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| **Return from Issue** | | | | | | | | |
| **Purpose** | This process provides instruction for the return of blood products from issue. | | | | | | | |
| **Policy Statements** | * Attend to the returned product(s) as soon as possible. * Blood products may be returned to Inventory if **ALL** of following criteria are meet. If any attribute is in question then Quarantine or Discard the product physically and in Sunquest-function BSU.  |  |  |  | | --- | --- | --- | | **Attribute** | Acceptable criteria | | | **Container** | Intact, the container has not been entered or damaged | | | **Volume** | Volume issued matches the volume returned | | | **Label** | Attached, intact and readable | | | **Expiration date/time** | Usable in-date | | | **Temperature**   * Temperature of syringe aliquoted products cannot be monitored and are not eligible for reissue. | RBCs  FFP | 1 - 10°C | | Platelets | 20-24°C | | Cooler Returns-LogTag datalogger | Confirm Alarm has not been activated.  Download record indicates temperature maintained at 1- 6°C.  Refer to TS 12.12 Using a LogTag Recorder | | Hemotemp indicator | Refer to [TS 12.15 Using Temperature Indicators](file:///\\kidsnet.childrenshc.org\chcdfs\dept\Lab%20Procedures\Transfusion%20Services\2011%20Revsions%20working%20area\Ready%20for%20CMS%20Workflow%20load\TS%2012.15%20Using%20Temperature%20Indicators.doc) | | **Time from Issue to Return**: | **Syringe container:**  Blood products issued in a syringe that are returned to the blood bank **CAN NOT** be reissued. Quarantine syringes and place product in quarantine bucket in the blood bank refrigerator. | | | Bag container issued to patient care areas without use of an approved storage device (not in a BB cooler or stored in surgery BB refrigerator):  a. RBCs or Platelets   * Temperature dependent. If < 4 hours and all other criteria are met including the product temperature, verify with the patient care unit that the product has been appropriately controlled by the nursing staff. If controlled then acceptable for return.   b. Thawed plasma or thawed Cryoprecipitate   * **CAN NOT** be reissued. Quarantine product and place product in quarantine bucket in the blood bank refrigerator | | | Bag container of RBC or thawed plasma issued in a cooler or to Surgery refrigerator:   * Coolers: < 12 hours if all other criteria met.   Note: If > 12 hours and a Hematemp indicator was used/OK on products and LogTag report indicates that cooler temperature was maintained at 1-6° for the duration of the issue, products may be returned to inventory with approval of the Technical Specialist. A free comment of approval must to added in BSU.   * Surgery Refrigerator: Time not a factor if all other criteria met | | | **Visual Inspection** | No leaking, clumping, clots, discoloration | | | **RBC unit segment** | At least one sealed segment is integrally attached to a primary red cell unit. | | | | | | | | | |
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| **Process** |  | | | | | | | |
|  | Activity | | | | Key Considerations | | | Related Document |
|  | 1 | Evaluate product | | | 1. Note time of return 2. Assess product acceptability according to table above. 3. Take product temperature-RBCs and PLTs if not issued in a cooler. | | | TS 7.6 Monitoring theTemperature of Blood Products |
|  | 2 | Determine time of issue | | | As document on unit tag or review unit history in function Blood Bank Inquiry. Lookup by: Unit Number, selecting Unit history | | | [TS 9.8 Reviewing Unit History-Sunquest](file:///\\kidsnet.childrenshc.org\chcdfs\dept\Lab%20Procedures\Transfusion%20Services\2011%20Revsions%20working%20area\9%20Blood%20Product%20Status%20Changes\TS%209.8%20Reviewing%20Unit%20History-Sunquest.doc) |
|  | 3 | Document return in Sunquest | | | See below. | | |  |
|  | 4 | Obtain middle copy of unit tag from issue box. | | | |  |  | | --- | --- | | **If product status is** | **Then** | | Allocated or Quarantine | Reattach middle copy to the unit tag | | Inventory or Discard | Remove and discard all copies of associated unit tag | | | |  |
|  | 5 | Place unit in proper storage location | | | |  |  | | --- | --- | | **If product status is** | **Then** | | Quarantine Status | * RBCs or plasma-   place in quarantine container in BB refrigerator   * Platelets-   tag as quarantine and segregate on platelet rotator | | Discard Status | 1. Document product   on daily QC form   1. Discard product in   biohazard container | | | |  |
|  | 5 | Recondition cooler liner assembly | | |  | | | TS 12.11 Transport of Blood Products in Coolers |
|  | 6 | Upload LogTag as needed | | |  | | | TS 12.12 Use of LogTag in Coolers |
|  | | | | | | | | |
|  | **Step** | | Action | | | | | |
| Record Return in in Sunquest | 1 | | Log into the Gateway choosing location: R for Mpls, SP for STP and open the Blood Status Update folder from the All or Blood Bank tab. | | | | | |
| 2 | | Select Unit Update in the Update Option box. | | | | | |
|  | 3 | | 1. Scan or enter the product unit number barcode. 2. Scan or enter the Supplier ID if prompted. (Codabar units) 3. Select the proper component and division if prompted. (Note: If multiple units with the   same unit number in inventory. E.g. Aphereis platelets part one and two.)   1. Tab through date and time entry fields or enter a specific time and date. | | | | | |
|  | 4 | | Enter a new status of INV (Inventory) in the New status box and Tab X2. | | | | | |
|  | 5 | | Enter Unit temperature. | | | | | |
|  | 6 | | Click in the appropriate box for **Pass visual inspection.**    **If the unit does not pass visual inspection or other return criteria select NO. The product must be placed in a Quarantine or Discarded status with a Reason code or free text comment must be entered.** | | | | | |
|  | 7 | | Select Reason/Comment entry and enter the appropriate comment(s).     1. Enter appropriate Reason codes. To look up a code, use the search function.   HTOK-Hematemp OK  HTOR-Hematemp Out of Range  WARM-Returned warm  RCCL-Returned from CCL (Cardiac Cath Lab)  b. In the Comment Free Text box:   * Free Text in the product temperature for products returned from non-cooler issues. E.g. 6.4C. * Add additional comments as appropriate.   c. Click Add. The code and description display or the free text comment displays in the list. | | | | | |
|  | 8 | | Click on Unit location and select either MIN or STP | | | | | |
|  | 7 | | Click Save. The Unit Activity tab opens for a unit that passed visual inspection.     |  |  | | --- | --- | | **If** | **Then** | | the unit is to remain allocated to the patient | Select Allocated | | the unit may be returned to general inventory | Select Released. | | | | | | |
|  | 8 | | Click Save | | | | | |
|  | | | | | | | | |
| **Approval**  **Workflow** | Transfusion Service/Medical Director | | | | | | | |
|  |  | | | | | | | |
|  | **Version** | | | **Written/Revised by:** | | **Effective Date:** | **Summary of Revisions** | |
| **Historical Record** | 1 | | | C Berglund | | 5/1984 | Initial Version | |
| 2 | | | J Wenzel | | 10/1991 |  | |
| 3 | | | J Wenzel | | 1/1992 |  | |
| 4 | | | J Wenzel | | 9/1997 | Post merger | |
| 5 | | | J Wenzel | | 5/22/2001 | St Paul on Sunquest | |
| 6 | | | J Wenzel | | 3/10/2007 | Sunquest Gui | |
| 7 | | | J Wenzel | | 11/10/2009 | Online format | |
| 8 | | | N Poupard | | 02/26/2010 | Clarified return of plts and cryo | |
| 9 | | | J Wenzel | | 6/4/2012 | Previous numbered as TS 12.16. Added SQ steps from TS 12.17v7.Expanded policy Table: Added Volume, RBCs at 1-10°C, Returns > 30 minutes, Cooler returns using LogTag record. Added documentation of temp of returns in BSU. | |
|  | 10 | | | S. Cassidy | | 9/28/15 | Removed syringe criteria for return into inventory and added statement to quarantine all syringe blood products returned from issue. | |
|  | 11 | | | S. Cassidy | | 10/27/16 | Removed criteria for re-issue for FFP and Cryo if Bag container issued to patient care areas without use of an approved storage device (not in a BB cooler or stored in surgery BB refrigerator): | |
|  | 12 | | | S. Cassidy | | 07/12/2021 | Added for unit location for new one HID | |