BBBP 9.0-Issue and Transport of Blood and Blood Products

1. Principle

Blood and blood products can be safely transported using the hospital pneumatic tube system. In order to track shipment and prevent loss of the products they will be sent only by badge secure transaction. Each red blood cell product will have a temperature monitoring device affixed prior to shipment. Identification of patient and blood product is a very important step in the issuing and transport process.

# General Policies

1. All packed red blood cells will have a blood temperature indicator attached prior to issuing. Refer to SOP of use on current blood temperature indicators.
2. All blood and blood products will be transported using the badge secure transaction mode of the pneumatic tube system.
3. Blood products will be verified by a second member of the laboratory staff prior to shipment.
4. Requesting nursing unit will be contacted with information that a blood shipment has occurred.
5. Any product not received by the nursing unit within the designated time frame (5 minutes) will automatically be returned to the blood bank by the pneumatic tube system using a badge secure transaction. A new request for delivery will need to be entered by nursing staff to obtain the blood product.
6. If the blood bank tube station is inoperable, transport blood using another secure station, if possible.
7. If the entire tube system is inoperable, nursing must come to the blood bank to pick up the product.
8. Only printed patient documentation will be accepted by nursing staff appearing at the blood bank window for a blood product. This may include but are not limited to: admission sheets, Meditech labels, Emergency Department record, printed physician orders, alternate OR armband, disaster armband. Hand written documentation will not be accepted.
9. Only one (1) blood product will be issued/transported per patient, unless products are stored in a transporter or the patient has more than one IV line available.
10. Blood products may only be issued at the blood bank window to designated Memorial Hospital employees (RN, LPN, Physician) or those outside employees responsible for direct patient care within the facility (ex. CTA). Nursing policy mandates that only an RN or LPN may remove blood products from the pneumatic tube station.

# Specimen Collection and Preparation

N/A

# Equipment

N/A

# Supplies

N/A

# Reagents

N/A

## Quality Control

N/A

## Safety

Refer to Chemical Hygiene and Blood Borne Pathogen Plan for Memorial Hospital Laboratory.

## Procedure

* 1. Nursing department will order RFSDEL and indicate product desired.
     1. Exceptions are OR, PACU and truly emergent patient needs.
  2. Ensure that a Blood Component Transfusion Order form has been received in the blood bank prior to issue.
     1. Exceptions are OR, PACU and truly emergent patient needs.
  3. Issue in the hospital computer system
     1. From the main desktop, open the *BBK Unit* desktop.
     2. Choose *Single* from the right menu bar.
     3. Choose *Issue* from the right menu bar.
     4. Choose *Issue Units by Patient*.
     5. Patient name:
        1. Type patient name or U# medical record number.
        2. Select correct patient by comparing all information available (i.e. medical record number, date of birth, etc.)
        3. Select correct admission
     6. Press F12 key to bypass most recent laboratory results.
     7. Available units will appear in a message window. Click F12 or Close to bypass this screen.
     8. Scan the unit number barcode into the appropriate field.
     9. Issuing information will default based on log in.
     10. Press enter key to messenger field:
         1. Enter the location where the product is sent.
     11. Check to ensure that information in *Issue Location* field reflects where unit is actually going.
         1. If unit is going to OR, type “H.OR”
         2. If unit is going to PACU, type “H.PACU”
         3. If unit is going to GI lab, type “H.GILAB”
     12. Press enter key to bypass wkld function.
     13. Card printer field and card form field will default to the desired information.
     14. Press enter key to bypass unit location.
     15. At the Unit Acceptable field, ensure that the unit appearance is acceptable and type Y.
     16. At the Filter Issued field
         1. Type N.
     17. At the Unit Issued Comments field, type any free text comments desired.
     18. Click Save.
         1. At the Enter Transfusion Data field, type N.
  4. Second staff member will verify the following:
     1. Product requested
     2. Patient name and ID number
     3. Unit number
     4. Patient and unit blood type
     5. Unit expiration date
     6. Blood temperature indicator attached (PRBC only)
  5. Issuing and verifying tech will initial request for delivery form.
     1. Place form in review box.
     2. If issuing to OR, verifying tech initials behind issuing tech’s employee number on transfusion form.
  6. Place the blood product in a biohazard bag, removing as much air as possible prior to sealing.
  7. Place the bagged blood product in the pneumatic tube carrier.
     1. Ensure that the carrier has closed securely.
     2. Ensure that the bag is entirely within the carrier.
  8. Place the tube in the send position of the pneumatic tube system.
  9. Scan your ID badge to unlock the system.
  10. Press the menu button.
  11. Ensure that the arrow is pointing to “User Special Function” and press Send/Enter.
  12. Using the down arrow key, move the arrow to “Badge Secure Transaction” and press Send/Enter.
  13. Enter the numeric code for the desired location and press Send/Enter.
  14. If nursing physically comes to pick up unit(s),
      1. Issue product according to step c-e above.
      2. Ensure that patient documentation presented by nursing staff (name, medical record number) is identical to patient identification attached to blood product.
      3. Hand blood product to nursing staff for transport.

## Reporting Results

1. All pneumatic tube transactions will be accessible on PC LABBBWK08 located in the back area of the blood bank.
   1. Open DataPak program.
   2. In the File drop down menu, choose Open – Files
   3. Select and open the desired day.
      1. 1 file loaded will appear in the corner of the main screen.
   4. In the Report drop down menu, choose Transactions – Transaction History Report.
   5. All transactions occurring on the selected day will appear organized by time.

## References

* 1. Standards for Blood Banks and Transfusion Services, AABB, current edition, Bethesda, MD.
  2. Technical Manual, AABB, 17th Edition, 2011, pp. 287, Bethesda, MD.
  3. SwissLog Pneumatic Tube Users Manual.

**PROCEDURE AND FORM CHANGE CONTROL**

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| Title: BBBP 9.0-Issue and Transport of Blood and Blood Products | | | | | | | | | | |
| Written | | **Validated** | | **Path Review** | | **Review** | | **Effective** | | **Reason for Revision** |
| Date | **By** | **Date** | **By** | **Date** | **By** | **Date** | **By** | **Date** | **By** |
| **04/19/10** | **PAB** | **4/27/10** | **GJM** | **5/3/10** | **ESB** |  |  | **5/4/10** | **PAB** |  |
| **Revised** |  |  |  |  |  |  |  |  |  |  |
| **12/3/10** | **PAB** | **12/28/10** | **MLH** | **12/28/10** | **ESB** |  |  | **1/10/11** | **PAB** | **Updated for new tag format** |
| **5/13/11** | **PAB** | **5/28/11** | **MLH** | **6/6/11** | **ESB** |  |  | **6/14/11** | **PAB** | **Updated for new Meditech version** |
| **6/17/11** | **PAB** |  |  | **6/25/11** | **ESB** |  |  | **7/1/11** | **PAB** | **Removed three ply paper** |
| **8/13/12** | **PAB** | **8/14/12** | **GJM** | **8/21/12** | **ESB** |  |  | **8/21/12** | **PAB** | **Revised for pneumatic tube transport and XM on demand** |
| **5/8/13** | **PAB** |  |  | **5/13/13** | **ESB** |  |  | **5/15/13** | **PAB** | **Revised issue to nursing** |
| **11/13/13** | **PAB** |  |  | **11/15/13** | **ESB** |  |  | **12/9/13** | **PAB** | **Included HemoTemp on PRBC** |
|  |  |  |  |  |  | **4/1/14** | **PAB** |  |  |  |
| **1/21/15** | **JLH** |  |  |  |  |  |  | **1/21/15** | **JLH** | **Added instructions to add issue location to match location.** |
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Location of any copy(s) of the procedure:

**Out of use:**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**