Non-Technical SOP

Title	**Hospital Inventory Visibility System**	
Prepared by	Stephanie Codina	Date: 09.19.2012
Owner	Stephanie Codina	Date: 09.19.2012

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:

12 month (or new) management review and approval:
Signature acknowledges SOP version remains in effect with NO revisions.

Print Name	Signature	Date

Form revised 5/31/00

SOP ID: SGAH.BB139
SOP version # 000

CONFIDENTIAL: Authorized for internal use only.
Page 1 of 7

TABLE OF CONTENTS

1.   **PURPOSE**
      The Hospital Inventory Visibility System (IVS) allows American Red Cross (ARC) customers a means of transferring blood products between hospitals to minimize wastage due to outdating. Customers have the ability to post short-dated blood products on the website where other institutions can view and claim them for transfer.

2.   **SCOPE**
      This procedure applies to situations in which we would like to transfer short-dated blood products out of inventory or have the opportunity to bring short-dated blood products into inventory for transfusion prior expiration. This procedure **only** applies to blood products from the American Red Cross.

3.   **RESPONSIBILITY**
      All blood bank staff members must demonstrate proficiency on the use of the IVS to effectively manage the blood supply and minimize wastage.
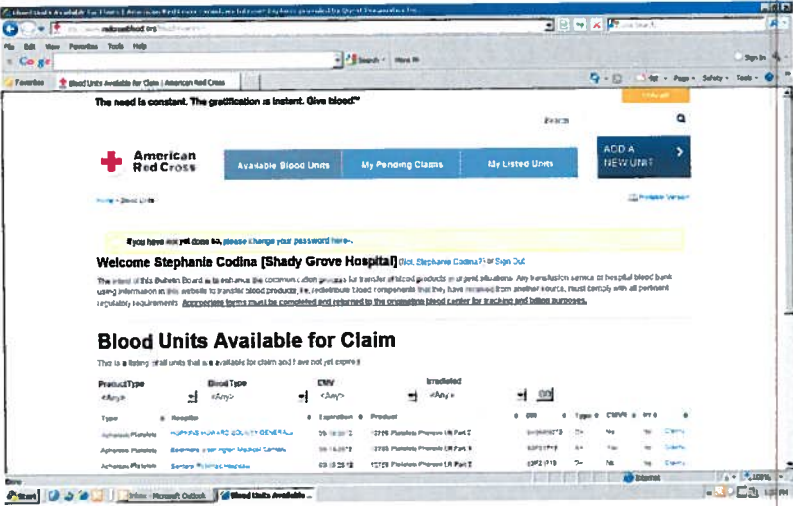
4.   **DEFINITIONS**
      N/A

5.   **PROCEDURE**

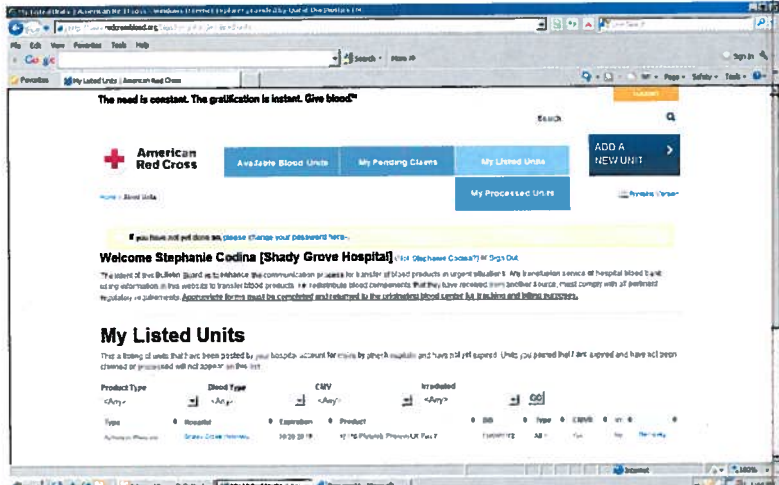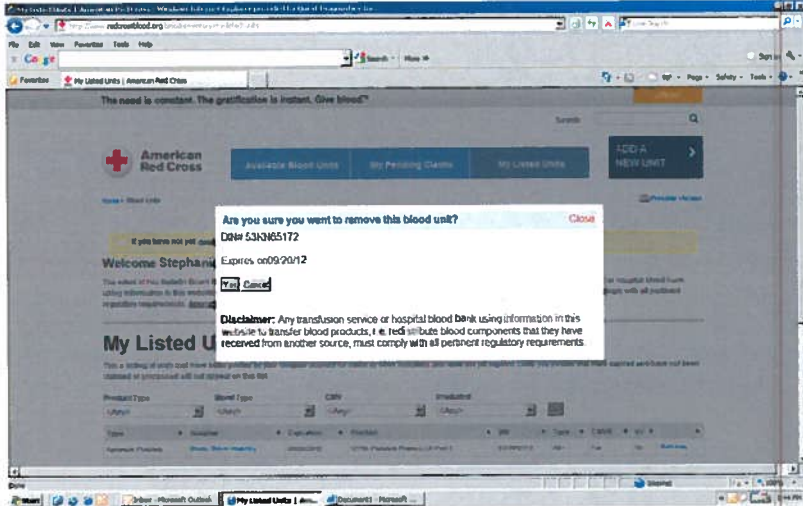   **General Information**

Step	Action
1	The system can be accessed using the following link: http://www.redcrossblood.org/blood-inventory
2	The system is password protected and each user is assigned a username and password specific to a hospital. If an employee works at more than one hospital, he/she will have a login and password for each location. Usernames and passwords for the system can be obtained via the ARC account representative.

SOP ID: SGAH.BB139
SOP version # 000

CONFIDENTIAL: Authorized for internal use only.
Page 2 of 7

Posting a Blood Product

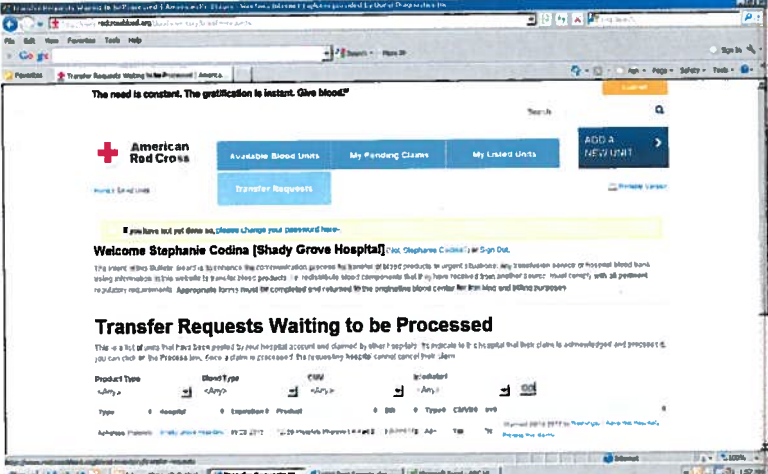| Step	Action
1	The "Posting a Blood Product" function is used to advertise a blood product that our hospital wishes to transfer to another location.
2	Click on the blue "Add A New Unit" icon.
3	Select the type of product from the dropdown list.
4	Complete the following fields: A. DIN (unit number) B. Blood type C. CMV status (positive or negative) D. Expiration date E. Product code (select from the appropriate dropdown menu)
5	Click the "Submit" button.
6	A pop-up message will appear indicating you have created a blood product. The message appears in yellow.

Removing a Unit

Step	Action
1	This function is used when we no longer want to post a unit for transfer. Reasons for removing a unit include transfusion at our site, unit listed in error, etc.

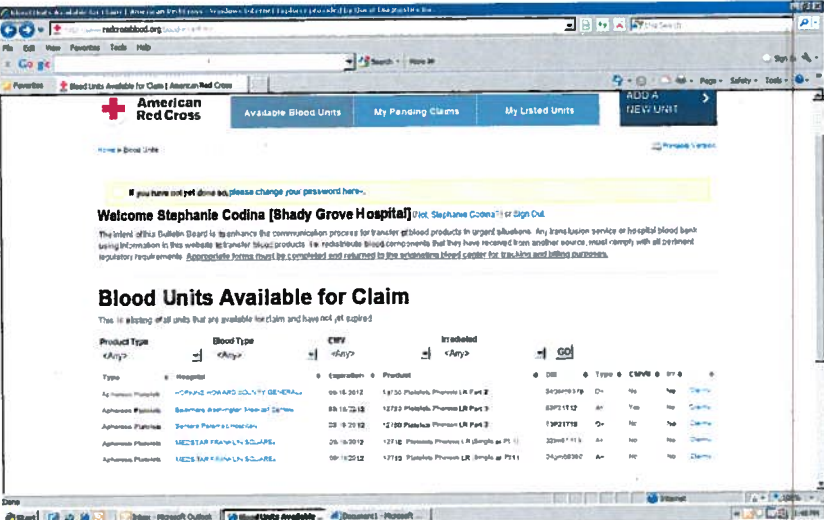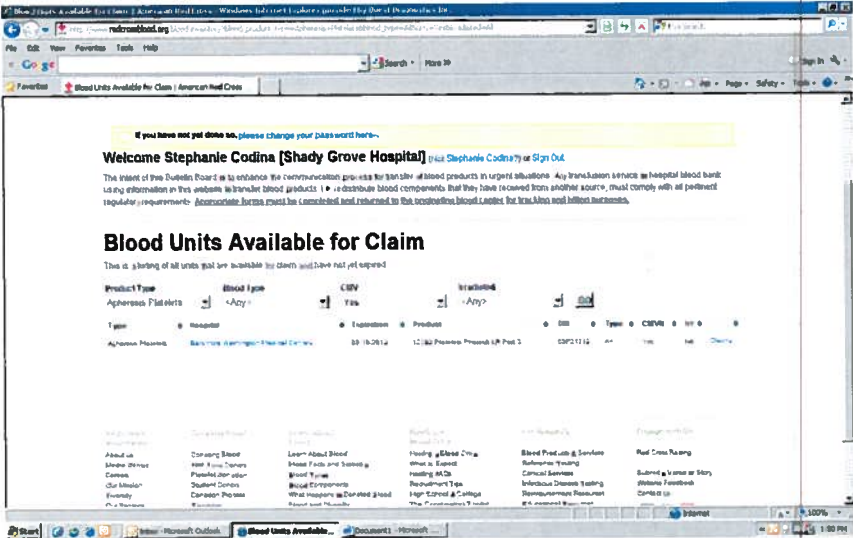| Step	Action
2	Click on the "My Listed Units" tab. All units listed for our site will appear.
3	Click on the "Remove" button to the right of the unit you wish to remove.
4	A pop-up message will appear. Click the "Yes" button.

Transfer Process

Step	Action
1	This function is used if we have posted a unit that another hospital has claimed. The claiming hospital should make contact with us to ask us to transfer the blood product to them.

Step	Action
2	Click on "Transfer Requests Waiting to be Processed."
3	The unit will appear with the hospital that has requested the blood product. Click "Process this claim."
4	A pop-up message will appear that says, "Are you sure that you want to process this blood unit?" Click the "Yes" button.
5	Any blood product that is transferred between ARC sites will be transferred using the routine transfer process. Refer to procedure, "Transfer of Blood Products."
6	The hospital receiving the blood product will be responsible for arranging and paying for courier services to transport the blood products.

Claiming a Blood Product

Step	Action
1	This function is used to search for and claim a blood product to transfer into our hospital.

Step	Action
2	Click the "Available Blood Units" tab. A list of all available products appears.
3	Limit your search to products that meet your requirements by selecting fields in the following dropdown menus then clicking "Go." A. Product type B. Blood type C. CMV status D. Irradiation status
4	If you find an appropriate product, click the "Claim" button.
5	The pop-up box "Are you sure you want to claim this blood product" appears. Click the "Yes" button.
6	Call the hospital that currently has the product and arrange for transfer to our hospital.

Cancelling a Claim for a Blood Product

Step	Action
1	This function is used if we have claimed a blood product that we no longer want to bring into inventory.
2	Click on the "My Pending Claims" tab. All blood products that our hospital has claimed will appear.
3	Find the blood product that you want to unclaim in the list of blood products then click the "Cancel your claim" button.
4	The pop-up message will appear, "Are you sure you want to unclaim this blood unit?" will appear. Click "Yes."

6. **RELATED DOCUMENTS**
   SOP: Transfer of Blood Products
   Form: American Red Cross Transfer Notification Form

7. **REFERENCES**
   None

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

9. **ADDENDA AND APPENDICES**
   None