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| **Performing Clerical Checks for Blood Product Issue** |
| **Purpose** | This procedure provides instructions for how to perform a clerical check before issuing blood components for transfusion.Note: Person’s who transport blood products are trained by nursing services. |
| **Procedure** |  |
|  | **Step** | Action |
|  | 1 | Review the Release Slip presented to the Transfusion Service for the following:* Patient identifying information-full name and Medical Records number.
* Blood product requested-component type and volume/number of units.
* Special instructions.
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|  | 2 | Review the original Cerner or manual requisition order noting the patient identifiers, number and type of blood product requested and special instructions. |
|  | 3 | Compare and ensure the following information matches exactly in all places where indicated E.g. transfuse order, release slip, unit label, unit tag:* Recipient’s full name
* Recipient’s medical record number
* Blood component name
* ABO/Rh of component
* Blood component donor number
* Blood component expiration date/time
* Blood component volume
* Interpretation of crossmatch tests, where applicable
* Special instructions such as irradiation, Hgb S Negative
* Date and time of issue
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|  | 4 | Confirm that the ABO group and Rh type (where appropriate) are compatible with that of the recipient. |
|  | 5 | Resolve any discrepancies. |
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| **Approval****Workflow** | Transfusion Service/Medical Director |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | K Hartley | 5/1982 | Initial Version |
| 2 | C Berglund | 5/1987 |  |
| 3 | J Wenzel | 12/1991 |  |
| 4 | J Wenzel | 8/1993 |  |
| 5 | J Wenzel | 9/1994 |  |
| 6 | J Wenzel | 9/1997 | Post-merger |
| 7 | J Wenzel | 9/1999 |  |
| 8 | J Wenzel | 5/22/2001 |  |
| 9 | J Wenzel | 7/9/2009 | New format |
|  | 10 | J Wenzel | 4/11/2012 | Previous TS 12.11Remove reference to Transfusion Order form in step 1. |
|  | 11 | S Cassidy | 05/10/2019 | Added additional clerical checks |