

Non-Technical SOP

Title	Germantown ED Blood Bank Support	
Prepared by	Stephanie Codina	Date: 10.27.2011
Owner	Stephanie Codina	Date: 10.27.2011

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

TABLE OF CONTENTS

1. PURPOSE..... 2
2. SCOPE 2
3. RESPONSIBILITY..... 2
4. DEFINITIONS..... 2
5. PROCEDURE..... 3
6. RELATED DOCUMENTS 5
7. REFERENCES 5
8. REVISION HISTORY..... 5
9. ADDENDA AND APPENDICES 5

1. PURPOSE

This procedure describes the process for

- shipping, storage and transfer of blood components and testing reagents to SGAH Germantown facility
- serological testing and LIS documentation whenever blood components are issued for transfusion at SGAH Germantown facility
- adverse transfusion reaction at SGAH Germantown facility

2. SCOPE

Two units of O negative red blood cells are stocked at SGAH Germantown facility (GEC) for emergency transfusion as needed.

3. RESPONSIBILITY

SGAH Blood Bank staff

- provide replacement units upon notification of transfusion
- coordinate rotation of inventory to avoid outdating of components
- perform necessary testing when blood is transfused
- document disposition of units in LIS

GEC staff

- document receipt, storage and disposition of red blood cells
- notify SGBB whenever units are released for transfusion
- notify SGBB in the event of an adverse reaction

4. DEFINITIONS

SGBB – Shady Grove Adventist Hospital blood bank

GEC – Germantown laboratory at the emergent care facility

5. PROCEDURE

Transfer of Blood Products to GEC

Step	Action
1	Select two units O-negative red blood cell units from inventory. Select the freshest units in inventory.
2	Inspect the units for color and appearance (include a visual inspection of the segments). A. Do not send the units to GEC if the visual inspection fails. B. Quarantine the blood products and notify a supervisor.
3	Remove two segments from each unit and place them in the designated rack.
4	Complete an Internal Blood Product Transfer/Shipping Form with the following information: A. Unit number B. Blood type of unit C. Product type (RC or RBC = Red Blood Cells) D. Unit Expiration Date E. Circle the appropriate storage range F. Sign and record the date and time packed
5	Photocopy the form. A. The original will be sent to GEC with the blood products. B. The copy will be retained in the SGAH blood bank.
6	Transfer the products in the LIS per procedure, "Transfer of Blood Products." The "Ship To" location will be "GER."
7	Place the red cells in a blood product transfer cooler per procedure, "Issuing Blood Products in a 930 Medical Transport Cooler." Place the original shipping form in the cooler with the blood products.
8	Arrange for transportation to GEC with a courier. A. Notify GEC to expect a blood product shipment. B. Arrange for roundtrip service if the blood products are being rotated out of the GEC lab.

Return of Blood Products from GEC

Step	Action
1	GEC laboratory staff will complete an "Internal Blood Product Transfer/Shipping Form" with the following information. <ul style="list-style-type: none"> A. Unit number B. Blood type of unit C. Product type (RC or RBC = Red Blood Cells) D. Unit Expiration Date E. Circle the appropriate storage range F. Sign and record the date and time packed
2	The units will be returned in the blood product transport cooler that was used to ship the replacement blood products to GEC. <ul style="list-style-type: none"> A. GEC laboratory staff will remove the new blood products from the cooler and place them into GEC inventory. B. GEC laboratory staff will place the old units into the cooler for immediate return to SGAH. C. The units will be sent back to SGAH with the courier who delivered the replacement blood products.
3	Units will be returned to SGAH inventory in the LIS per procedure, "Transfer of Blood Products."

Transfusion at GEC

Step	Action
1	GEC staff will <ul style="list-style-type: none"> A. Utilize emergency release procedures to issue blood components B. Document unit issue and visual inspection to ED on Blood Product Disposition Log form C. Remind ED nursing personnel that a patient type and screen sample should be collected as soon as possible. D. Immediately order two replacement O negative red blood cell units from SGAH blood bank E. FAX copy of each completed Uncrossmatched Blood Release form to SGAH blood bank (FAX 240-453-5864). Send completed copies of Uncrossmatched Blood Release and patient type and screen sample to SGAH blood bank as soon as possible.

Step	Action
2	SGBB staff will A. Complete patient testing and enter reactions and interpretations in LIS per routine procedures when patient sample is received at SGAH blood bank. B. Crossmatch all emergency released units transfused using segments on hold. C. Issue units in LIS using information from Uncrossmatched Release Form. a. Enter correct issue date and time as a COMMENT . b. Enter comment "Issued at GEC." c. Note: Units to be crossmatched must first be returned in LIS using function BSU and returned to status " INV " per procedure, "Transfer of Blood Products." D. Transfer replacement unit(s) to GEC. E. In the event of a transfusion reaction, follow the routine procedure for investigation of adverse reactions. Patient testing will be performed at the SGAH blood bank.

6. RELATED DOCUMENTS

GEC SOP Blood Components
 SOP Transfer of Blood Products
 SOP Issuing Blood Products in a 930 Medical Transport Cooler
 Form Internal Blood Product Transfer/Shipping Form (AG.F142)

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SGAH B313.000		
000	6.10.13	Sections 1,2,3,5,6: Removed references to RhIG; moved to pharmacy on 6.6.13. Section 9: Form moved to section 6	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

None