

Non-Technical SOP

Title	Blood Product Utilization Review	
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Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

Transfusion audit criteria have been established by the Transfusion Committee to ensure appropriate use of blood products. Ensuring optimal use of blood product transfusion is important because blood products are biologic agents associated with many possible adverse events. Unnecessary complications from inappropriate transfusion need to be avoided. This procedure outlines the prospective utilization audit that is performed by blood bank personnel at the time a blood product ordered and retroactive review performed by the Transfusion Committee.

2. SCOPE

This procedure applies to all transfusion requests received and processed by blood bank staff members.

3. RESPONSIBILITY

All blood bank staff members must understand and comply with the blood utilization review.

4. DEFINITIONS

N/A

5. PROCEDURE

Prospective Audit

Step	Action
1	The Blood Bank Medical Director and the Transfusion Committee establish blood product transfusion appropriateness criteria for the hospital. The criteria are reviewed and approved by the medical staff through the Medical Executive Committee of the hospital. The criteria are located in the hospital policy/procedure for blood product transfusion.
2	<p>Hospital policy/procedure requires all transfusion orders to be faxed to the blood bank using a "Transfusion Orders" form.</p> <ul style="list-style-type: none"> A. The hospital-defined appropriateness criteria are listed on the right side of the form. B. The indication for transfusion must be indicated on the form. C. No prospective audit will be performed for emergency transfusions when the patient's life is in danger or transfusions that will take place in the operating room. The "Transfusion Orders" form will not be required for these situations. D. Standing order forms will be accepted from the ICU following cardiothoracic surgery. E. The original copy of the form will be maintained in the patient's medical record.
3	<p>A blood bank staff member will review the form for completeness at the time it is received in the blood bank.</p> <ul style="list-style-type: none"> A. The form must contain lab values as outlined for a given blood product unless the patient is actively bleeding or undergoing therapeutic plasma apheresis. B. When transfusion is requested for a patient with a hemoglobin value above the established threshold, an approved symptom or risk must also be indicated on the form. C. Pathologist approval is required to issue blood products that do not meet established criteria. The ordering provider is responsible for contacting the pathologist and documenting the communication on the order form.
4	Blood bank staff will contact the patient care area when the "Transfusion Orders" form has not been completed and request that a new form be submitted with all required information.

Step	Action
5	<p>To minimize wastage, Transfusion Committee has determined that a maximum of 2 plasma or 1 platelet unit(s) may be processed on a single order unless the patient is in the operating room, undergoing therapeutic plasma apheresis, or actively bleeding.</p> <ul style="list-style-type: none"> A. Blood bank will only process orders for 1 platelet and/or 2 plasma units for one Transfusion Orders form. B. The provider must reassess the patient and submit a new order if additional platelet or plasma units are needed.
6	<p>Blood bank will notify a pathologist prior to issuing the blood product when greater than two apheresis platelets are ordered for a patient within a rolling 24-hour period.</p>

Retrospective Audit

Step	Action
1	<p>The Transfusion Committee monitors and addresses transfusion practices for blood products at the hospital. Retrospective audit is used to ensure transfusion is performed appropriately and to minimize over-transfusion.</p>
2	<p>The Transfusion Committee will identify audit criteria and notify the blood bank. The criteria may include:</p> <ul style="list-style-type: none"> A. Blood product B. Pre- and/or post-transfusion laboratory values C. Date range D. Location (entire hospital vs. specific unit) E. Patients (all vs. those with a specific diagnosis)
3	<p>Blood bank will pull reports from the LIS system to obtain the transfusion information for the patients meeting the criteria listed in step 2. This can be done following the steps outlined in Appendix A.</p>
4	<p>Blood bank staff members will work with the hospital QA department to provide materials to the Transfusion Committee for peer review of the cases meeting pre-determined criteria.</p>
5	<p>The Transfusion Committee will review all questionable transfusions and recommend follow-up actions.</p>

Form revised 3/31/00

6. RELATED DOCUMENTS

Form: Transfusion Orders
SGAH Blood Product Administration Policy
SGAH Blood Product Administration Procedure
WAH Blood Transfusion Policy

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes WAB311.002, SGAH B311.00		
000	2.21.13	Section 5: Added limits for platelet and plasma transfusion. Updated retrospective audit to include pre and post transfusion data. Section 9: Added appendix A.	SCodina	NCacciabeve

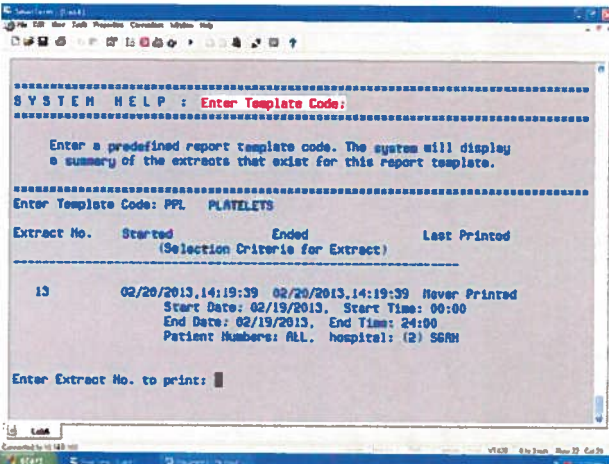
9. ADDENDA AND APPENDICES

Appendix A: Pulling Transfusion Audit Reports from the LIS System

Appendix A
Pulling Transfusion Audit Reports from the LIS System

Step	Action
1	Access Sunquest SmarTerm.
2	At the "Function" prompt, type "BEX."
3	At the "Blood Bank Extracts" prompt, type "2" and press the enter key for "Transfusion Episode Extract."
4	At the "Hospital ID" prompt, type the mnemonic for the hospital data to be pulled. A. SGAH for Shady Grove Adventist Hospital B. WAH for Washington Adventist Hospital
5	At the "Accept (A), Modify (M), or Reject (R)?" prompt, type "A" and press the enter key.
6	At the "Hosp No" prompt, press the enter key to default "All."
7	At the "Accept (A), Modify (M), or Reject (R)?" prompt, type "A" and press the enter key.
8	The "Hospital ID" prompt will appear again. Type the mnemonic for the hospital data to be pulled. A. SGAH for Shady Grove Adventist Hospital B. WAH for Washington Adventist Hospital
9	At the "Start Date <T-3>" prompt, type the earliest date from which you want data pulled.
10	At the "Start Time <0000>" prompt, press the enter key to default midnight.
11	At the "End Date <T-1>" prompt, type the latest date from which you want data pulled.
12	At the "End Time <2400>" prompt, press the enter key to default midnight.
13	At the "Report Template Code" prompt, type the code that corresponds to the blood product for which you are pulling information and press the enter key. A. PLAS for plasma B. PPL for platelets C. RC for red cells

Form revised 3/3/00

Step	Action
14	At the "Accept (A), Modify (M), or Reject (R)? prompt, type "A" and press the enter key.
15	At the "Function" prompt, type "BBR" and press the enter key.
16	At the "Printer" prompt, type the printer number and press the enter key.
17	At the "Select Option" prompt, type "23" and press the enter key.
18	<p>A list of extracts run will appear. Select the number that corresponds to the information you are currently pulling then press the enter key.</p>  <p>The screenshot shows a terminal window with the following text:</p> <pre> SYSTEM HELP : Enter Template Code: ----- Enter a predefined report template code. The system will display a summary of the extracts that exist for this report template. ----- Enter Template Code: PPL PLATELETS ----- Extract No. Started Ended Last Printed (Selection Criteria for Extract) ----- 13 02/20/2013,14:19:39 02/20/2013,14:19:39 Never Printed Start Date: 02/19/2013, Start Time: 00:00 End Date: 02/19/2013, End Time: 24:00 Patient Numbers: ALL, hospital: (2) SGM ----- Enter Extract No. to print: </pre>
19	At the "Accept Selection for Print" prompt, type "Y" for yes and press the enter key.