TRAINING UPDATE

Lab Location:	SGAH and WAH	**Date Implemented:**	5.30.2014
Department:	Blood Bank	**Due Date:**	6.8.2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Allocation of Autologous and Directed Units

Description of change(s):

This is a new procedure that replaces the 2 procedures "Autologous Unit Management" and "Management of Directed Donor Blood Products."

In the past, we had to enter auto and directed units with special codes, so the system would recognize them.

We built the Sunquest v6.4 upgrade to allow us to enter auto and directed units in the same manner as regular units. This process has been added to the "Entering Blood Products into Inventory" procedure.

This SOP now discusses how to associate a unit that was entered by name to a patient AND how to allocate a designated unit to a recipient.

Non-Technical SOP

Title	**Allocation of Autologous and Directed Units**	
Prepared by	Stephanie Codina	Date: 05.19.2014
Owner	Stephanie Codina	Date: 05.19.2014

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:	Local Effective Date:	

Review:		
Print Name	**Signature**	**Date**

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1. PURPOSE

To outline the process for allocating and crossmatching designated blood products to the intended recipients.

2. SCOPE

Designated blood products are assigned to the intended recipient immediately upon receipt.

3. RESPONSIBILITY

All blood bank staff members must understand and adhere to this procedure for allocating and crossmatching designated blood products.

4. DEFINITIONS

Autologous blood product - A blood product that a patient donates for transfusion to him or herself.
Directed donor blood product – A blood product that is donated for a specific recipient. A directed donation is initiated by the recipient who requests that a specific donor donates blood products for his/her use.
Designated blood product – A unit that is donated for a specific patient; these include both autologous and directed units

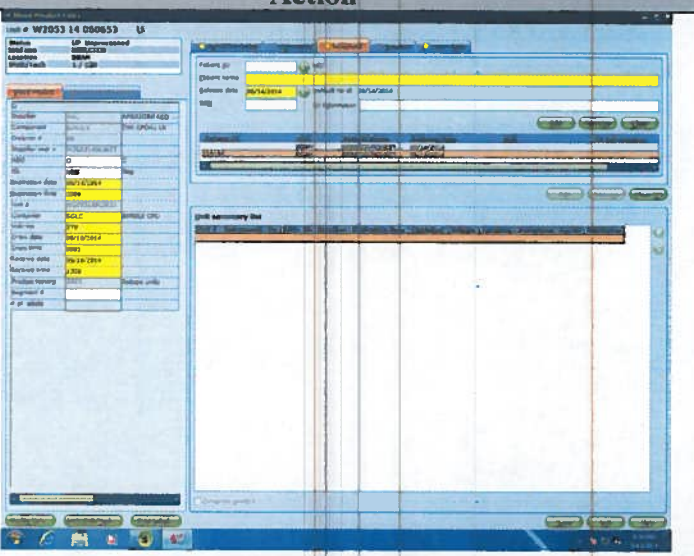
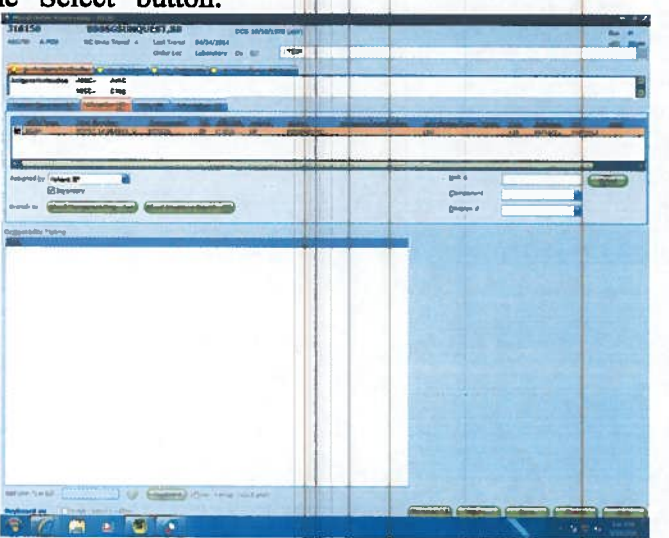
5. PROCEDURE

Step	Action
1	Designated units are allocated and/or crossmatched to the intended recipient at the time of receipt if the recipient has a current T&S on file. If the patient does not have a current T&S on file, the units are allocated at the time the T&S is tested. Blood bank staff members will search for designated units at the time the patient history is performed.

Form revised 3/1/00

Step	Action
2	Verify that the following information matches EXACTLY on the unit label and the Autologous or Directed Donation Tag that is attached to the unit: A. Recipient's name B. Recipient's identification or social security number, if available C. Recipient's date of birth D. Transfusion date (date of surgery), if available E. ABO group F. Rh type G. Expiration date Resolve any discrepancies with the blood supplier BEFORE proceeding. Document on a PI/Variance form.
3	**All directed donor cellular (red cells, platelets, leukocytes) blood products that were donated by blood relatives must be irradiated prior to issue.** A. The Directed Donation Tag will indicate whether the unit was designated by a blood relative of the recipient. In addition, ARC will add a "Irradiate before issue" sticker to the unit. B. If the blood product is within 28-days of expiration, irradiate immediately. C. If the blood products expires in >28 days, do not irradiate as it will change the outdate of the unit. The unit **must** be irradiated prior to issue. D. Do not irradiate blood products designated for neonates. Each aliquot will be irradiated after preparation to minimize potassium leak.
4	The units must be linked to the recipient if the patient's ID field is blank. If the unit is **not** linked to the recipient's medical record number: A. Access Sunquest function Blood Product Entry. B. Click the "Modify Unit" button in the lower, left-hand corner. C. A "Unit Selection" pop-up box will appear. D. At the "Unit Number" prompt, scan donation identification number. E. At the "Component" prompt, scan the product code F. At the "Division" prompt, select the correct division (if aliquots have been made). G. Click the "OK" button. H. Click on the "Assignee" tab. I. Type the recipient's medical record number in the "Patient ID" field and press the tab key. J. Click the "Add" button. K. Compare the displayed information to the information on the Autologous or Directed Donation tag to verify all information is correct. Resolve any noted discrepancies immediately. L. Click on the "Save" button.

Form revised 3/31/00

Step	Action
4 Cont	
5	Allocate the units **after** they are linked by medical record number: A. Access the "Allocation" tab in Blood Order Processing. B. The designated unit(s) will appear. C. Click on the box to the left of the unit to check (√) it. D. Click the "Select" button. 
6	Units will be immediately crossmatched to the recipient per procedure.
7	If the QA Failure message "Auto/directed unit assigned by name only, or patient not an assignee" appears, **DO NOT** override the message. Link the unit to the patient by medical record number per instructions above.

Form revised 3/31/00

Unused Designated Blood Products

Step	Action
1	Designated blood products will **never** be crossed into the regular inventory.
2	Designated blood products will be stored until expiration. After expiration, they will be billed and discarded per procedure, "Disposal of Blood and Blood Products."

6. RELATED DOCUMENTS

SOP: Patient History Check
SOP: Blood Component Irradiation
SOP: Crossmatch
SOP: Disposal of Blood and Blood Products

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

N/A