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| **Entering Directed Donor Blood or Autologous Products into Sunquest** |
| **Purpose** | This procedure provides instructions for entering Directed Donor or Autologous blood products into Sunquest inventory. Refer to [TS 7.8 for Entering Blood Products into Inventory](http://khan.childrensmn.org/Manuals/Lab/SOP/TS/BPOrd/202442.pdf).  |
| **Procedure** |  |
|  | **Step** | Action |
|  | 1 | Log into the Gateway choosing location: R for Mpls, SP for STP and open the Blood Product Entry folder from the All or Blood Bank tab. Note: Location B-Mpls and Location BS-STP may be used as alternate locations. |
|  | 2 | On the Blood Product tab in the Supplier box:* Scan in the ISBT product donor ID barcode

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|  | 3 | In the Component box **type** the individual component type:* Directed Donor products are entered as D + the ISBT component code number. Example: D0336 for a Directed Donor AS-1 leukocyte reduced RBC.
* Enter APC for Autologous RBCs

*(Other data associated with the component type will display by default. This includes container type, attributes, intend use, the default number of bar coded unit number labels to be printed, and product testing battery.)*Note: ISBT component types containing a donation type of D or A may be scanned directly into the system. Example: E0336D00 (Directed Donor AS-1 leukocyte reduced RBC) or E0336A00 (autologous) |
|  | 4 | Tab passed the Division # enter field or enter the division code if a divided unit. |
|  | 5 | In the Suppler unit # box scan the supplier’s identification number if not done in step 2. |
|  | 6 | In the ABO box scan the blood type of the unit. The Rh box will automatically fill form the scanned information. |
|  | 7 | In the Expiration Date box scan the expiration date. The Expiration Time box will automatically default to 2359.*(The collection date and time boxes, and received date and time boxes will automatically y default when the Expiration Date box is resulted. Override defaults as appropriate. Segment # and # of labels boxes do not need to be resulted.)* |
|  | 8 | Enter the unit volume from the product label or by weighing the unit if the volume is not defaulted by the system. |
|  | 9 | Enter temperature of blood products.* RBCs 1-10°C
* Platelets 20-24°C
* FFP and Cryoprecipate FROZEN
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|  | 10 | Visual Inspection choose Pass or Fail |
|  | 11 | Click on the Comments tab.* In the Comment code box:
	1. Add any comments. E.g. VIRN, NSIK
* Enter narratives in the Free text box. E.g Crossmatched platelets for Girl Does.
* Click Add.

The codes and description of the free text comment display in the Comment list box.* To remove a comment code or free text, select the comment code or text from the list and click Remove
 |
|  | 12 | To add an antigen, attribute or antibody to a unit, click on the Ag/Ab/Attributes tab,* In the Antigen/Antibody or the Attribute box do one of the following:
	+ Type the appropriate code.
	+ To look up a code, click  or press F3.
* Click add. The selected code and its description move to the list box.
* Repeat for each code to be added
* To remove an antigen/antibody or attribute code, do the following: In the list, select the code or codes, and then click Remove.

Note: The attribute IRD automatically fills when an irradiate component code is entered. |
|  | 13 | Assignee data must be entered if the unit is autologous or directed. Up to 50 assignees can be added.Note: Make every effort to assign units to patient by patient ID. Patient name and social security number are not unique patient identifiers and should therefore only be used if the patient ID cannot be ascertained. You can assign units temporarily by patient name, but should change the assignment to patient ID as soon as the patient ID becomes known.Steps to Take on the Assignee tab, in the Blood Product Entry window.1. In the Patient ID box type the MRN of the person to whom want the unit is assigned. The name will automatically populate.

1. In the Patient name box, enter the name, if the patient cannot be identified by number.
2. In the ID information box, enter any information that further identifies the patient; for example, patient location or surgery date. Up to 50 characters may be entered.
3. Click Add. The selected assignee moves to the list box.
4. Repeat steps 1 through 4 for additional assignees.
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|  | 14 | Click on Location Tab and then select either MIN or STP for location of blood products |
|  | 15 | Click Save if entering a single unit or refer to TS 7.8 step 12 to enter additional units and to create a BPT worklist. |
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| **References** | Sunquest User Manual UD-0931/00-05-BB |
| **Approval****Workflow** | Transfusion Service/Technical Specialist |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | J. Wenzel | 9/2001 | Initial Version |
| 2 | J. Wenzel | 5/1/2003 |  |
| 3 | J. Wenzel | 3/6/2007 | Sunquest Gui |
| 4 | J. Wenzel | 3/4/2009 | Online format |
| 5 | S. Cassidy/J. Wenzel | 5/11/2012 | Renumber from TS 7.11 to TS 7.9. Removed reference to codabar BMA4 DD component codes.  |
|  | 6 | S. Cassidy | 9/22/14 | Removed codabar references |
|  | 7 | S. Cassidy | 11/27/18 | Added Sunquest 8.2 upgrades |
|  | 8 | S. Cassidy | 07/12/21 | Added Location step for single HID |