

BLOOD SUPPLY

I. POLICY STATEMENT:

All blood and blood products are to be obtained from the Peoria Regional Red Cross who has been contracted by UnityPoint Health. They may, at their discretion, transfer blood to us from other hospitals within their jurisdiction. They may also require us to transfer blood or return blood to the center.

II. PURPOSE:

The purpose of this procedure is to provide guidelines to all Laboratory personnel working in the Blood Bank. UnityPoint Health Pekin Hospital's detailed policy is below.

III. GENERAL INFORMATION:

All stock packed cells are leukoreduced. If non-leukoreduced packed cells are required, the physician must order it specifically. This is not a routine stock item at Red Cross, therefore, it must be arranged with the blood bank tech who will contact the Red Cross for the collection and delivery of the product.

Red Cross is responsible for shipment of all their products inside the region. All units must be transported in a manner that will ensure maintenance of the proper temperature for the product. All liquid red cell products are to be shipped at a temperature of 1-10° C. Frozen products must be shipped at <-20° C. Platelet products must be shipped at 20-24 ° C. Products are shipped in insulated boxes with the appropriate shipping materials (crushed wet ice, dry ice, etc.) in sufficient quantities for each product. These boxes are provided by Red Cross.

If blood products are transferred (not yet spiked) with a patient to another facility within the region, the units must be accompanied with a complete Transfer Notification Form (located in the Blood Bank file cabinet, marked blank forms) provided by Red Cross. Credit will be issued by Red Cross for packed cells, platelets and frozen plasma transported with the patient. Check with Red Cross on each occurrence.

Any unit spiked and hanging prior to transfer shall be charged to the patient. Do not use a transfer form in these cases. Units transferred with a patient to a hospital outside the region will also be charged to the patient at the time they are sent. Pack the units as mentioned above. Include all patient identification (unit tag and requisitions).

Problem units are to be returned to Red Cross only upon their request. Problem units include clotted, hemolyzed, positive Dat, or ABO discrepancies.

IV. PROCEDURE:

A. STAT Blood Ordering From Red Cross:

1. Call Red Cross at **674-7549**.
2. State: UnityPoint Health Pekin Hospital, your name, and the fact that you have a STAT order.
3. Tell them the component needed, blood type and quantity.
4. Advise Red Cross of any special requirements, i.e. CMV negative, irradiation of blood, antigen typing, etc.
5. State if a short date can be used, and that it is needed STAT. Red Cross will make whatever arrangements are necessary for STAT blood delivery.
6. They will repeat it back for any discrepancies.
7. Ask if your order needs to be entered into Connect (ARC online ordering system). If so, enter the order into Connect (see below for instructions).

B. All Other Stock Ordering from Red Cross:

1. Is to be entered into Connect (ARC online ordering system). The Blood Bank computers have a shortcut icon on the desktops already to take you directly to the website. If ordering from another computer, the website is <https://arc.bloodhub.com/>.
2. First sign in with your user name (your email address) and password.
3. Click on New Order in the top left hand corner. Every transaction in Connect is a 3-step process.
4. The first step is to Create Order: select from the drop down boxes, a delivery type (routine, ASAP, STAT, scheduled, or timed) and an order type (standard, antigen negative, autologous, directed, or services). Then hit the round blue Floating Action Button (FAB) in the bottom right hand corner to continue.
5. The second step is to Select Products: select product type from the drop down box (RBC-LR, RBC-LR IRRAD, FP, PLT-LR, PLT-LR IRRAD, PLT-LR PAS, OR PLT-LR PAS IRRAD). Click on the FAB in the bottom right hand corner once again to continue. On the next page choose the blood types and the quantity of each blood type. Click the ADD button and then the FAB again.
6. The third step is to Review your order: this page is to look over everything carefully, before submitting. If everything looks good, click the FAB again in the lower right hand corner, and multiple other options appear. You can choose to edit your order, create a template (if you have a special routine order that you are ordering regularly, a template can be saved of the order for faster ordering next time), or to submit your order.

C. Receipt of Blood Components From Red Cross:

1. A Packing Slip is included with each shipment of components.
2. Check the unit numbers, product description, ABO/ Rh, and expiration date on the Packing Slip with the components to be sure they agree (example UPPK BB-0116.02)
3. Check the shipping container for proper labeling, condition of insulation and coolant to be sure the proper temperature was maintained. Check the components for bag integrity, hemolysis, clots, discoloration (compare bag to segments) and gas. Document on the Packing Slip form that is included-your initials along with the date and time the product was received.
4. Add the additional sticker information and circle yes or no for each item. Be sure to initial and date that you checked these items. UPPK BB-0116.03
5. Notify Red Cross if there is a discrepancy.
6. Scan all components received into SunQuest-Blood Product Entry (BPE), remember to hit the ADD button in between units. Hit the SAVE button after all units have been scanned in, and a work list number will be assigned.
7. Then go into SunQuest-Blood Product Testing (BPT) and enter the work list number you were assigned in step #6, to bring up all your units that need retyped.
8. Click the green CONTINUE button to begin with the first unit on the worklist. Hit the Home key on the keyboard to take you to the reaction grids for each unit being tested. Enter your reactions and interpretation, then hit SAVE. Repeat step #8 for each unit that is on the work list.
9. Packed cells received from the Red Cross are to be re-typed for ABO and Rh (only Rh negative units need to be tested with the Anti-D). This is done as soon as possible after receiving. A pink label is placed on the unit to indicate that this has been done.
10. Place blood or component in proper storage (blood bank refrigerator, room temperature storage, or freezer storage).

D. Receipt of Blood Products From Another Institution:

1. Sign and record date and time of arrival at the bottom of the form.
2. Remove the copy labeled "receiving hospital."
3. Return the rest of the form to Red Cross.
4. Scan blood product into SunQuest-BPE and retype in BPT the same as above.

E. Inventory to Keep on Hand:

Packed Cells		Fresh Frozen Plasma	
Type	Number	Type	Number
O +	8-10	O	4
O -	6		
A +	8-10	A	4
A -	2		
B +	4	B	2
B -	Order as Needed		
AB +	2	AB	4
AB -	Order as Needed		

F. Blood Returns to Red Cross:

- Units shipped back to Red Cross are to be approved by Red Cross prior to return.
- Check inventory for expiration dates. Units must have at least one week left before the expiration date to receive a credit for the return, except for AB positive. Submit a credit request for AB positive at out date.
- Submit a Request to Return Products on the ARC Connect website. Log on the same way as you do to order products. Then click on New Inventory Transaction in the upper left hand corner of the screen.
- Red Cross will fax a "Return Authorization Form" (RAF). Fill out Section 2 with date and time that blood is packed and your signature.
- Copy the RAF and keep with the invoices. Place the original FAX with the units in the Red Cross provided box with sufficient bagged wet ice to maintain temperature of 1-10° C during shipment.
- Place a red "Return Label" in the plastic sleeve on the top of the box. If there is no plastic sleeve, tape the return label to the top of the box. The label MUST be in plain sight.
- Credit will be given for all red cells that have been maintained at the proper temperature.
- Credit will be issued for frozen products provided they have been maintained at the appropriate temperature and have at least six months expiration remaining.
- Credit for platelet products will be determined on an individual basis due to no platelet incubator.

G. Transfer of blood:

1. Units transferred to another location other than the Red Cross are usually initiated by the Red Cross.
2. Fill out the "Transfer Notification Form" located in the top drawer.
 - a. Use the appropriate customer code (located in folder).
 - b. Fill in the transferred from area. Our customer code is B41PEK.
 - c. Plainly record unit #, product code (number on the unit product barcode), expiration date and the date of transfer. Use a separate form for each component type (all red cell products can go on the same form).
 - d. Sign and record date and time shipped on the indicated line near the bottom of the form.
3. Remove the copy labeled "Shipping Hospital" and place with the Red Cross invoices. Send the rest of the form with the units in the Red Cross provided box.
4. Place a red "Return Label" in the plastic sleeve on the top of the box. If there is no sleeve, tape the label to the top of the box. The label must be in plain site.

H. Supply Monitoring:

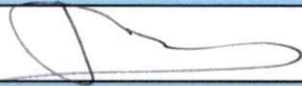
1. The mechanism for evaluation of selection of blood supplier of critical materials and supplies is due to the supplier's ability to meet our needs and is monitored through the "Review of Product Deviation" form.
 - a. "Product Deviation" forms are signed by the Medical Director as they occur.
 - b. Annually, the forms are reviewed as a QA to isolate issues or patterns that require corrective action be initiated with our supplier.
2. Reagents:
 - a. Purchased through FDA approved vendors having contracts with Health Trust.
 - b. Inventory is maintained for testing performed by the general supplier and Blood Bank staff utilization:
 - 1) Standing orders.
 - 2) Weekly orders.
 - 3) Overnight shipments.
 - 4) American Red Cross and Regional area hospitals in emergency needs.
 - 5) Red Cross/OSF Laboratory has the ability to back up most testing if a recall occurs and time is limited for a new supply.

V. REFERENCES

- A. Red Cross contract (current) between HOA ARC and Pekin Hospital.

B. Standards for Blood Banks and Transfusion Services, 29th Edition, American Association of Blood Banks, 4/2014.

POLICY CREATION :	Date
Author: Sharrol Brisbin, MT (ASCP)	08/01/1996
Medical Director: Sheikh, MA, MD	08/01/1996

MEDICAL DIRECTOR		
DATE	NAME	SIGNATURE
11-13-18	Kathy Okramer MD	
SECTION MEDICAL DIRECTOR		
	N/A	

REVISION HISTORY (began tracking 2011)			
Rev	Description of Change	Author	Effective Date

Reviewed by:

Lead	Date	Coordinator/ Manager	Date	Medical Director	Date
Jung...	11-12-18				