

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

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**Distribution:**

Transfusion Medicine Manual

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**Document Name:**

Processing of RBC Orders from Other Sites in the NWT

**Approved By:**

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

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

To provide a procedure in processing requests for red blood cells received from other sites in the Northwest Territories (NWT) at Stanton Territorial Hospital.

**POLICY:**

- Orders for Red Blood Cells to be sent to another site in the NWT must be received either on the **TMM13081 Red Blood Cell Order Form (within NWT)** or **TMM13021 Crossmatch Request Form (within NWT)**
- Orders will be sent by ordering location to the Stanton Blood Bank by Fax
- Stat Orders will also be phoned to the Stanton Lab
- Receipt of Orders to the Stanton Blood Bank must be at least 2 hours prior to Airline cut off times for cargo for the destination
- Orders will be packed for shipping at last possible time so as receipt of box at other site will be within 24 hours from packaging time
- Notification of shipment will be faxed to ordering community upon shipping of units

**EQUIPMENT CALIBRATION AND MAINTENANCE:**

- Calibrated refrigerators, freezers, and incubators must be utilized to ensure packing supplies (gel packs & ice packs) meet criteria.
- Gel packs and ice packs must remain at their intended temperatures for 24 hours prior to use.
- See BLB70300 Equipment Maintenance & Alarm System Checks for Blood Bank

**SPECIAL SAFETY PRECAUTIONS:**

Blood and Blood Products should be handled using Routine Practices.

**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.

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**PROCEDURE INSTRUCTIONS:**

Follow the steps in the table below to process received orders of red blood cells sent from a NWT site to Stanton Territorial Hospital

<b>Step</b>	<b>Action</b>	
<b>1</b>	Receive faxed order for Red Blood Cells on the Blood Bank Fax machine on form <b>TMM13021 Red Blood Cell Order Form (within NWT)</b>	
<b>2</b>	Evaluate Current Inventory at Stanton	
<b>3</b>	Look up shipping information for ordering Location in <b>TMM70900 Community Shipping Information</b>	
<b>4</b>	Evaluate what time shipment needs to be packaged by to ensure it is: <ul style="list-style-type: none"> <li>To the cargo office prior to the applicable airline by cut off time</li> <li>Will arrive in community within the 24 hour window for transport time</li> </ul>	
<b>5</b>	Prepare order to be shipped by pulling units from Stanton inventory required to fill order – If Stanton cannot fill order from own inventory, units must be ordered from CBS and ordering location must be notified of delay. See procedure <b>TMM80100 Ordering Red Blood Cells and Blood Products from CBS for Stanton</b>	
<b>6</b>	Create Segments for units in SoftBank using Procedure <b>TMM80500 Creating Unit Segments</b>	
<b>7</b>	Place unit segments into appropriate storage using Procedure <b>TMM80600 Storage of Segments at Stanton Territorial Hospital</b>	
<b>8</b>	Transfer units to be shipped using Procedure <b>TMM81000 Transferring Blood Products</b>	
<b>9</b>	<b>If:</b>	<b>Then:</b>
	Order needs to be packaged right away	Use Procedure <b>TMM81100 Packaging of Red Blood Cells for Shipping</b>
	Order needs to be packed at a certain time	Go to <b>Step 10</b>
<b>10</b>	Fill out sections of order form such as To be filled section, waybill# and airline.	

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	Fax to ordering location when completed, then Place order form into folder on Blood Bank Fridge that says Orders from other NWT sites to be Filled/Packaged – Note on the Top of the order form with highlighted writing noting what time and date order needs to be packaged at so it is visible to other technologists
<b>11</b>	Ensure waybill is filled out properly with all information required
<b>12</b>	Place units in clear plastic bag. Attach Transfer Invoice and waybill with tape to outside of bag and place into Blood Bank Fridge until it is time to package into blood bank box.
<b>13</b>	Prepare blood bank box for shipment of units per <b>TMM81100 Packaging of Red Blood Cells for Shipping</b> – but do not put ice packs, gel packs or units into box – these will be added at last minute before sending to Airline for transport to ordering site
<b>14</b>	When it is time for box to be packaged and sealed – put units into box with ice packs per <b>TMM81100 Packaging of Red Blood Cells for Shipping</b>
<b>15</b>	Initial and put date and time box packaged on Transfer Invoice being sent with the packaged box and make a copy to be kept for records (see Appendix A for an example of a Transfer Invoice)
<b>16</b>	Once box has been packed and sent – staple any applicable copies of the order form/transfer invoice/waybill together and file in RBC Order File Folder.
<b>17</b>	Evaluate Stanton Inventory and order replacement Red blood cells from CBS as needed using procedure <b>TMM80100 Ordering Red Blood Cells and Blood Products from CBS for Stanton</b>

**EXPECTED RESULTS:**

Orders received from sites in the NWT to Stanton Territorial hospital will be processed as soon as possible in a timely manner. Shipments will be packaged at the appropriate time so that they may be received at the airline by the cut off time and also received at the ordering location within the 24 hour shipment/transportation window. Notification of shipment will be faxed to the ordering location so they are aware their order has been shipped.

**RELATED DOCUMENTS:**

- TMM13021 Red Blood Cell Order Form (within NWT)
- TMM70900 Community Shipping Information
- TMM81100 Packaging of Red Blood Cells for Shipping
- TMM13021 Crossmatch Request Form (within NWT) (Not in use until 31 Jan, 18)
- TMM80800 Ordering Blood from Stanton Territorial Hospital
- TMM81000 Transferring Blood Products to Another Site
- TMM80500 Creating Unit Segments
- TMM80600 Storage of Segments at Stanton Territorial Hospital
- BLB70300 Equipment Maintenance & Alarm System Checks for Blood Bank
- TMM80200 Blood Component Storage Temperature, Transportation Temperatures and Expiry Times

**REFERENCES:**

1. Canadian Society of Transfusion Medicine. (April 2017). *Standards for Hospital Transfusion Services, Version 4.*
2. Canadian Standards Association. (February 2016). *Blood and Blood Components CAN/CSA-Z902-15.*
3. SCC Soft Computer. (n.d.). *SoftBank II v25 Super User Training Manual.* SCC Soft Computer.

**APPENDIX (APPENDICIES):**

- Appendix A: Example of Transfer Invoice Document

**REVISION HISTORY:**

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

Appendix A: Example of Transfer Invoice Document

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INVOICE No: 15DEC17-1

Date: 17-12-15

**From:**

Stanton Territorial Hospital Laboratory  
550 Byrne Road, P.O. Box 10  
Yellowknife, NT X1A 2N1  
(867) 669-4373

**To:**

Inuvik Lab  
285 Mackenzie Road  
Bag Service #2  
Inuvik  
NT  
X0E 0T0

Transferred units:

Invoice#	Received	Unit#	Prod.	ABO Rh	Volume	Expire
1 15DEC17	17-12-15	C052117442700	RCG	O POS	321 ml	18-01-23

**Total:**

RCG Red Blood Cell LR 1 unit  
-----  
1 unit

Signature: .....  
Please fax final disposition of  
this product to: .....

**This box contains blood or blood components for transfusion**

Box packaged (date/time): .....