

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

Document Number: TMM80800

Version No: 1.0

Page: 1 of 3

**Distribution:**

Transfusion Medicine Manual

Effective: 03 January, 2018

Date Reviewed: 03 January, 2018

Next Review: 03 January, 2020

**Document Name:**

Ordering Blood from Stanton Territorial Hospital

**Approved By:**

Jennifer G. Daley Bernier, A/ Manager, Laboratory Services

Status: **APPROVED****PURPOSE:**

Provides procedure on how to order blood from Stanton Territorial Hospital

**POLICY:**

- All units of red blood cells (RBC) must be ordered from Stanton Territorial Hospital in order for Stanton to have access to the unit for testing when it is in another site's inventory
- Stanton retains segments from the unit prior to sending it to the ordering site for future testing
- Stanton performs retype testing on the unit so units will be fully available for use upon receipt at other site
- Plasma and Platelet orders and all other derivatives are ordered directly from Canadian Blood Services (CBS)

**PROCEDURE INSTRUCTIONS:**

Step	Action
1	Evaluate inventory at site.
2	Obtain blank Red Blood Cell Order Form See <b>TMM13081 - Red Blood Cell Order Form (within NWT)</b>
3	Ensure form is filled out with all appropriate information
4	Any special needs for units required must be filled out in the Special Request section – Phenotyped units, less than 15 days old etc. – If units are needed for a specific patient and crossmatch is required please fill out form <b>TMM13021 - Crossmatch Request Form (within NWT) (not in use until Jan 31 2018)</b>

**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.

FILENAME: TMM80800.1OrderingBloodfromStantonPRO.docx

Print Date: 03/01/2018 7:46:00 PM

	<b>If:</b>	<b>Then:</b>
<b>5</b>	Order is Stat and Between the hours of 0630-2300 Monday to Friday or 0630-1500 Weekends and Stat Holidays	Fax to Stanton Territorial Hospital Blood Bank Phone the Lab to notify technologist of Stat order
	Order is Stat and between the hours of 2300 – 0630 Monday to Friday or 1500-0630 Weekends and Stat Holidays	Phone the PCC at 867-445-8770 to have a technologist called in to prepare order
	Order is Routine	Fax to Stanton Blood Bank
<b>6</b>	Cut off times to have orders in for processing are at least <u>2 hours prior to Airline cut off times</u> found in <b>TMM70900 Community Shipping Schedule</b> .	
<b>7</b>	Stanton will receive order, process it and pack units at the appropriate time to ensure units are received within 24 hours of being packed.	
<b>7</b>	Stanton will fax back order form to ordering site with completed information about what units are being fulfilled for order, waybill number, airline and packaging date and time.	
<b>9</b>	Ordering location should review order form upon receipt back. If any discrepancies are found or fulfilled order does not meet needs Stanton Lab must be notified as soon as possible by phone to discuss	
<b>10</b>	Any notification from airlines about shipping delay or if order was not received properly should be conveyed and communicated to ordering location and to the shipping location (Stanton).	

**EXPECTED RESULTS:**

Orders for red blood cells from sites across the Northwest Territories will be managed through the Stanton Territorial Hospital Blood Bank. Orders will be processed in a timely manner and notification of shipment will be sent to ordering location.

**RELATED DOCUMENTS:**

- TMM13081 Red Blood Cell Order Form (within NWT)
- TMM70900 Community Shipping Schedule (to be written)
- TMM81100 Packaging of Red Blood Cells for Shipping
- TMM13021 Crossmatch Request Form (within NWT) (in use Jan 31 2018)

**REFERENCES:**

1. Canadian Blood Services. (2017-08-21). *Blood Component Order Form* Retrieved from <https://blood.ca/en/hospitals/submitted-product-orders>

**REVISION HISTORY:**

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