

**Stanton Territorial Hospital**P.O. Box 10, 550 Byrne Road
YELLOWKNIFE NT X1A 2N1

Document Number: TMM80100

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Distribution:**Transfusion Medicine Manual**

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Document Name: Ordering Red Blood Cells and Blood Products from CBS for Stanton Territorial Hospital**Approved By:**

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Status: APPROVED**PURPOSE:**

This procedure provides instruction on how to order blood products from Canadian Blood Services (CBS)

POLICY:

- CBS is the sole provider of blood and other blood products.
- Blood Products are: Red Blood Cells; Plasma; Platelets; Cryoprecipitate; Cryosupernatant plasma.
- Optimal Inventory levels are set to maintain a balance between patient need and minimal of waste of product. See **TMM81300 - Inventory Target Levels for Stanton Territorial Hospital**
- Orders with CBS should be placed when site Inventory is below or known to fall below minimum inventory levels due to usage to maintain minimum Inventory levels


PROCEDURE INSTRUCTIONS:

Follow the steps in the table below to order blood products from CBS:

Step	Action	
1	Perform a daily check of current Inventory Levels	
2	If:	Then:
	Stock will outdate before next regular business day (Monday to Friday)	Place an order for more product to replace outdating product
	Stock numbers fall within minimum to maximum range for levels	Do not order
	Product request from other site in NWT	Place an order if stock will fall below minimum level by sending product to fulfill order

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	Product request is from the Centre for Bleeding Disorders	See Procedure TMM***** – Products for Centre for Bleeding Disorders Homecare Patients (to be written)
3	Staff may be permitted to overstock the inventory and exceed the maximum target level only when a patient is expected to use significant volume of product. Clinician requests must be confirmed prior to placing order from CBS.	
4	Staff should endeavour to have stock at optimal level by Friday afternoon so ordering should not need to be done on a weekend unless there is heavy use on the weekend.	
5	If:	Then:
	Order is placed on a weekday – Monday to Friday	All routine orders must be submitted to CBS by 15:00 hours to be processed for same day or next morning flight
	Order is placed on a weekend	Hold order until weekday unless product is urgently required. If needed must be submitted to CBS prior to 12:00 hours and phone to ensure receipt and to ask for it to be packaged as last minute as possible.
	Product is required on an immediate basis and cannot wait for any routine cargo flight to arrive Example: Code Orange	Contact your supervisor for instruction
	STAT order is required but can come on a routine flight	Fax order to CBS and phone order to number stated on the order form. These will be processed at any time of day or night.

6	All orders must be placed using the appropriate order form	
7	If Ordering:	Use Form:
	Blood, Plasma, Platelets, Cryo products	Blood Component Order Form Form F040547
	Special Blood Request – phenotyped units, Irradiated units etc.	Special Request Order Form (RBC) Form 1000103465
8	If no blank forms are available for use – see Procedure TMM***** - Obtaining Forms from CBS (to be written)	
9	<p>Fill out the transportation section.</p> <p>The following fields must be filled out: hospital, city, date, time, delivery mode: Air and flight info if known, priority, requested by</p> <p><u>BLOOD COMPONENT ORDER FORM</u></p> <p><small>All Orders must be faxed</small></p> <div style="text-align: right; font-size: small;">  Canadian Blood Services It's in you to give </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Site: EDMONTON FAX: 780-433-4478 PHONE: 780-431-0777</p> <p>Hospital/Customer: STANTON TERRITORIAL HOSPITAL Phone /Fax: 867-669-4373 Date: _____ Time: _____</p> <p>City/Town: YELLOWKNIFE Requested By: _____</p> <p>Delivery Priority: Routine <input type="checkbox"/> ASAP <input type="checkbox"/> *STAT <input type="checkbox"/> [*STAT orders must be faxed and phoned]</p> <p>Delivery Mode: AIR _____ Comments: _____</p> </div>	

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Fill out product request section. Enter the number of required units in the Order column. Also fill out the Hospital Inventory section with current Inventory numbers. This is used by CBS during supply shortages to prioritize shipment.

RBC PROGESA #:	O Pos		O Neg		A Pos		A Neg		B Pos		B Neg		AB Pos		AB Neg	
	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled
RBC (no modifiers)																
Irradiated																
Hospital Inventory																

PLATELETS PROGESA #:	O Pos		O Neg		A Pos		A Neg		B Pos		B Neg		AB Pos		AB Neg		Any Group		Date of Transfusion	Check if Stock Only
	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled		
Platelets (no modifiers)																				<input type="checkbox"/>
Irradiated																				<input type="checkbox"/>

FROZEN COMPONENTS PROGESA #:	O		A		B		AB	
	Order	To be Filled	Order	To be Filled	Order	To be Filled	Order	To be Filled
FPI/ACD FFP								
Apheresis FFP								
Cryoprecipitate								
Cryosupernatant Plasma								

Additional Requirements:
(E.g. Less than __ Days Old)

CBS ONLY Comments:

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Fax completed order form to CBS Orders using the Fax number on the top of the order form or using the pre-programmed number in the fax machine address book.

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STAT orders must also be phoned to CBS – phone number listed on top of order form – also found in **TMM***** - Contact Information**

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Ensure completed order form and fax confirmation are placed in Blood Bank so to serve as visual notification for other staff that an order has been placed with CBS

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If product from order does not arrive when expected (usually following day by the afternoon) contact CBS to follow up with them and for CBS to start the investigation process to locate missing box/order.

EXPECTED RESULTS:

- Inventory levels will be maintained at optimal level through ordering product at appropriate times from CBS.

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- Orders will be placed in the appropriate manner with necessary information being filled out on the correct form.

RELATED DOCUMENTS:

- **TMM81300 - Inventory Target Levels for Stanton Territorial Hospital**
- **TMM***** – Products for Centre for Bleeding Disorders Homecare Patients**
- **TMM***** - Obtaining Forms from CBS**
- **Blood Component Order Form Form F040547 Canadian Blood Services**
- **Special Request Order Form (RBC) Form 1000103465 Canadian Blood Services**
- **TMM***** - Contact Information**

REFERENCES:

1. Canadian Blood Services. (2017). *Submitting product orders*. Retrieved from www.blood.ca: <https://www.blood.ca/en/hospitals/submitting-product-orders>
2. Canadian Society of Transfusion Medicine. (April 2017). *Standards for Hospital Transfusion Services, Version 4*.
3. Canadian Standards Association. (February 2016). *Blood and Blood Components CAN/CSA-Z902-15*.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	03 Jan 2017	Initial Release – some embedded document numbers missing pending development.	A. Richardson