

MONITORING INVENTORY LEVELS

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|---------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> St. Joseph Medical Center, Tacoma, WA | <input checked="" type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input type="checkbox"/> Harrison Medical Center, Bremerton, WA |
| <input checked="" type="checkbox"/> St. Francis Hospital, Federal Way, WA | <input checked="" type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA | <input type="checkbox"/> Harrison Medical Center, Silverdale, WA |
| <input checked="" type="checkbox"/> St. Clare Hospital Lakewood, WA | <input type="checkbox"/> Highline Medical Center Burien, WA | <input type="checkbox"/> PSC |

PURPOSE

To describe how to monitor inventory levels in SafeTrace Tx.

RELATED DOCUMENTS

- | | |
|--------------|----------------------------------------------------|
| J-W-TS-0200 | Blood Hub Online Ordering and Inventory Management |
| M-PO-TS-0302 | Blood Product Inventory Policy |

BACKGROUND

Inventory is in a constant flux throughout our hospital system as units are delivered and transferred between facilities. It is important to quickly return short-dated products to SJMC to minimize the likelihood that they will expire while on the shelf.

Please return components to SJMC as follows:

- Thawed plasma to SJMC on Day 3 post-thaw
- Platelets after 6 hours at your facility but not transfused
- Cryoprecipitate after 1 hour if provider decides not to transfuse. Notify the provider of the short outdate and ask for his/her decision on whether or not cryo will be used.

STEPS – BASIC TOTALS REPORT

Overall Snapshot of Inventory Level Totals

This method is easily used when all that is desired is a count of each type of blood product. If discrepancies in the numbers occurs, staff should look at the detailed process to be found in the inventory module below.

1. Open the Program Manager. Select: **Options > Reports**. The Reports window will open.
2. Scroll through the list of reports until you reach **Inventory Level Report – G051**. Click **OK**
3. In the Product ID box, use the dropdown to select which Product ID will be inventoried. Leave the dropdown blank if you wish to pull inventory levels for all products at once.
4. Type in the hospital Location (example: SEHBB) and click the Preview button. It is not necessary to enter expiration date information.
5. Click Preview and then print the report

STEPS – DETAILED INVENTORY REPORTS

Component Inventory Levels

1. Select **Utility > Inv. Levels > Components**. Component Inventory Levels screen opens
2. Depending on your inventory levels, you may want to leave the dropdown blank so that it will pull inventory information for all products.
3. If your inventory levels are quite high, you can sort inventory by product type. In the **Product ID box** type in the specific product type– RBC, FFP, PLT, CRYO. You may also use right-click and find.
4. In the **Location** box, type in your hospital - SAHBB, SCHBB, SEHBB, SFHBB, or SJMCBB
5. You may further drill down by adding additional parameters to the screen. Leaving them blank will widen the search.

The screenshot shows the 'Component Inventory Levels' window. The search criteria are: Std. Prd Code: (blank), Product Id: FFP, Location: SJMCBI - SJMC Blood Bank, ABO: (blank), Rh: (blank), CMV Negative: (unchecked), Expiration Date: (blank), Io: (blank), Max Days Old: (blank), Status: (blank). The 'Detail By' section has 'Std Prd Code' selected. The 'Inventory Results' grid is empty.

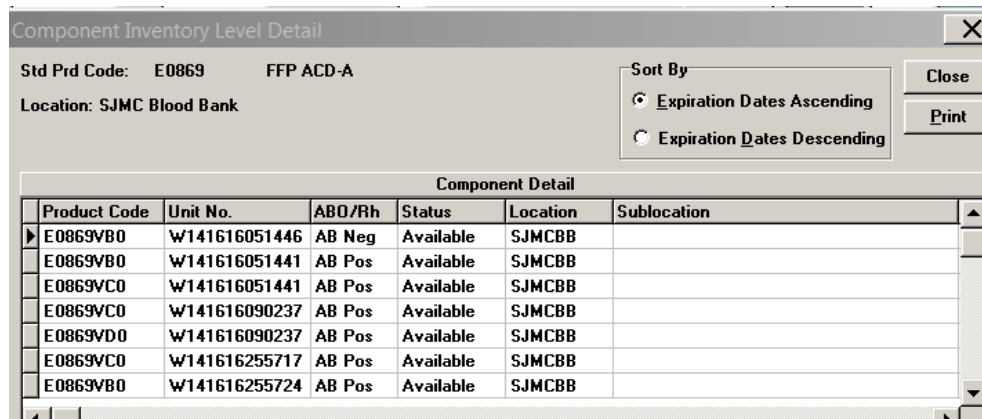
Std Prd Code/Product ID	Location ID	Quantity

5. **Click Query**. Inventory Results organized by product code appear in the Inventory Results Grid. Each row in the grid displays the number of products under each product code currently located in the selected hospital. Click **Print** to have these totals printed out. It can be used to obtain a total count of inventory.

The screenshot shows the 'Component Inventory Levels' window with the same search criteria as above. The 'Inventory Results' grid is now populated with the following data:

Standard Product Code	Product Code	Location ID	Quantity
E0713	FFP CP2D	SJMCBB	6
E0869	FFP ACD-A	SJMCBB	8
E2121	FFP ACD-A	SJMCBB	2
E2619	FFP CP2D	SJMCBB	83
E2737	FFP CP2D	SJMCBB	1

- For **details** – (including ABORH type) of each product code, double-click a row. The **Component Inventory Level Detail window** opens. Click **Print** and the report for that product code will be available. This can be repeated for all the product codes.



- Use the printed reports to reconcile inventory

DERIVATIVE LEVELS

- Select **Utility > Inv. Levels > Derivatives**
 - Type **RHIG** into the Derivative ID box
 - Type in your **hospital location**
- Click **Query**
- Using the sliding arrow at the bottom of the screen, **scroll all the way to the right to view the number of individual RhIG vials** are in the refrigerator
- This is the electronic count

Reconciling RhIG inventory

This situation would only occur if someone issued a vial of RhIG to a transporter without dispensing the RhIG in SafeTrace Tx – and should be extremely rare. Should this occur, an investigation must be done to see if the person who received the RhIG can be identified, with the RhIG issue then completed in Tx. If the situation cannot be resolved, adjust the inventory.

- It is important to know how many lot #'s are in your storage unit along with how many vials of each lot are physically present. Count and make a note of how many RhIG vials are in the refrigerator – along with their lot numbers.
- If your physical count of RhIG and Lot #'s does not match what is on the electronic inventory count, you must reconcile the count
- Double-click** on the Derivative row in the **Derivative Inventory Levels screen**. The **Derivative Level Inventory Detail screen** will open. Write down the number of vials that SafeTrace Tx is showing for each lot number. Close out any open screens, but leave the Inventory Module open.
- Select **File > Open > Derivative Lot**. Type in:
 - Derivative ID = RHIG.
 - Manufacturer ID = CSLBEHRING
 - Lot #
 - Hospital location
 - Click Query

4. The **Open Derivative Lot screen** opens with the desired lot number highlighted. Double click it. The **Derivative Lot Screen** will open.
5. With the Derivative Lot screen open, select: **Utility > Reconcile > Derivative Lot**. The **Adjust Derivative Lot screen** will open.
 - Click the radio button Adjust
 - Type in a reason in the comment field to explain why the count has to be adjusted
 - Scroll to the farthest right column which is next to the quantity column.
 - Type in the number of RhIG that are actually in the refrigerator.
 - Click OK.
6. The electronic count will update to the visual count.

REFERENCES

AABB Standards for Blood Banks and Transfusion Services, current edition

AABB Technical Manual, current edition