

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

To describe the many various activities involved in component management

**BACKGROUND**

Appropriately managing inventory is a critical part of the blood bank processes. A special situation occurs when reserving a component to a patient. These patients have specific requirements for components based on their need for HLA-matched platelets, autologous units, or directed units. Component reservations will be done at SJMC when the product arrives from the blood supplier.

**RELATED DOCUMENTS**

M-W-TS-0331          Component Information & Activity

**INVENTORY MODULE STEPS**

**A. Release Component to Available Inventory**

1. From the **Inventory Module**, select **Components > Release to Available**.
2. The **Release to Available** window opens
3. Barcode scan or manually enter the component Information
4. **Click Accept** to accept the component to the Components Release grid
5. Enter any additional components to be released and accept them to the grid
6. When finished, **click OK**
7. The information is saved and the Release to available window closes

**B. Discard Component**

1. Select **Components > Discard**.
2. The **Component Discard** window opens
3. Enter a reason for the discard in the **Reason** field. A container and a comment may be entered but are not required
4. Barcode scan or manually enter the component information
5. Click **Accept** to send the component information into the **Discarded Components** grid
6. When finished, click **Ok**
7. A question window opens. Click **Yes** to discard the components
8. The **Component Discard** window closes

**C. Reversing a Discarded Component**

1. Select **Component > Reverse Discard**. The Reverse Discard window opens
2. Enter a reason for the reverse discard in the Reason field. A comment may be entered but is not required
3. Barcode scan or manually enter the component information
4. Click **Accept** to send the component information into the **Components to Reverse from Discard** grid
5. Additional units to be reversed may be entered and accepted to the grid
6. When finished, **click OK**. An informational window opens
7. **Click OK** to acknowledge it
8. The Component Reverse Discard window closes.

#### D. Component Quarantine

1. Select **Components > Quarantine**. The Component Quarantine window opens.
2. Enter the **reason** why the component is quarantined in the **Reason field**. A comment is optional and may be entered in the Comment field.
3. Barcode Scan or manually enter the Component Information.
4. Click **Accept** to accept the component to the Quarantined Components grid.
5. Enter any additional components to be quarantined and accept them to the grid.
6. When finished, click **OK**. The information is saved and the Component Quarantine window closes.

#### E. Component Release from Quarantine

1. Select **Components > Release from Quarantine**. The Release from Quarantine window opens.
2. Enter a **Reason**. It is optional to enter a comment in the comment field.
3. Barcode Scan or manually enter the component information.
4. **Accept** it to the grid.
5. Enter any additional components to be released from quarantine and accept them to the grid.
6. Click **OK**. The information is saved and the Release from Quarantine window closes.

#### F. Reserving a Component to a Patient (done at SJMC)

1. Select **Components > Reserve**
2. The **Reserve Component window** opens
3. Scan or manually enter the component information for the unit being reserved
4. In the **Link To Patient(s)** grid, enter the patient for whom the component is being reserved for in the **Patient ID** field
  - Either type in the SafeTrace Tx Patient ID or right click and find.

**Note:** The component can be reserved for more than one patient
5. **Click OK**. The information is saved and the Reserve Component window closes
6. The patient will display in the **Linked Patient Records Found** box of the **Component Profile**

#### G. Disassociating a Reserved Component (done at SJMC)

1. Select **Components > Disassociate**. The Disassociate Reserved Component window opens
2. Enter the component information of the reserved component by scanning or manually entering the information.
3. The associated patient will appear in the **Linked Patients grid**
  - Select the patient
  - Click on the **Delete** button
  - Click **OK**
4. The window will close and the Patient ID in the Linked Patient(s) box is removed from the Component Profile

## REFERENCES

AABB Standards for Blood Banks and Transfusion Services, current edition

AABB Technical Manual, current edition