

PURPOSE:

To provide a procedure on how to use Batch Delivery feature in SoftBank to receive units from CBS

POLICY:

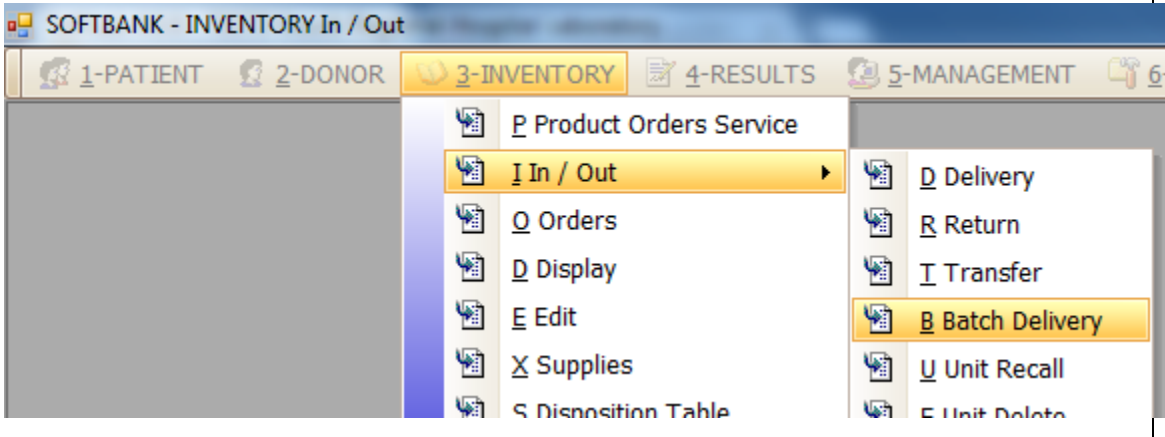
- There are two methods to receiving units of blood products into the Laboratory Information System (LIS) module SoftBank – Delivery or Batch Delivery
- If receiving units from another site in the NWT use procedure **TMM81400 – Receiving Red Blood Cells from Other sites in the NWT**

SPECIAL SAFETY PRECAUTIONS:

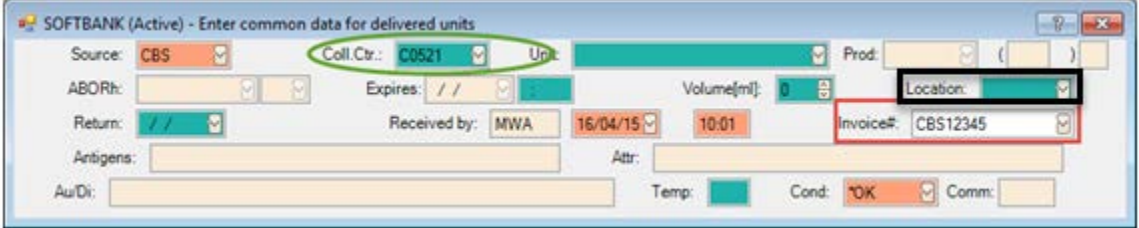
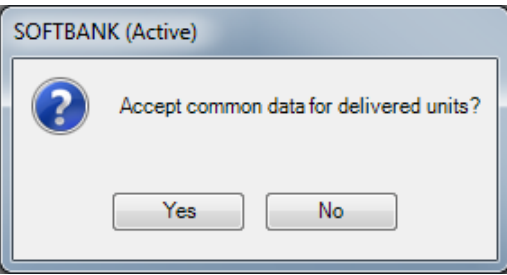
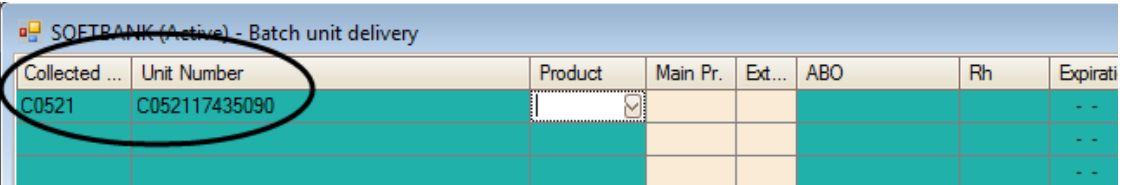
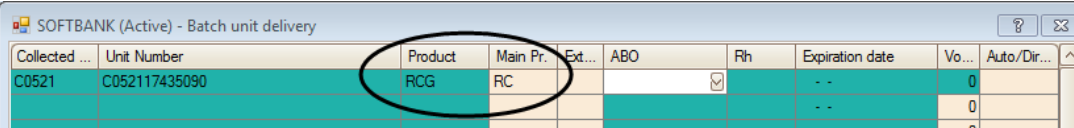
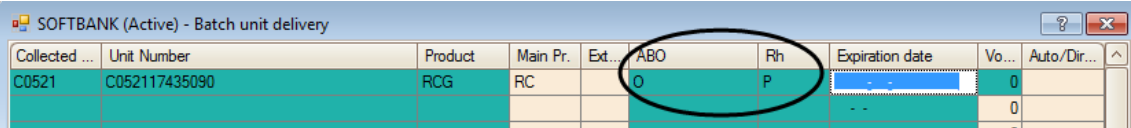
All Blood and Blood Products shall be handled using Routine Practices.

PROCEDURE INSTRUCTIONS:

Follow the steps in the table below to Batch Receive Units into SoftBank Inventory

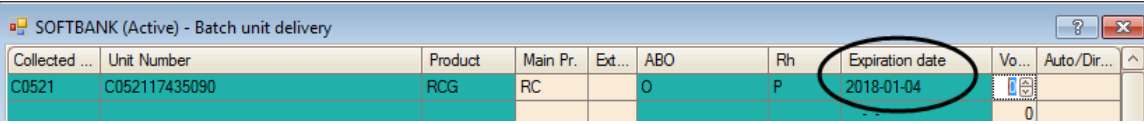
Step	Action
1	<p>Go to 3-Inventory > In/Out > Batch Delivery</p> 

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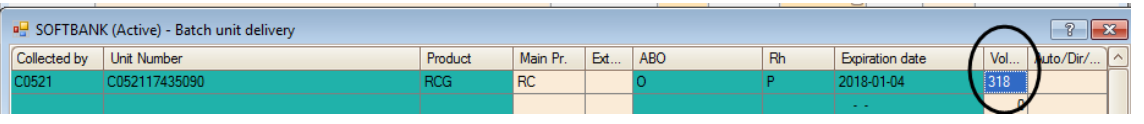
<p>2</p>	<p>Enter the Collection Centre Code for Edmonton: C0521 in the Coll.Ctr. field Enter the CBS Packing Slip Number in the Invoice field Enter the Location the units will be at using the drop down menu</p> 	
<p>3</p>	<p>F12-Accept</p>	
<p>4</p>	<p>If:</p> 	<p>Then:</p> <p>Yes</p>
<p>5</p>	<p>Barcode scan Unit Number from unit – For a visual on which barcodes to scan See Appendix A – Unit Barcodes/Information to Scan/Enter</p> 	
<p>6</p>	<p>Barcode Scan Product into product field</p> 	
<p>7</p>	<p>Barcode Scan ABO status into ABO field - Appendix A – Unit Barcodes to Scan/Enter</p> 	

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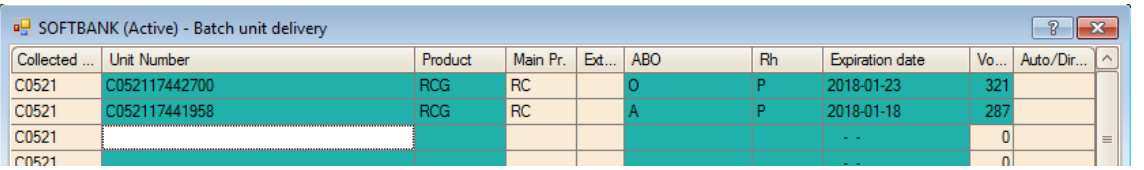
8 Barcode Scan Expiration date into Expiration date field



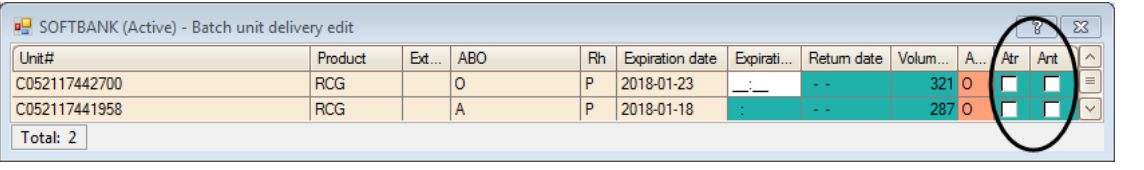
9 Enter unit volumes



10 When all units received have been entered Click: F12-Accept



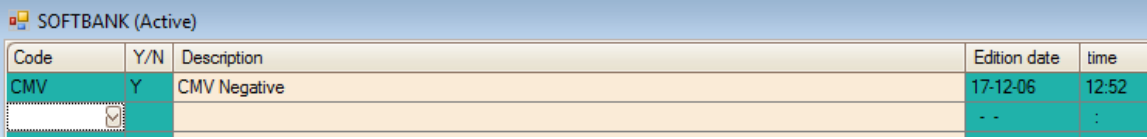
11 Attributes and Antigens for the units must now be entered.
To add Attributes go to Step 12
To add Antigens go to Step 13



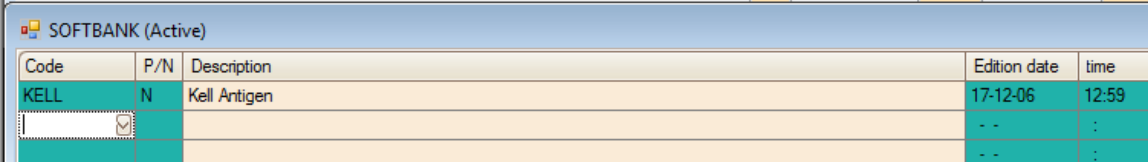
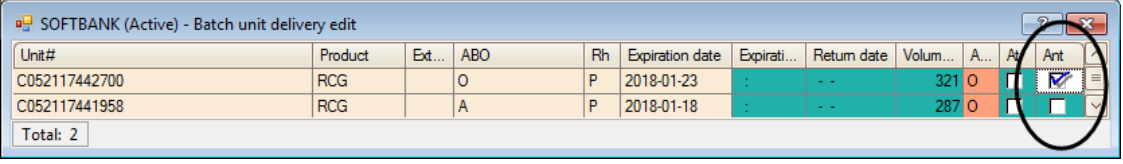
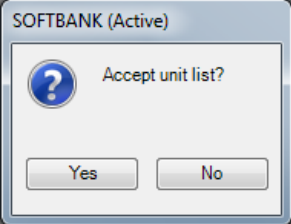
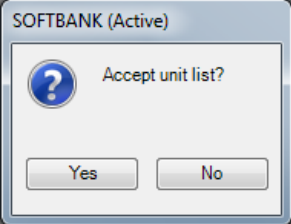
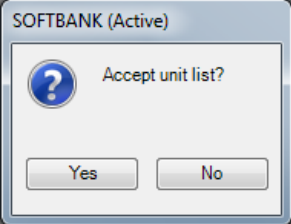
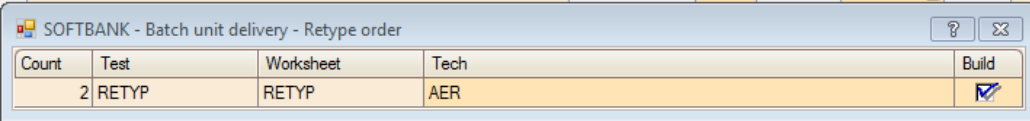
12 **Adding Attributes:**
Double Clicking the check mark box brings up window to add attributes.

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

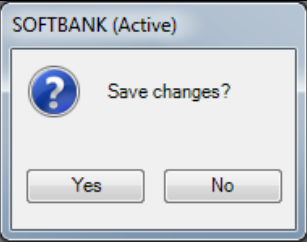
Click F12-Accept to Save.
Example:



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<p>13</p>	<p><u>Adding Antigens:</u></p> <p>Double Clicking the check mark box brings up window to add antigens listed on unit label. See Appendix B: Phenotype Information Red Blood Cell Label and Tag for unit Antigen information. Only those antigens listed on Unit label or Unit Tag are entered into the LIS.</p> <ul style="list-style-type: none"> • 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 <p>Click F12-Accept to Save</p> <p>Example:</p> 				
<p>14</p>	<p>When attributes or antigens have been entered a Checkmark will appear in the applicable box</p> 				
<p>15</p>	<p>Ensure all units have data completed and are on list then Click: F12-accept</p>				
<p>16</p>	<table border="1"> <thead> <tr> <th data-bbox="305 1354 885 1407">If:</th> <th data-bbox="885 1354 1461 1407">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="305 1407 885 1648">  </td> <td data-bbox="885 1407 1461 1648"> <p>Yes</p> </td> </tr> </tbody> </table>	If:	Then:		<p>Yes</p>
If:	Then:				
	<p>Yes</p>				
<p>17</p>	<p>SoftBank will order the Retyp test on units and will Build the Retyp worklist</p> 				
<p>18</p>	<p>F12-Accept</p>				

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	If:	Then:
19		Yes

EXPECTED RESULTS:

- Units will be received into the LIS
- Units will be checked to ensure they are viable for usage following shipment and if not they are quarantined or discarded
- Unit Retype test will be ordered (retyp) on units if applicable and worksheet built for resulting it.

RELATED DOCUMENTS:

- TMM80700 - Unit Retype Testing
- TMM80300 - Receiving Blood and Blood products from CBS
- TMM***** - Storage of Blood, Blood Components and Derivatives (to be written)
- TMM***** - Visual Inspection of Blood, Blood Components and Derivatives. (to be written)
- TMM81400 – Receiving Red Blood Cells from Other sites in the NWT

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
- Canadian Society of Transfusion Medicine. (April 2017). *Standards for Hospital Transfusion Services, Version 4*.

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Document Name: Batch Delivery of Units to SoftBank for Stanton	Document Number: TMM80400	
	Version No: 1.0	Page: 6 of 8
	Effective: 03 January, 2018	

- Canadian Standards Association. (February 2016). *Blood and Blood Components CAN/CSA-Z902-15*.
- 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>
- SCC Soft Computer. (n.d.). *SoftBank II v25 Super User Training Manual*. SCC Soft Computer.

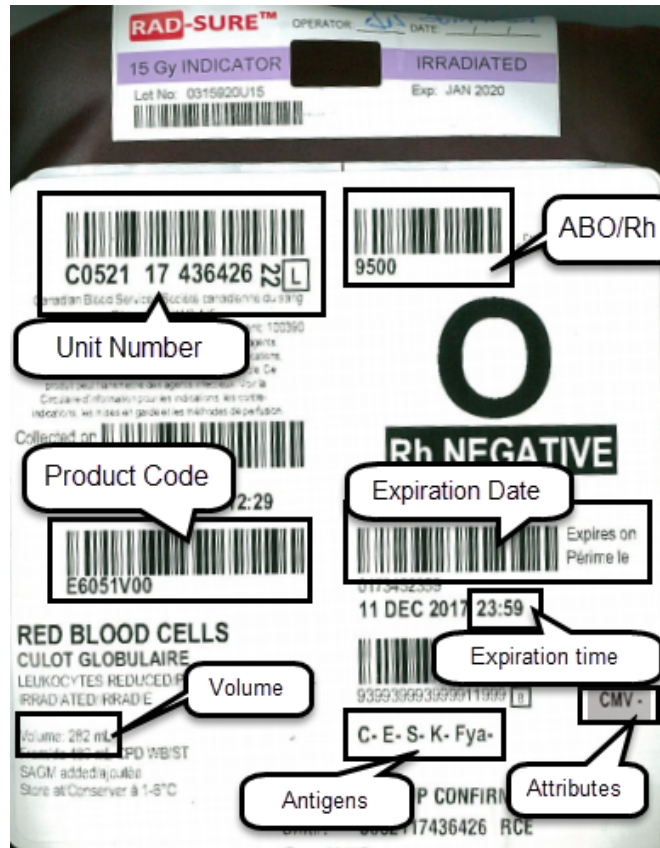
APPENDIX (APPENDICIES):

- Appendix A: Unit Barcodes/Information to Scan/Enter
- Appendix B: Reading phenotype labels from Canadian Blood Services

REVISION HISTORY:

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

Appendix A: Unit Barcodes/Information to Scan/Enter



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Appendix B: Reading phenotype labels from Canadian Blood Services:

Phenotype Information

Red Blood Cell Label and Tag



Red Blood Cell Label

Example:

RBC Phenotype Printed on Bag Label:

- Antigen testing positive will NOT be printed on the label
- All antigen 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.

2017-07-25 Rev.7

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