool the Rh should be selected as “mix”
13.	Open Blood Bank label print 
14.	Scan unit number of pooled plasma and click add. 
15.	Click Print.
16.	Obtain full face label and label pooled plasma product. Proceed to label check. Note: Sunquest requires a label check for this new product but will only check the expiration, not the ABO. A manual label check is also required. *Refer to: Label Verify (Check) Procedure (NCBH)*

4. Reconstitution of Whole Blood

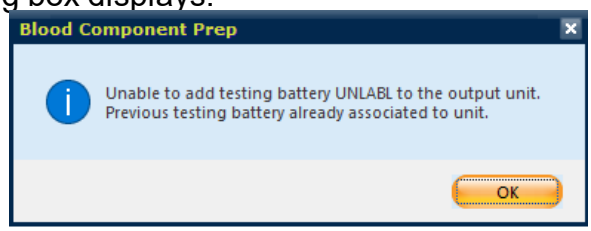
STEP	ACTION
1	Prior to computer function ensure product has been physically prepared. *Refer to: Neonatal Exchange Transfusion Procedure (NCBH)*
2	Open Blood Component Preparation (**BCP**). 
3	Function: WREWB
4	Enter correct date and time then continue.
5.	Scan the thawed plasma.
6.	Enter ouputs for plasma: • Component: this remains the same as the input component since the plasma remains plasma. • Volume: This is the volume left in the plasma bag. Subtract the volume added to the red cell from the total plasma volume. • Expiration date and time: remain the same as the thawed plasma product 
7.	Click on the yellow CT next to RC (0 of 1)



8. At top of the page under Unite entry, scan the irradiated red cell unit number and product code.



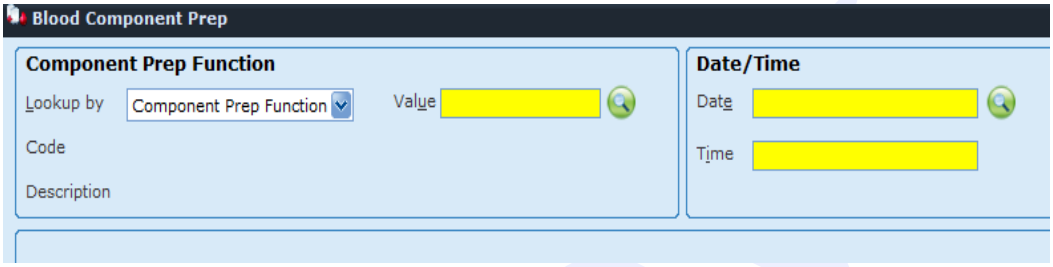
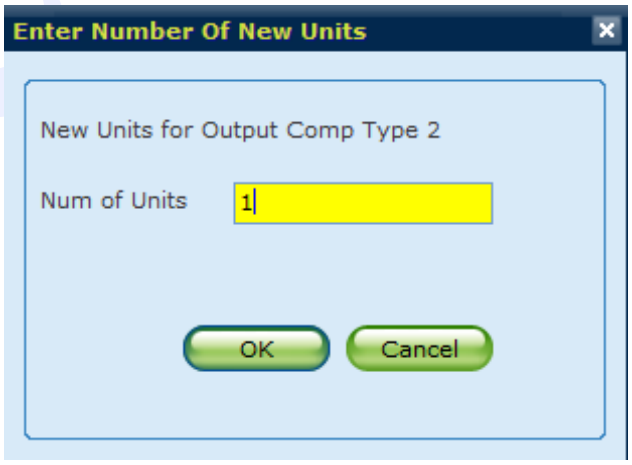
9. Click ‘OK’ when warning box displays:

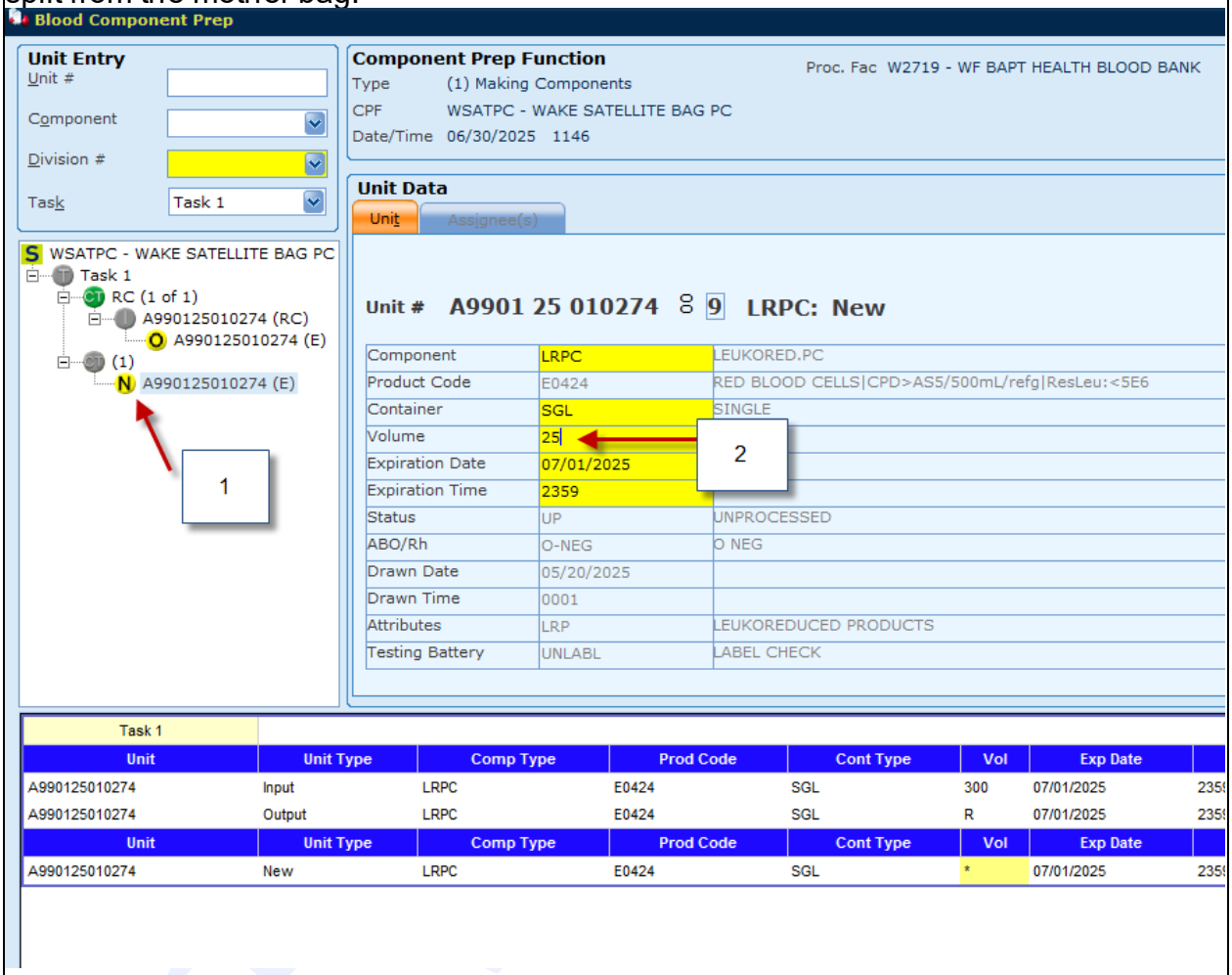


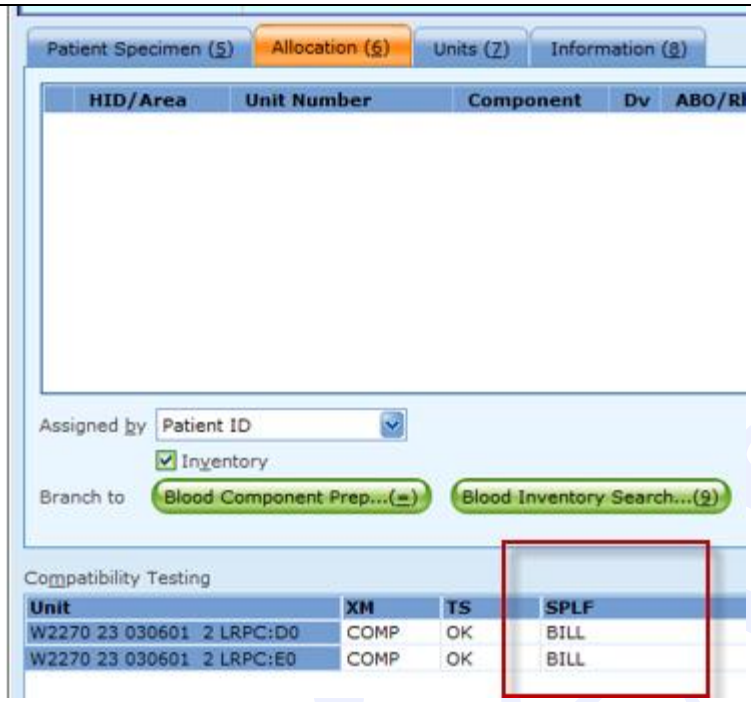
10. Enter Output Component: **IRECWB**

	• An e-code should generate, if not it can be added in BPE: consult management.
11.	Enter Total volume of product (after plasma has been added to the red cell).
12.	Click Save.
13.	Review the Output / New units screen. Ensure E-code is populated (the e-code should remain the same as the red cell component). Click finish.
14.	Obtain label and proceed to label check Refer to: Label Verify (check) Procedure (NCBH)
15.	Open blood status update and change status of remaining plasma to discard then physically discard the remaining plasma.

5. Splitting Products

STEP	ACTION
1.	In Sunquest > Blood Component Preparation (**BCP**) 
2.	Component Prep Function: Enter **WSATPC** if splitting red cells or **WSPLPT** if splitting platelets. 
3.	Enter Date and Time.
4.	Press Continue.
5.	Enter unit number and Component Code by scanning the appropriate barcodes. Note: Component type can be selected from the drop down menu; however, it is preferable to scan the component E-code to ensure the correct product is selected.
6.	Tab through or select the correct division number to populate unit data.
7.	Enter Number or units being created. (Typically 1 split product is created at time). 7.1 Click “OK” 

8.	Click on the yellow “N” to select the aliquot and then enter the amount in mls that was split from the mother bag. 
9.	Tab to the next field and change unit expiration date/time if applicable. The volume of the mother bag will be calculated as the remainder “R” of the amount based on the value entered for the split product and total original volume.
10.	Complete labeling and label check process.
11.	When allocating unit to patient, add a split fee to each split product using the code **SPLF**.

	 Note: do not add split fees to the mother bag component that was not “split”.
12.	This split fee will generate a billing charge and a report for management to complete the billing and crediting processes for split components.

V. CROSS REFERENCES

Label Check Tag Form (NCBH)
Label Verify (Check) Procedure (NCBH)

VI. RESOURCES AND REFERENCES

Not Applicable

VII. ATTACHMENTS

Not Applicable

Attachment 1: Component Prep Job Aid

Irradiation:

Component Prep Function	Input	E code	Output	Ecode
WIRC	LRPC	E0276	ILRC	E0274
		E0336		E0332
		E0226		E0224
		E0424		E0420
		E0678		E0661
	LRDAS1	E0685	ILRAS1	E0668
	LRDAS2	E0686	ILRAS2	E0669
	LRWB	E0033	ILRWB	E0032
	WB	E0112	IRWB	E0120
		E0068		E0076
	DPC	E4519	IDPC	E4521
		E4520		E4522
		E4587		E4582
	DPC1	E4588	IDPC1	E4583
	DPC2	E4589	IDPC2	E4584
WIPG	LRPLT	EA007	ILPLT	EA015
		EA136		EA152
	LRPLT1	EA008	ILPLT1	EA016
		EA137		EA153
		EA141		EA157
	LRPLT2	EA009	ILPLT2	EA017
		EA138		EA154
	LRPLT3	EA010	ILPLT3	EA018
		EA139		EA155
		EA143		EA159
	GR	E3673	IRGR	E3678
	LQP	E2457	ILQP	E2462

Deglyce:

Component Prep Function	Input	E code	Output	Ecode
WDRC	FLRC	E5085	DPC	E4519
		E5105		E4587
	FLRC1	E5106	DPC1	E4588
	FLRC2	E5107	DPC2	E4589
	AFRC	E5079100	ADPC	E4520

Wash:

Component Prep Function	Input	E code	Output	Ecode
WRC	LRPC	E0276	WLRC	E5169
		E0336		E5638
		E0226		E5169
		E0424		E5169
		E0678		E4144
	LRDAS1	E0685	LRW1	E4564
	LRDAS2	E0686	LRW2	E4565
	ILRC	E0274	ILRW	E5170
		E0332		E5170
		E0224		E5170
		E0420		E0484
		E0661		E4145
	ILRAS1	E0668	ILRW1	E4560
	ILRAS2	E0669	ILRW2	E4561
WPLT	PRPLT	E8340	WPRPLT	E8695
	PRPLT1	E8341	WPRPT1	E8696
	PRPLT2	E8342	WPRPT2	E8697
		E9139		E8727
	PRPLT3	E8343	WPRPT3	E8698
	LRPLT	EA007	WLRPLT	E3556
		EA136		E9954
	LRPLT1	EA008	WLRPT1	E3558
		EA137		E9955
	LRPLT2	EA009	WLRPT2	E3559
		EA138		E9956
	LRPLT3	EA010	WLRPT3	E3560
		EA139		E9957
	ILPLT	EA152	WIPLT	E9938
	ILPLT	EA015	WIPLT	E3541
	ILPLT1	EA016	WIPLT1	E3543
	ILPLT1	EA153	WIPLT1	E9939
	ILPLT2	EA017	WIPLT2	E3544
	ILPLT2	EA154	WIPLT2	E9940
	ILPLT3	EA018	WIPLT3	E3545
	ILPLT3	EA155	WIPLT3	E9941

Thaw:

Component Prep Function	Input	E code	Output	Ecode
WTH	FFP	E0701	FP	E2684
		E0707		E2702
		E0713		E2720
		E0869		E2121
		E0900		E2121
		E4689		E5548
		E4693		E5549
		E1624		E2284
		E2528		E2684
	FFP24	E2555	FP24	E2701
		E2619		E2737
		E2587		E2719
		E7644		E7731
	FFPP1	E7646	FFP1	E7750
	FFPP2	E7648	FFP2	E7751
	FFPP3	E7650	FFP3	E7752
	FFPP4	E7607	FFP4	E7753
	CPP	E2617	TCPP	E2736
		E2553		E2700
		E2585		E2718
	ACNVPL	E9736	TACNVP	E9781
		E9747		E9752
		E9754		E9762
		E9756		E9752
		E9757		E9752
	ACNPL2	E9755	TCNPL2	E9763
	CNVPLA	E9735	TCNVP	E9780
		E9804		E9811
	PFBC	EA490	TPFC	EA496
WTHC	CRY	E5165	TCRYO	E3581
WTHCP	PCRYO	E3587	TPCRYO	E3591
		E5621		E6552
		E5165		E3592
WTCPP	CPP	E2617	TCPP	E2736
		E2585		E2718
		E2553		E2700

Pool: **If the e-codes are NOT listed below consult management before pooling!**
E-codes can be pooled together as long as they have the same output Ecode!

Component Prep Function	Input	E code (Frozen)	E code (Thawed)	Output	Ecode
WPPL	FP24	E2555	E2701	PPLAS	E5275
		E2619	E2737		
		E2587	E2719		
		E7644	E7731		
	FFP1	E7646	E7750	PPLAS	E7948
	FFP2	E7648	E7751		
	FFP3	E7650	E7752		
	FFP4	E7607	E7753		
WPCRY	TCRYO	E5165	E3581	TPCRYO	E3592

Pack:

Component Prep Function	Input	E code	Output	Ecode
WPWB	LRWB	E0033	LRPC	E0181
	WB	E0023	PC	E0167
		E0068	PC	E0212
		E0112	PC	E0262
	AWB	E0033	AUPC	E0181
	DDWB	E0033	DDPC	E0181