TRAINING UPDATE

Lab Location:	SGAH and WAH	**Date Implemented:**	09.30.2014
Department:	Blood Bank	**Due Date:**	10.15.2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Entering Special Attributes in the LIS

Description of change(s):

1. Updated procedure to reflect orders now come electronically (we no longer require the paper form except during downtime).
2. Removed instructions for how to enter an attribute when we don't have a T&S (we didn't use this)
3. Added requirement to get a signed emergency release form when issuing blood products that don't meet patient specifications.

Electronic Document Control System

Quest Diagnostics

Document No.: SGAH.BB36[2]
Title: ENTERING SPECIAL TRANSFUSION ATTRIBUTES INTO THE LIS
Owner: LESLIE.X.BARRETT LESLIE BARRETT
Status INWORKS
Effective Date: 29-Oct-2014 **Next Review Date:**

Non-Technical SOP

Title	**Entering Special Transfusion Attributes into the LIS**
Prepared by	Stephanie Codina Date: 2/14/2010
Owner	Stephanie Codina Date: 2/14/2010

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

Once it has been determined that a patient has special transfusion requirements, there shall be a mechanism to ensure that all future blood or blood product transfusions for that patient meet the special transfusion requirements for as long as clinically indicated.

2. SCOPE

This procedure applies to all patients for whom the treating physician has requested special transfusion attributes including, but not limited to, irradiated, CMV-seronegative, sickle-negative, or IgA-negative products.

3. RESPONSIBILITY

All blood bank employees must understand and adhere to this procedure for recognizing and entering special transfusion attributes into the LIS.

4. DEFINITIONS

None

5. PROCEDURE

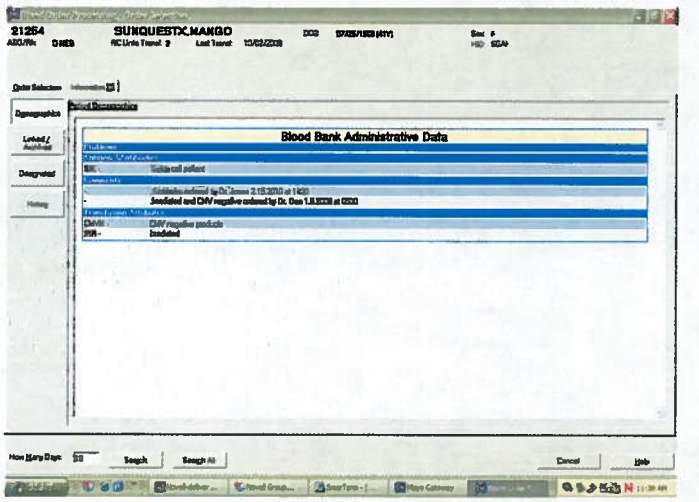
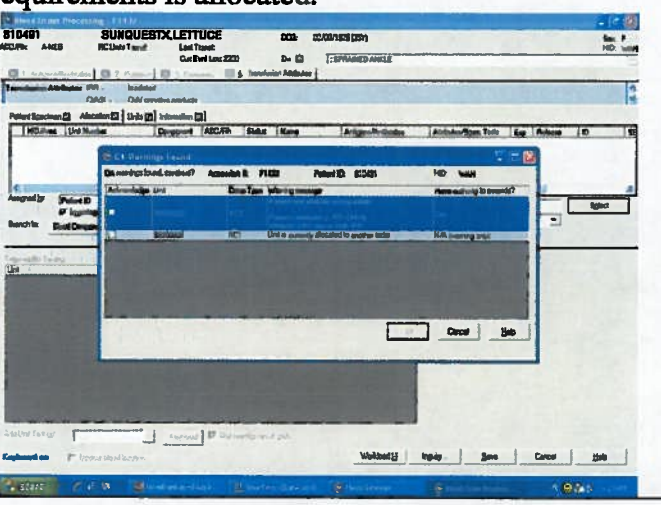
Step	Action
1	All transfusion attributes must be documented in the recipient's blood bank administrative data file with two exceptions: A. The irradiation attribute does **not** get placed into the LIS when the irradiation requirement is needed as a result of transfusing HLA-matched platelets or directed donor blood products from a blood relative **and** the patient does not normally require irradiation. B. Special transfusion attributes for infants <4 months old do not need to be entered into the patient's historical blood bank file unless a physician requests to extend them after the infant reaches 4 months of age.

Step	Action
2	The provider will enter requests for the following attributes into the electronic transfuse order. The computer entry will require the provider to select the reason for the attribute from dropdown list at the time of order. Any attribute that crosses into the blood bank system as "do not report" has not been requested by the ordering provider. A. Irradiated B. CMV-seronegative C. Hb S negative D. HLA-matched platelet products During periods of computer downtime AND for special transfusion attributes not listed above, the provider will request the attribute using a "Transfusion Order" form. For written orders, the blood bank staff member who receives the order is responsible for ensuring the reason for the request meets defined hospital criteria and/or obtaining pathologist approval for the attribute. The hospital-defined indications are listed in the procedure that corresponds to the attribute requested.
3	Enter the transfusion attribute in the patient's blood bank file. A. Access Sunquest function "Blood Order Processing." B. At the "Value" prompt, type the patient's medical record number. C. Select the most current T&S specimen from the list. D. If the patient requires the CMV-seronegative, Irradiated, or HLA-matched platelet attribute: a. At the "Add Spec Test" prompt, type ";PB" and press the "Tab" key. b. In the "Patient Problem Info" field, type the following: i. Type ";CMVN" when CMV-seronegative blood products are requested. ii. Type ";IRR" when irradiated blood products are requested. iii. Type ";HLA" when irradiated and HLA-matched platelets are requested. iv. The LIS will **NOT** cross check blood products to ensure they meet the patient's special requirements if the marker is not entered exactly per procedure. v. Press the "Tab" key to open a new data entry line, then type 2 semi-colons ";;" and freetext a comment in stating which attribute was ordered by which physician on date/time. For example, "Irradiated and CMV negative blood products ordered by Dr. Doe 2/15/2010 @ 1130 am." E. If the patient requires the sickle cell attribute: a. At the "Add Spec Test" prompt, type ";PB" and press the "Tab" key. b. In the "Patient Problem Info" field, type ";SIK" and press the "Tab" key. The LIS will **NOT** cross check blood products to ensure they meet the patient's special requirements if the marker is not entered exactly per procedure. F. Click on the "Save" button.

Form revised 3.31.00

Step	Action
4	CMV antibody testing is required the first time CMV-seronegative blood products are ordered for a recipient. Refer to procedure, "Component Selection to Reduce the Risk of Transfusion Associated CMV (Cytomegalovirus) Disease" for instructions.

Allocating Blood Products for a Patient with Special Attributes

Step	Action
1	Once a patient has a special attribute added to his/her historical blood bank file, the attribute should be noted during the patient history check. If a temporary attribute is documented, determine whether the attribute is still needed. For example, if a CMV-marker was added while the patient was tested for CMV, determine if testing is complete. Notify the physician or pathologist-on-call if question arise. 
2	The LIS will generate a QA failure anytime a product that does not meet the patient's special requirements is allocated. 

Step	Action
3	QA failures for "Patient unit attribute incompatibility" should not be overridden under normal circumstances. A. Only personnel with supervisor LIS security have the ability to override this type of QA failure. B. Notify a supervisor when circumstances require blood to be issues that does not meet patient specification. C. The treating physician must sign an emergency release form when the blood product being issued does not meet the recipients attribute specifications as outlined in the blood bank file.

Removing Special Attributes

Step	Action
1	Special attributes can be removed a patient's blood bank historical file when any of the following occur: A. The CMV marker may be removed when the recipient tests positive for CMV antibodies. B. The CMV marker may be removed if it was placed due to pregnancy and the recipient is no longer pregnant. C. Any marker may be removed if a qualified provider documents removal in the patient chart. The order must be faxed or electronically submitted to blood bank.
2	The attribute requirement may be removed from the LIS when blood bank receives a written or electronic copy of the provider's order indicating the attribute is no longer required. Note: This function requires a higher level of LIS security. Not all employees have access to remove attributes from a patient's historical file. Document the order in the Blood Bank Communication Log if the attribute cannot be removed immediately. A. Access Sunquest function "Blood Bank Administrative Data Entry." B. Press the "Tab" key until your cursor is located at the attribute you want to remove. C. Press the "Delete" key and the attribute will disappear. D. Tab until your cursor is in the "Comments" field. E. Type in a comment documenting the removal of the attribute. For example, "Irradiated marker removed per Dr. Johns 2/15/2010 @ 1030." F. Do NOT remove the original comment indicating when irradiation marker was added. G. Press the "Save" button.

6. RELATED DOCUMENTS

SOP—Patient History Check
SOP—Blood Component Irradiation
SOP— Component Selection to Reduce the Risk of Transfusion Associated CMV (Cytomegalovirus) Disease
SOP—HLA Matched/Crossmatched Platelet Pheresis Products
SOP—Red Cell Transfusions in Sickle Cell Disease

7. REFERENCES

Sunquest Blood Bank User's Guide, Version 6.0.1, Misys Healthcare Systems: Tucson, AZ. 2006.

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	4.25.12	Section 5: 1. Updated instructions for adding SIK marker. 2. Added situations in which the CMV marker is automatically removed from a patient's historical BB file.	SCodina	NCacciabeve
001	9.26.14	Section 5: Added instructions for obtaining the attribute order when entered electronically by the provider. Added requirement to obtain a signed emergency release form when a blood product is being issued that does not meet patient specifications. Deleted instructions for adding a marker when the recipient does not have a current T&S. Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

None