

Document Name:

Approved By:

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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

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PROCEDURE INSTRUCTIONS:

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

Step	Action			
	Inspect box for tampering (no safety seal) or mistreatment (broken or abnormal box).		streatment (broken or abnormal box).	
	lf:		Then:	
1	Safety Seal Missing or boy broken		Receive into inventory and then discard	
			and edit status to discarded.	
	Safety Seal Intact and Box acceptab	le	Receive into inventory	
	Locate the CBS Packing Slip (gener	ally it is fou	nd on the outside of the shipping box).	
	Determine transit time by comparing	the date ar	nd time of issue at CBS on the packing	
	slip and current time of receipt to the	e lab/openin	g of the box.	
	Initial and date/time the packing slip with the time of receipt. Note any			
	abnormalities/discrepancies on the packing slip.			
2	lf:		Then:	
	Time difference is greater than 24 hours	Receive a	nd quarantine the product. See TMM *****	
		- Documenting Status Changes for Units (to be		
		written). N	Notify the Technologist II or Supervisor.	
	Time difference is less than 24	Broad to Stop 2		
	hours		10 Step 5	
3	Remove safety seal from box, open	emove safety seal from box, open box and remove product from box.		
-	Check the products received against	against the product type and unit numbers on the packing by filing with the monthly records. Then:		
	slip. Retain a copy of the slip by filing			
4	lf:			
	CBS packing slip is incorrect	Receive and quarantine product; notify CBS		
	CBS packing slip is correct	Receive in	to inventory	

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	If available, take an electronic temperature of the product			
	lf:	Then:		
	Temperature is acceptable	Receive product into inventory		
			Receive product into inventory and place product	
		into qu	uarantine. Notify CBS and reorder product if	
		needeo	ed.	
		In rare	e circumstances a medical director (STHA or	
		CBS) r) may approve use of the product if waiting for	
5	Temperature failed	replace	cements may be detrimental to the patient. If	
5		this is t	s the case maintain product in quarantine until	
		a decis	sision is made. Document all requests	
		regard	ding this.	
		If product does not need to be kept – edit status to		
		discarded and discard produc		
	Acceptable Temperature Ranges for Products being received			
	RBC 1-		1-10°C	
	Platelets 20		I-24°C	
	Plasma Mi		Must remain frozen	
	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			
6	Note: These products need to be placed in the appropriate temperature storage as soon			
0	as possible. Time must be within 30 minutes.			
	lf:		Then:	
	Visual inspection failed		Receive and quarantine product	
	Visual inspection passed		Receive into Inventory	

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Receiving Blood and Blood Products from CBS for Stanton

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TO RE	EIVE 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 SOFTBANK - INVENTORY In / Out SOFTBANK - INV			
9	The fields with black boxes around them must be filled out with information from the unit label and invoice: Image: SoftBank (Active) Image: SoftBank (Active) Image: SoftBank (Active)			

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	Field:	Scan/Enter from		
	Field.	Label:		
	Coll: & Orig Unit#:	Unit Number		
	Product:	Product Code	RAD-SURE TM OPERA	
	ABO/Rh:	ABO/Rh	15 Gy INDICATOR	15 Gy INDICATOR IRRADIATED Let No: 0315920U15 Exp. JAN 2020
	Volume:	Volume	Production	
	Expires:	Expiration Date		
10	Expiry Time:	23:59 (or whatever	C0521 17 436426 ℃L	C0521 17 436426 NL 9500
		is on label)	Linit Number	
	Leastion	Location of blood	podul peur fairment des agents ries das dors Des are direformation pour les indications les costes	Policy with the second se
	Location:	down menu	Indonors, les nass et gedelles méthode dépendent. Collected on	Collected on Beneficial Activities Stockson
		Enter from invoice	Product Code 2:29	Product Code 2:29 Expiration Date
	Invoice #:	# from CBS		
		Packing Slip	E6051V00	E6051V00 0173452555 11 DEC 2017 23:59
		If there are any on	RED BLOOD CELLS CULOT GLOBULAIRE	CULOT GLOBULAIRE
	Attributes	the label: Click	RRAD ATED RRAD É	RRAD ATED RRAD É Volume 93993999399911999 B
		to step #11 below	Volume: 282 mlu Societa teo est IPD WB/ST SAGM added ajoutas	Volume: 282 mLe County 182 of LPD WB/ST SAGM added in public
		If there are any on	Store at Conserver à 1-6°C Antig	Store at Conserver à 1-5°C Antigens P CONFIRI Attri
		the label or unit tag:		
	Antigens	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 see 	elect Attibute Code				
	• In Y/N field: enter Y for yes or N for no.					
11	Click F12-Accept to Save.					
	Example:					
	softbank (Active)					
	Code Y/N Description		Edition date	time	Tech	
				12:52	AER	
	Adding Antigens:					
	Clicking the sheek merils have no window to a	del entinenne liete d'en v				
	Clicking the check mark brings up window to ac	antigens listed on l	unit lade	I. See		
	Appendix A: Phenotype Information Red Blood	Cell Label and Tag for	or unit A	ntigen		
	information. Only those antigens listed on Unit	label are entered into	the LIS	5. Antig	ens	
	tested on Tag are not entered into the LIS					
	 In Code Field: Use drop down menu or type in antigen 					
12	 In P/N field type in P for Positive or N for Negative for the antigen 					
	Click F12-Accept to Save					
	Example:					
	SOFTBANK (Active)					
	Code P/N Description			time	Tech	
	KELL N Kell Antigen		17-12-06	12:59 :	AER	
				·		
13	Once all the fields with black boxes from Step 9	are filled out – Click	F12-Ac	cept to	Save	
	unit information					
	lf:	Then	:			
	SOFTBANK (Active)					
14	Save changes?	Yes				
		100				
	Yes No					

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15	SOFTBANK (Active) If you have more units to enter click YES and return to Step 8 Yes No Yes 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 SOFTBANK (Active) - List of delivered units. Unit Product ABO Rh Expire Volume [ml] AuDiH C052117436426 RCE (RC) O NEG 17-12-11 282			
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.			
	Segment for Main Storage/Future Testing			
21	 Label a test tube with the blood type and date 7 days past expiry of the unit. Label segment with sticker from the back of the unit Place labelled segment in the test tube and cap the tube Place tube in blood bank fridge in the unit storage rack. Continue orientation to maintain the order of expiry. 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:

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- 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:

- 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/bloodcomponents
- 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 201		Initial Release; some document numbers left blank pending development.	A. Richardson

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APPENDIX (APPENDICIES):

Appendix A:

Example:

Reading phenotype labels from Canadian Blood Services:

Genedae Bland Service. Societ canadien to along

Rh POSITIVE

12 SEP 2017 23:59

C-E-e-Jkt

Expires on Périme le

Phenotype Information Red Blood Cell Label and Tag

Red Blood Cell Label

C0540 17 878799 29

0172131343 01 AUG 2017 13:43

Inel, ON KIG 4J5



Fyb Jka

DONOR HAS BEEN FOUND TO BE

RECORDED ANTIGENS.

NEGATIVE FOR THE ENCIRCLED OR

Jkb S

8

L040995 2017-07-12

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.

DONATION NUMBER

c e

K Eya

CE

Other:

RBC Phenotype Printed on Bag Label:

RED BLOOD CELLS

Volumo: 388 mL From/de 480 mL CPD W8/ST SAGM addects/outlee Store at/Conserver & 1-8°C

CULOT GLOBULAIRE LEUKOCYTES REDUCED/PART. DÉLEUCOCYTÉ

- 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

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