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:

Blood Label Check

Description of change(s):

This is a new procedure. Blood label check is a new function we have available in the v6.4 upgrade.

Anytime we add an ISBT label to a product, we go to "Blood Label Check" and scan the following fields:

- Unit number (DIN)
- Product code
- ABO/Rh
- Expiration date/time

Sunquest will verify the information matches what is entered in the LIS for the unit and the label check will be done.

If the information does not match, Sunquest will not sign off the label check.

Most units will return to a non-available status while the label check is pending (Sunquest cannot do this for unit that have another battery added to them such as unit retype or previous label check).

This procedure will replace the 2nd tech label check for irradiation, thawed products, and product modification.

Document:WAH.BB871[0] Status:INWORKS,Effective:6/28/2014, Check Version Before Use

Non-Technical SOP

Title	**Blood Label Check**	
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

Blood label check is used to confirm that a unit has been labeled correctly with the product code, ABO/Rh, and expiration date/time following modification.

2. SCOPE

Blood label check will be used to verify the correct blood product label has been applied to a unit following modification.

3. RESPONSIBILITY

All blood bank staff members must understand and adhere to this procedure for relabeling modified blood products.

4. DEFINITIONS

N/A

5. PROCEDURE

Step	Action
1	The integrated HemoTrax system will automatically generate new product/expiration or full face labels when a product is modified using Sunquest function blood component preparation.

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Step	Action
2	When a new label is printed, Sunquest will add the "Label Check" battery to the unit. The unit will be returned to a non-available status until the label check is completed. A. Sunquest cannot move a unit for which a unit battery has already been performed to non-available status. Examples of this include red cells that are irradiated, plasma aliquots that are volume reduced, etc. B. When additional aliquots are prepared after the first aliquot, Sunquest will give the warning message, "Unable to add testing battery BBLCK to the output unit. Previous testing battery already associated to unit." For the parent unit. In both cases, the system will still allow you to electronically perform the blood label check function.
3	Adhere each printed label to the appropriate blood product. A. For modified products (thawed units, irradiated units, etc), the label will be adhered directly over the original blood product label. B. For newly generated units (aliquots), the label will be adhered on the aliquot bag or syringe. Note: When the first aliquot is prepared from a parent unit, the system will also print a new label for the divided parent unit. The tech will ensure that the label for the "AO" division is placed on the parent unit and the "BO" division is placed on the aliquot.
4	Access Sunquest function, "Blood Label Check."
5	At the "Unit #" prompt, scan the unit number/DIN.
6	At the "Component" prompt, scan the product code which includes the division. **DO NOT** choose the product type from the dropdown menu.
7	Click on the "Search" button.
8	Manually move your cursor to the "ABO on label" prompt, then scan the ABO/Rh barcode.
9	Press tab twice to move your cursor to the "Expiration Date" prompt, then scan the expiration date/time label.
10	Click on the "Check Label" button. A. If the label reads as expected, the screen will clear and documentation of the label check will show as blood product testing for the unit. B. If the label does not read as expected due to incorrect ABO, Rh, expiration date, or expiration time, the system will give you a warning notice. a. Troubleshoot and correct the issue then repeat the blood label check. b. Notify a supervisor if the issue does not resolve.

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6. RELATED DOCUMENTS

N/A

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

N/A

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