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| **Transferring Blood Products to the Other Site** | | | | | |
| **Purpose** | This procedure provides instructions for the transfer of blood product(s) to the other Children’s Transfusion Services.  Note: Receiving facility refer to:   * TS 7.5 Receipt of Blood Products * TS 7.11 Entering Products Transferred from other Children’s Site-Sunquest | | | | |
| **Materials** | * Wet ice or Ice packs * Dry Ice * Blood Center Shipping Containers or Blood Bank Coolers | | | | |
| **Related**  **Documents** | * [MBC return-transfer form](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/MBC/200168.pdf) * [MBC Return Guidelines](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/MBC/200167.pdf) * [Red Cross Packing Guide](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Res/ARC/200177.pdf) * [TS 12.11 Transporting of Products in Coolers](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/Alloc/202862.pdf) | | | | |
| **Procedure** |  | | | | |
|  | **Step** | Action | | | |
|  | 1 | Determine products to be transferred to the other site. | | | |
| 2 | Notify other site of transfer and reason.  Mpls: 56824  STP: 66558 | | | |
|  | 3 | Record transfer of products in Sunquest. (See steps below) | | | |
|  | 4 | Complete Blood Product Transfer in BloodHub | | | |
|  | 5 | Pack products according to blood center packing guides or in BB coolers according to the related procedure. | | | |
|  | 6 | Contact lab courier service or Priority Courier | | | |
|  | | | | | |
|  | **Step** | Action | | | |
| Recording Transfer 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.  Note: Location B-Mpls and Location BS-STP may be used as alternate locations. | | | |
|  | 2 | In the Update Option box select In Transit | | | |
|  | 3 | In the Unit # box, scan or enter the unit number. | | | |
|  | 4 | Select or scan in the component type in the Component box if prompted.  Select Division # if prompted. | | | |
|  | 5 | Press TAB to enter the unit under the Batch update. | | | |
|  | 6 | Enter additional units as needed by repeating steps 3-5. | | | |
|  | 7 | Click on Submit at the bottom of the screen when all units are listed on the batch.    IT will appear the New Status column. | | | |
|  | 8 | Enter the Date and Time or TAB through the fields. | | | |
|  |  | Enter the appropriate site code in the Destination box.   * CHSP-Children’s St. Paul * CHMP-Children’s Minneapolis | | | |
|  | 9 | TAB and enter the Pass Visual Inspection information by clicking Yes or No. | | | |
|  | 10 | Free Text the Reason for the transfer.   * Then click on ADD. * Then click on Continue. | | | |
|  | 11 | Click Unit Location and Click either MIN or STP (original location unit) | | | |
|  | 12 | Click on SAVE. | | | |
|  |  | | | | |
| **References** | Sunquest Users Manual, current edition. | | | | |
| **Approval**  **Workflow** | Transfusion Service/Technical Specialist | | | | |
|  |  | | | | |
| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | J Wenzel | 7/2001 | Initial Version |
| 2 | | J Wenzel | 2/20/2003 |  |
| 3 | | J Wenzel | 3/6/2007 | Gui format |
| 4 | | J Wenzel | 2/19/2009 | Online format |
| 5 | | J Wenzel | 5/11/2012 | Updated Related Documents. Merged TS 8.7 to include Sunquest In Transit steps. |
|  | 6 | | S. Cassidy | 7/7/2015 | Removed codabar reference and ARC reference |
|  | 7 | | S. Cassidy | 07/12/2021 |  |