	Stanton Territorial Hospital P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N1	Document Number: TMM80600	
NORTHWEST TERRITORIES Health and Social Services Authority		Version No: 1.0	Page: 1 of 6
		Distribution:	
		Transfusion Medicine Manual	
Services Additionary		Effective: 03 January, 2018	
Document Name:		Date Reviewed: 03 January, 2018	
Segment Storage at Stanton		Next Review: 03 January, 2020	
Approved By:		Status:	
Jennifer G. Daley Bernier, A/Manager, Laboratory Services			

PURPOSE:

Procedure to label and store segments at Stanton Territorial Hospital so they may be used for testing purposes and are easily identifiable and tracked to the originating unit.

POLICY:

- Creating unit segments in the LIS allow Stanton to access a unit in another site's inventory for testing purposes.
- Unit segments can be used for crossmatch testing or for phenotype testing
- Unit segments will be created when units are to be sent to other sites for inventory purposes.
- Physical Segments from units sent to other sites will be stored at Stanton
 Territorial Hospital Blood Bank
- Segments will be stored in a monitored Blood Bank Fridge

SAMPLE INFORMATION:

Туро	Blood		
туре	Blood		
Source	Segment removed from Red Blood Cell Unit		
Volume	1 mL or less		
Stability	42 days from collection date on unit		
Storage	2-8°C		
Requirements			
Criteria for			
rejection and	and Unit does not pass Visual Inspection		
follow up action			

SUPPLIES:

- Labels
- Biohazard Bags

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

	Document Number: TM	Document Number: TMM80600	
Document Name: Segment Storage at Stanton	Version No: 1.0	Page: 2 of 6	
	Effective: 03 January, 2018		

EQUIPMENT CALIBRATION AND MAINTENANCE:

- See BLB70300 Equipment Maintenance & Alarm System Checks for Blood Bank ٠
- See BLB70700 Calibration of Incubators, Pipettes and Thermometers ٠

PROCEDURE INSTRUCTIONS:

Follow the steps in the table below to store segments appropriately:

Step	Action
1	Unit segments should be created in the LIS using Procedure TMM80500 -
•	Creating Unit Segments
2	Remove all but 3 segments from the Unit – place segments into biohazard bag
2	Remove scan able unit label from back of unit of red blood cells – place onto
5	outside biohazard bag
4	Create a scan able label with segment number and place onto outside of
4	Biohazard bag – go to Step 8 for instruction
5	Create a scan able LIS Unit label and place onto outside of Biohazard bag - go
5	to Step 16 for instruction
	Place biohazard bag with segments into the appropriate blue bin for storage in
6	the Blood bank fridge based on where unit is being dispatched to - Inuvik or
	Fort Smith
7	Periodically check segment storage for outdated units – if unit has outdated
1	(date on LIS Unit label) discard segments.
Creat	ing Scan Able Segment Label
	Go to Phlebotomy > Label Printing
	K SoftLab 4.0.8 - TEST2-Stanton Territorial Hospital L
8	File View Orders Phlebotomy Results Query
	🐜 🙀 🛨 🔚 Assign Collection
	<u>Label Printing</u> Collection

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

Document Name: Segment Storage at Stanton		Document Number: TMM80600	
		Version No: 1.0	Page: 3 of 6
		Effective: 03 January, 2018	8
Go to	Label Printing > Canned Messages	2	
		,	

	SoftLab Phlebotomy System
9	File Edit View Specimens Assign Collection Label Printing Collection Receiving St
	📂 🖬 🖉 🞒 🐌 🕄 🛞 🗗 📰 📬 🤻 🛛 🛄 Reprint Collection List Ctrl+T
	Labels for Order Range Ctrl+B
	Canned Messages Ctrl+M
	Lise drep down many for type of labels and select Free Text
	Ose drop down mend for type of labels and select Free Text
	Canned Messages
	Print To: S22_LISADMIN_Label
	Canned Messages
	Type of labels: Phlebotomist
10	Code: Phlebotomist MRN/Billing #
	Other barcode
	Free text Status (cancel/return)
	Type of drawing (venip/capil)
	Enter segment number into the Code: field – this is the number on the segment
	as entered into the LIS when creating it
	as entered into the Lio when creating it.
	Canned Messages
	Print To: S22_LISADMIN_Label
	Canned Messages Label Properties
	Type of labels: Free text
11	Code: D12345678
	Text:
	Print Preview Fax To OK Cancel

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.



	Ensure label layout is set to LLAB_IQ on the Label Properties tab				
12	Canned Messages				
	Print To: S22_LISADMIN_Label				
	Canned Messages				
	Number of Copies: 1				
	Label Layout: LLAB_IQ Print Preview Fax To OK Cancel				
13					
14	Label will print to selected printer in the Print To: field				
15	Affix label to biobazard bag				
Creat	Crossing Seen Able LIS Linit Label				
oreat	Go to 3-Inventory > Edit				
16	SOFTBANK I-PATIENT I-PATIENT Product Orders Service I I O Orders D Display E Edit X Supplies				
	Go to Label				
17	SOFTBANK - INVENTORY Edit				
17	Cr_Product ^M Status ^M anti <u>B</u> ody ^M anti <u>G</u> en <u>H</u> old ^M IOcation ^M Unit ^M Label ^M A				
18	Scan Unit barcode or Enter unit number				

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

	💀 SOFTBANK (Active) - Unit Selection Criteria	8 2		
	Unit#: C052117429349 Pro	d: 🔽 😯 () ABO: Volume: 0 🖯 ml		
	Org.unt#:	Src code: Coll.Ctr: Ant/attrib.:		
	Label OK:	ion: Comm: Donation:		
	Received: 🕑 : by	Created/collected: 🕑 :		
	Status: 🕑 :	Expires: •• 🕑 :		
19	Click: F12-Accept			
20	lf:	Then:		
	Attributes box pops up	Click: Esc		
		Olick. L3C		
21	Choose Zebra label printer fro	m list – double click or hit Enter when highlighted		

EXPECTED RESULTS:

- Segments will be stored based on location of unit.
- Segments will have scan able barcode labels for the segment number as well as the unit affixed to the outside of the bag they are stored in.
- Segments will be easily found for future testing if required.

RELATED DOCUMENTS:

- TMM80300- Receiving Blood & Blood Products from CBS at Stanton Territorial Hospital
- TMM80500 Unit Segment Creation
- BLB60200 Storage of Blood, Blood Components and Derivatives

REFERENCES:

 SCC Soft Computer. (n.d.). SoftBank II v25 Super User Training Manual. SCC Soft Computer.

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

	Document Number: TMM80600	
Document Name: Segment Storage at Stanton	Version No: 1.0	Page: 6 of 6
	Effective: 03 January, 2018	

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	03 Jan 2018	Initial Release	A. Richardson

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.