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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. | | | |
|  | 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 | | | |
|  | 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 12.11  Remove reference to Transfusion Order form in step 1. |
|  | 11 | | S Cassidy | 05/10/2019 | Added additional clerical checks |