PURPOSE:

This procedure will assist staff in receiving new product to the hospital inventory at Stanton and recording it in the Laboratory Information System (LIS).

POLICY:

- Canadian Blood Services is the sole provider for blood and blood products
- Blood and Blood Products must:
    - Maintain traceability
    - Remain at appropriate temperatures during shipping and storage
    - Be visually inspected at the time of receipt and issue
    - Be logged appropriately in the LIS upon receipt and issue
- As Stanton Territorial Hospital is the base for Red Blood Cells for the Northwest Territories Health and Social Services Authority, Stanton must have control over the Inventory at all other sites (Inuvik and Fort Smith) in order to perform Crossmatch testing for Patients at the other sites.
- Stanton Territorial Hospital must create and keep segments from units sent to other hospital sites

SUPPLIES:

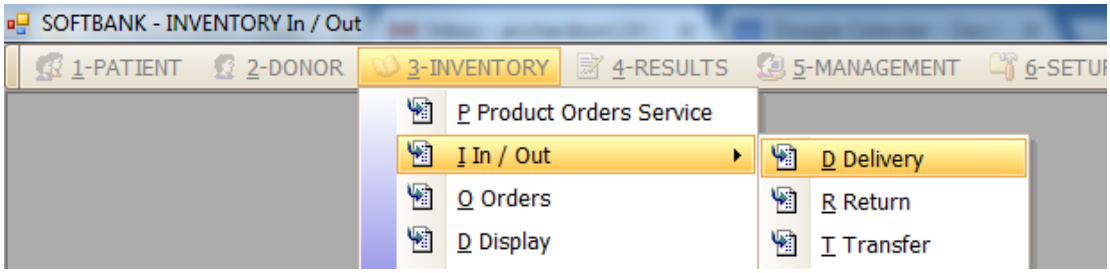
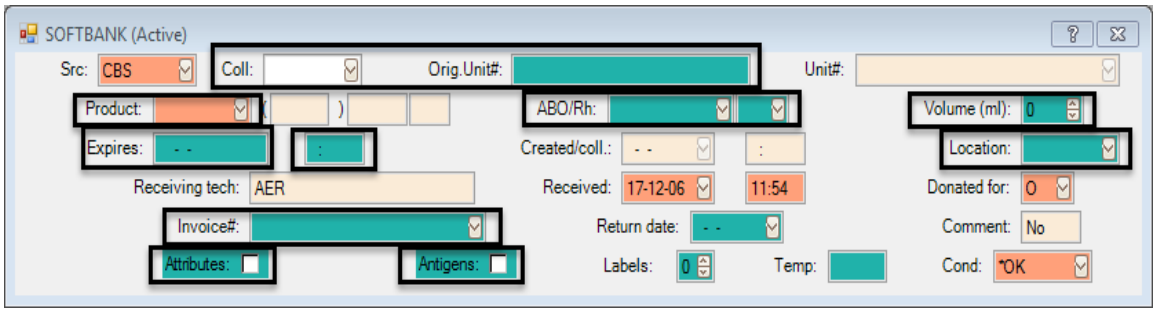
- Glass Tubes (12x75mm)
- Marker
- Tube Caps
- Scissors
- Pen

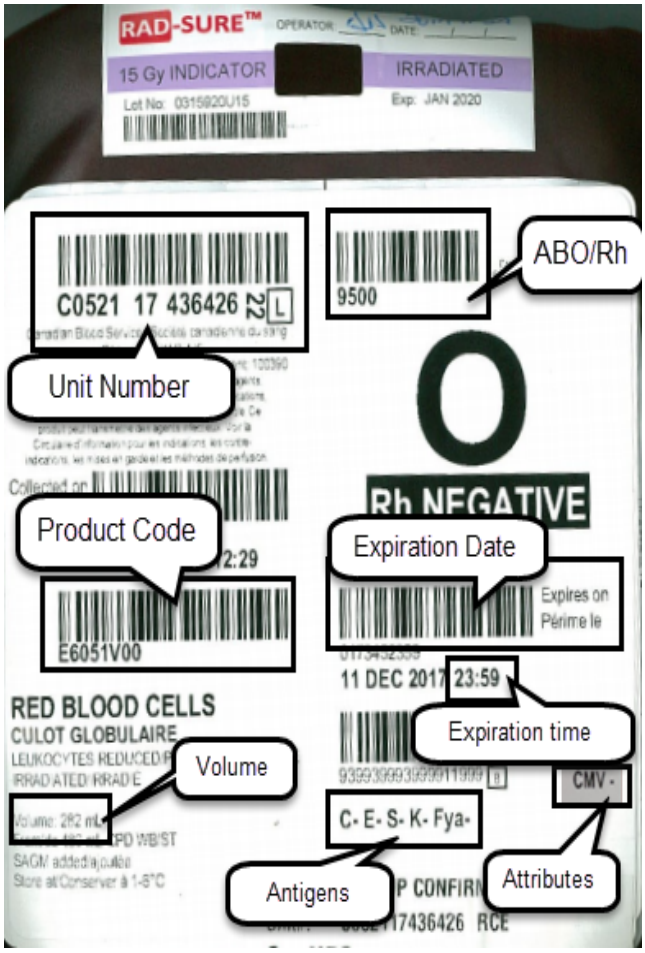
PROCEDURE INSTRUCTIONS:

Follow these steps to receive blood and blood products into hospital inventory:

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td rowspan="4">1</td><td colspan="3">Inspect box for tampering (no safety seal) or mistreatment (broken or abnormal box).</td></tr>
<tr><td colspan="2">If:</td><td>Then:</td></tr>
<tr><td colspan="2">Safety Seal Missing or box broken</td><td>Receive into inventory and then discard and edit status to discarded.</td></tr>
<tr><td colspan="2">Safety Seal Intact and Box acceptable</td><td>Receive into inventory</td></tr>
<tr><td rowspan="4">2</td><td colspan="3">Locate the CBS Packing Slip (generally it is found on the outside of the shipping box).
Determine transit time by comparing the date and time of issue at CBS on the packing slip and current time of receipt to the lab/opening of the box.
Initial and date/time the packing slip with the time of receipt. Note any abnormalities/discrepancies on the packing slip.</td></tr>
<tr><td>If:</td><td colspan="2">Then:</td></tr>
<tr><td>Time difference is greater than 24 hours</td><td colspan="2">Receive and quarantine the product. See TMM***** - Documenting Status Changes for Units (to be written). Notify the Technologist II or Supervisor.</td></tr>
<tr><td>Time difference is less than 24 hours</td><td colspan="2">Proceed to Step 3</td></tr>
<tr><td>3</td><td colspan="3">Remove safety seal from box, open box and remove product from box.</td></tr>
<tr><td rowspan="4">4</td><td colspan="3">Check the products received against the product type and unit numbers on the packing slip. Retain a copy of the slip by filing with the monthly records.</td></tr>
<tr><td>If:</td><td colspan="2">Then:</td></tr>
<tr><td>CBS packing slip is incorrect</td><td colspan="2">Receive and quarantine product; notify CBS</td></tr>
<tr><td>CBS packing slip is correct</td><td colspan="2">Receive into inventory</td></tr>
</table>

<table>
<tr><td rowspan="6">5</td><td colspan="3">If available, take an electronic temperature of the product</td></tr>
<tr><td>If:</td><td colspan="2">Then:</td></tr>
<tr><td>Temperature is acceptable</td><td colspan="2">Receive product into inventory</td></tr>
<tr><td>Temperature failed</td><td colspan="2">Receive product into inventory and place product into quarantine. Notify CBS and reorder product if needed.
In rare circumstances a medical director (STHA or CBS) may approve use of the product if waiting for replacements may be detrimental to the patient. If this is the case maintain product in quarantine until a decision is made. Document all requests regarding this.
If product does not need to be kept – edit status to discarded and discard product.</td></tr>
<tr><td colspan="3">Acceptable Temperature Ranges for Products being received</td></tr>
<tr><td>RBC</td><td colspan="2">1-10°C</td></tr>
<tr><td>Platelets</td><td colspan="2">20-24°C</td></tr>
<tr><td>Plasma</td><td colspan="2">Must remain frozen</td></tr>
<tr><td rowspan="4">6</td><td colspan="3">Visually inspect each unit for acceptability and expiry. See BLB60500 - Visual Inspection of Blood, Blood Components and Derivatives and the Visual Assessment Guide published by Canadian Blood Services
Note: These products need to be placed in the appropriate temperature storage as soon as possible. Time must be within 30 minutes.</td></tr>
<tr><td>If:</td><td colspan="2">Then:</td></tr>
<tr><td>Visual inspection failed</td><td colspan="2">Receive and quarantine product</td></tr>
<tr><td>Visual inspection passed</td><td colspan="2">Receive into Inventory</td></tr>
</table>

TO RECEIVE PRODUCT INTO SOFTBANK	
7	There are two ways to receive units to SoftBank – via Delivery option or Batch Delivery – this procedure will outline the Delivery option. For Batch Delivery see **TMM80400 - Batch Delivery of Units from CBS to SoftBank**
8	Go to SoftBank > Inventory > In/Out > Delivery 
9	The fields with black boxes around them must be filled out with information from the unit label and invoice: 

	Field:	Scan/Enter from Label:	
10	Coll: & Orig Unit#:	Unit Number	
	Product:	Product Code	
	ABO/Rh:	ABO/Rh	
	Volume:	Volume	
	Expires:	Expiration Date	
	Expiry Time:	23:59 (or whatever is on label)	
	Location:	Location of blood storage – drop down menu	
	Invoice #:	Enter from invoice # from CBS Packing Slip	
	Attributes	If there are any on the label: Click Check mark and go to step #11 below	
	Antigens	If there are any on the label or unit tag: Click Check mark and go to step #12 below	

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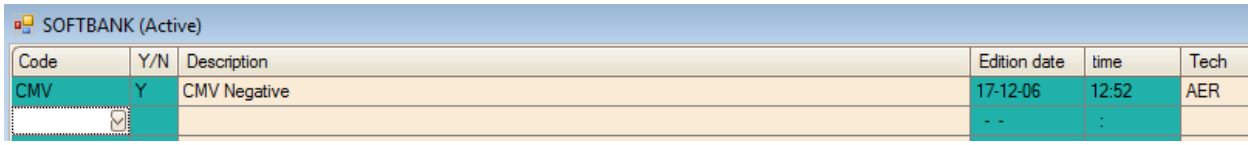
Adding Attributes:

Clicking the check mark brings up window to add attributes.

- In Code field: Use drop down menu to select Attibute Code
- In Y/N field: enter Y for yes or N for no.

Click F12-Accept to Save.

Example:



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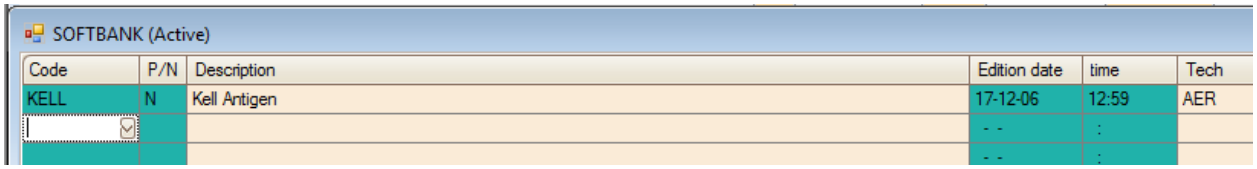
Adding Antigens:

Clicking the check mark brings up window to add antigens listed on unit label. See Appendix A: Phenotype Information Red Blood Cell Label and Tag for unit Antigen information. Only those antigens listed on Unit label are entered into the LIS. Antigens tested on Tag are not entered into the LIS

- In Code Field: Use drop down menu or type in antigen
- In P/N field type in P for Positive or N for Negative for the antigen

Click F12-Accept to Save

Example:



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Once all the fields with black boxes from Step 9 are filled out – Click F12-Accept to Save unit information

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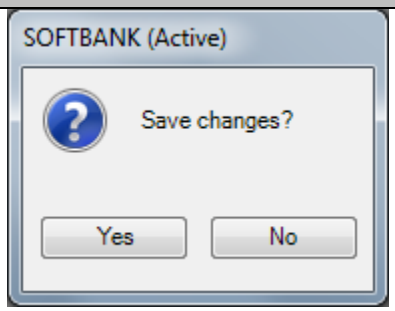
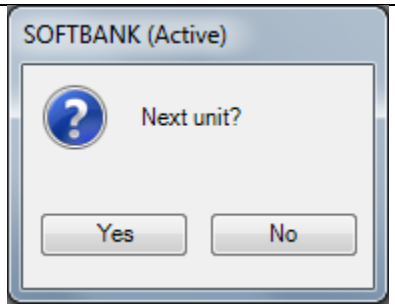
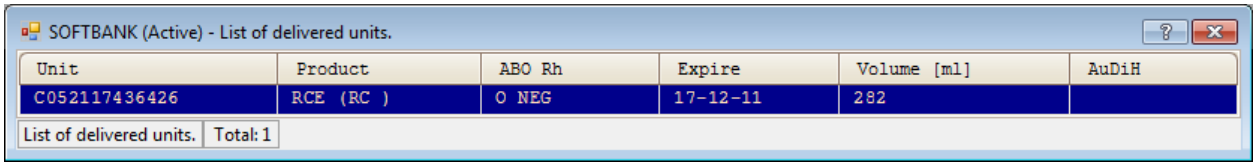
If:	Then:
	Yes

15		If you have more units to enter click YES and return to Step 8 If you are finished entering units Click NO And follow Step Below
16	Repeat from step 8 to 15 until all units have been entered	
17	List of delivered units will pop up. Double check that the number of units received matches this list 	
18	Click Esc to exit	
19	Unit Retype testing will be automatically ordered for any units entered. Go to Procedure **TMM80700 - Unit Retype Testing**	
20	Remove Two segments from the unit. One will be stored in main unit storage One will be used for Retype testing.	
21	**Segment for Main Storage/Future Testing** 1) Label a test tube with the blood type and date 7 days past expiry of the unit. 2) Label segment with sticker from the back of the unit 3) Place labelled segment in the test tube and cap the tube 4) Place tube in blood bank fridge in the unit storage rack. Continue orientation to maintain the order of expiry. 5) Discard any segments more than 7 days expired.	
	Segment for Retype 1) Label a test tube with the unit number and add segment 2) Go to Unit Retype Procedure **TMM80700 – Unit Retype Testing** for further testing/information	

EXPECTED RESULTS:

- Units will be received into the LIS
- Segment will be kept in storage for future testing if required

RELATED DOCUMENTS:

- BLB60200 - Storage of Blood, Blood Components and Derivatives
- BLB60400 – Receiving fractionated products
- BLB60500 - Visual Inspection of Blood, Blood Components and Derivatives.
- TMM***** – Documenting Status Changes for Units (to be written)
- TMM80700 - Retyping Unit Testing
- TMM80400 – Batch Delivery of Units from CBS to SoftBank

REFERENCES:

1. Canadian Blood Services. (2017-07-25). *Phenotype Information - Red Blood Cell Label and Tag.* Retrieved from https://blood.ca/sites/default/files/Phenotype_Information_RBC_Label_and_Tag.pdf
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.*
4. Canadian Blood Services. (September 8 2017). Professional Education. In *Clinical Guide to Transfusion, Chapter 2:Blood Components.* Retrieved from https://professionaleducation.blood.ca/en/transfusion/clinical-guide/blood-components
5. SCC Soft Computer. (n.d.). *SoftBank II v25 Super User Training Manual.* SCC Soft Computer.

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	03 Jan 2018	Initial Release; some document numbers left blank pending development.	A. Richardson

APPENDIX (APPENDICIES):

Appendix A:

Reading phenotype labels from Canadian Blood Services:

Phenotype Information
Red Blood Cell Label and Tag

Canadian Blood Services
it's in you to give

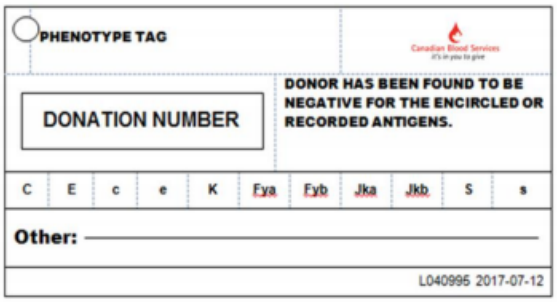
Red Blood Cell Label

Example:

RBC Phenotype Printed on Bag Label:

- Antigens testing positive will NOT be printed on the label
- All antigens testing negative will print on the label in the following format:
  - Regular font: Donor has been tested once
  - **Bold** Font: Donor has been tested twice
  - Underlined: Tested on current donation

Phenotype Tag



The PHENOTYPE TAG – will be attached to red cells in some circumstances, such as testing being completed after final labeling of the unit has occurred.

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