|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Maintaining Tissue Inventory** | | | | | |
| **Purpose** | This procedure provides instructions for reviewing and maintaining sufficient tissue inventory levels to meet patient care needs and control product expiration. | | | | |
| **Policy Statements** | * The inventory level in [Appendix A](#Appendix_A) has been approved by Children’s Surgery Department, and Transfusion Service and shall be assessed and revised as agreed upon by the   surgery department and the transfusion service.   * Available inventory should be compared to the Sunquest inventory record and reconciled a   minimum of monthly. | | | | |
| **Procedure** |  | | | | |
|  | **Step** | Action | | | |
| Inspecting Tissue Inventory levels | 1 | Inspect and assess the tissue inventory levels according to [Appendix A](#Appendix_A) as part of daily tasks. | | | |
| 2 | Review pending tissue orders. | | | |
| 3 | Order additional inventory as needed. | | | |
|  | **Reviewing Monthly Tissue Inventory** | | | | |
|  | **Step** | Action | | | |
| To print an inventory report | 1 | |  |  | | --- | --- | | **Prompt** | **Action** | | Smarterm FUNCTION: | Enter BBR | | PRINTER: | Enter desired printer number (503-MPLS, 306-STP) | | SELECT OPTION ? | Enter 2 (Product File List) | | HOSPITAL ID: | Enter Min | | AREA: | Enter either MIN or STP | | ACCEPT, MODIFY, OR REJECT | Enter desired response. <cr> until the EARLIEST EXPIRATION DATE prompt | | EARLIEST EXPIRATION DATE: | <cr> to default to today’s date or enter the date the products will expire on | | EARLIEST EXPRIRATION TIME: | <cr> | | COMPONENT TYPE/GROUP: | Enter TISS and <cr> until the STATUS prompt | | STATUS: | Enter INV to review products in an available, allocated, or unprocessed BB status.  <cr> until the ACCEPT, MODIFY, OR REJECT prompt | | ACCEPT, MODIFY, OR REJECT | Enter desired response. | | | | |
|  | 2 | The printed report shows:   * Total summary of products by Group, Type and Status * Detailed list of the individual products | | | |
|  | 3 | Compare the current inventory to the INV report. | | | |
|  | | | | | |
| To review inventory online | **Step** | Action | | | |
| 1 | Log into the Gateway choosing location: R for Mpls, and SP for STP | | | |
| 2 | Open the BLOOD INVENTORY/SUPPLIER SEARCH folder | | | |
|  | 3 | Select the INVENTORY SEARCH or MANUFACTURED PRODUCT SEARCH tab depending on product type entered in BPE. | | | |
|  | 4 | Enter MIN in the HID field | | | |
|  | 5 | Enter the group TISS or the individual component type code (e.g. AUTOB, CUBE, DBX5) in the COMPONENT TYPE field. | | | |
|  | 6 | Enter Unit Loction | | | |
|  | 6 | Select a SEARCH MODE (available, allocated, unprocessed, or combination) | | | |
|  | 7 | Click on SEARCH to display selected inventory. | | | |
|  | 8 | Click on the individual product to view more detail. | | | |
|  | 9 | Click on NEXT or PREVIOUS to navigate through the available inventory. | | | |
|  | 10 | Click on BB Inquiry to branch to unit inquiry for even more unit detail. | | | |
|  | 12 | Compare the current inventory to the screen. | | | |
| Reconcile Inventory as necessary. | 13 | |  |  | | --- | --- | | **If** | **Then** | | No discrepancies found between current inventory and the inventory report | No action required.   * Discard report * Mark off inventory reconciliation on monthly duties list | | Product(s) in physical inventory, but not on inventory report | * Contact Supplier for shipping date * Enter product(s) into inventory per procedure. | | Product(s) on report but not in physical inventory. | * Review product history * Contact surgery as needed * Review daily issue records * Review Supplier Tracking form notebook records * Notify Transfusion/Tissue Service Technical Specialist * If unresolved change product status to LOSTP in Function Blood Status Update | | | | |
|  |  | | | | |
| **Appendices** | [Appendix A](#Appendix_A): Transfusion Service Tissue Inventory | | | | |
| **Approval**  **Workflow** | Transfusion Service/Medical Director | | | | |
|  |  | | | | |
| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | J Wenzel | 10/1/2006 | Initial Version |
| 2 | | S. Cassidy/J Wenzel | 11/11/2008 | New Format, new location of forms on g-drive |
| 3 | | S. Cassidy | 5/30/2012 | Previous TS 20.2. Decrease inventory levels |
|  | 4 | | S. Cassidy | 07/12/2021 | Added step to enter unit location |

##### **Appendix A**-Transfusion Service Tissue Inventory

|  |  |  |
| --- | --- | --- |
| Product | Minimum Stock | |
| Mpls | STP |
| Cancellous Chips (crushed)  Freeze Dried (30 cc packets) | 2-30cc packets | 2-30cc packets |
| Cancellous chips (crushed)  Freeze Dried (15 cc crushed) | 2-15cc packets | 0 |
| Cancellous Cubes  Freeze Dried (30 cc packets) | 2-30cc packets | 2-30cc packets |
| Infuse Bone Graft Kit, Small | 1 | 0 |
| Infuse Bone Graft Kit, Medium | 1 | 0 |
| Infuse Bone Graft Kit, Large | 1 | 0 |
| DBX-Demineralized Bone Matrix Putty 1cc | 2 | 1 |
| DBX-Demineralized Bone Matrix Putty 5cc | 2 | 1 |

Note: 1 to 2 day turn-around time for products not routinely inventoried