Title: Notification of Transfusion to Patients Issuing Authority: Director, Health Services

Policy Number: 15-26-V1 Next Review Date: 31/08/2023 Date Approved: 31/08/2020

Type: NTHSSA - Wide Policy

NTHSSA-WIDE POLICY		
Title: Notification of Transfusion to Patients	Policy Number: 15-26-V1	
Applicable Domain: LAB, DI and Pharmacy Services		
Additional Domain(s): Community Health Centre Clinical Services, Hospital Based Clinical Services		
Effective Date: 31/08/2020	Next Review Date: 31/08/2023	
Issuing Authority: Director, Health Services	Date Approved: 31/08/2020	
Accreditation Canada Applicable Standard: 21.3 Transfusion Services		

GUIDING PRINCIPLE:

The Northwest Territories Health and Social Services (NTHSSA) value patient's rights to receive safe and competent care. This includes ensuring an effective process for all patients requiring blood components and products.

PURPOSE/RATIONALE:

Provide standardization for the process of notification of transfusion of a blood component or blood product to patient(s) for their medical record and knowledge as required per Transfusion Medicine Standards.

DEFINITIONS:

Blood component: a therapeutic part of blood intended for transfusion (e.g. packed red blood cells, platelets, granulocytes, plasma and cryoprecipitate)

Blood product: a therapeutic product derived from human blood or plasma and produced by a manufacturing process (e.g. albumin, immunoglobulins, coagulation products, Winrho/RhIg).

Health care professional (HCP): an individual who is a member of a regulated health discipline and who practices within scope and role.

Substitute Decision Maker (SDM): a person who has legal authority to make healthcare decisions with or on behalf of the patient.

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SCOPE/APPLICABILITY:

Compliance with this document is required by all Northwest Territories Health and Social Services Authority (NTHSSA) employees, members of the health care staff, students, and other persons acting on behalf of NTHSSA (including contracted service providers as necessary).

PROCEDURE:

1. Laboratory Staff

- **1.1.** Letters of Notification of Transfusion for patient will be prepared by laboratory staff who will fill out component or product to be transfused section.
- 1.2. Letter will be placed with/given with blood component or product when issued for transfusion to patient.

2. Nursing Staff/Clinical Staff/Midwifery Staff

- 2.1. Letter of Notification is obtained from the laboratory upon issue of the blood component or product to be transfused to patient.
- **2.2.** Employee administering transfusion to add patient information to letter and date letter at time of transfusion.
- **2.3.** Letter to be placed on chart into the discharge planning paperwork section until time of patient discharge.
- 2.4. Letter to be given to patient (or quardian/SDM) along with other discharge information at time of discharge.
 - If patient discharged to another health facility letter to be forwarded with patient to be distributed to patient upon final discharge.
- **2.5.** The discharge nurse/midwife will verbally inform patient of receipt of blood components or products during the stay.
- **2.6.** The discharge nurse/midwife will make a notation on the patients discharge form or in chart notes of stay if no discharge form is required of the patient's receipt of the Notification of Transfusion letter.
- **2.7.** If unit/product is not transfused and returned to laboratory letter must also be returned with unit/product to the laboratory to ensure it is not given to patient when patient was not transfused.

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PERFORMANCE MEASURES:

100% of NTHSSA HCP who are authorized within their scope of practice to participate in blood component and products transfusion are aware and compliant with this procedure and associated policies. Periodic chart audits will be conducted to measure compliance with this policy.

CROSS-REFERENCES:

- NTHSSA Wide Policy: Transfusion of Blood Components and Products
- 2. Program SOP: Administration of Packed Red Blood Cells
- 3. Program SOP: Administration of Plasma
- 4. Program SOP: Administration of Platelets
- 5. Program SOP: Laboratory Procedure TMM42000 Issuing Blood Components for Infusion
- 6. Program SOP: Laboratory Procedure TMM42100 Issuing Blood Products for Infusion
- 7. Program SOP: Laboratory Procedure TMM42010 Issuing Blood Components for Infusion Manually
- 8. Program SOP: Laboratory Procedure TMM42102 Issuing Blood Products for Infusion Manually

ATTACHMENTS:

Appendix A – Notification of transfusion letter to patients

REFERENCES:

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

Canadian Standards Association. (March 2020). Blood and Blood Components CAN/CSA-Z902:20.

APPROVAL:

August 31, 2020

Date

Sue Cullen

NTHSSA Chief Executive Officer

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Patient Name:	Patient/Guardian Name:
Date of Birth:	Address:
Heath Care Number:	
Hospital Number:	

Date of Birth:	Address:	
Heath Care Number:		
Hospital Number:		
Subject: Notification of Transfusion		
Date:	<u> </u>	
Dear Sir or Madam,		
As part of the Northwest Territories Health and commitment to providing quality and safe heat a record of blood and blood products administracipients of blood and /or blood products shattransfusion.	alth care, all patients are provided with tered. Canadian standards state that all	
During a recent hospital visit/stay, the patien blood components or products:	t listed above received the following	
☐ Red Blood Cells ☐ Platelets ☐	Frozen Plasma Blood Products	
	Specify type:	
This letter is for your information and we sug- medical file. If you require a detailed list of the blood com-		

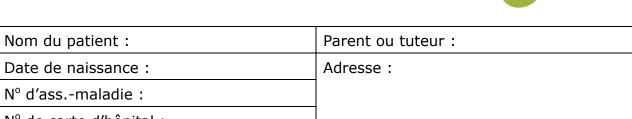
discuss this request with your healthcare provider.

Territorial Medical Director, NTHSSA

Thank you,

NTHSSA, Laboratory Services





N° d'assmaladie :		
N° de carte d'hôpital :		
Objet : Notification de transf	<u>fusion</u>	
Date:		
Madame, Monsieur,		
En vertu de l'engagement de l'Administration sociaux des Territoires du Nord-Ouest d'offr sécuritaires, nous fournissons maintenant a et les produits sanguins administrés. Les no patient qui reçoit du sang ou des produits s par écrit.	rir des soins de santé de qualité et ux patients un dossier détaillant le sang ormes canadiennes précisent que tout	
Au cours d'une visite ou d'un séjour récent à l'hôpital, le patient susmentionné s'est vu administrer les composants ou les produits sanguins suivants :		
☐ Globules rouges ☐ Plaquettes	□ Plasma congelé □ Produits sanguins	
	Préciser :	
La présente lettre vous est envoyée à titre informatif seulement. Nous vous conseillons de la conserver dans votre dossier médical personnel.		
Si vous avez besoin d'une liste détaillée des composants ou des produits sanguins qui vous ont été administrés, veuillez communiquer avec votre fournisseur de soins de santé.		
Directrice médicale territorial, ASTNO		

Services de laboratoire de l'ASTNO

Merci,