CHI Franciscan Health

	DISCARDING A COMPONENT AT DELIVERY	

☒ **St. Joseph Medical Center, Tacoma, WA**   ☒ **St. Anthony Hospital Gig Harbor, WA**   ☐ **Harrison Medical Center, Bremerton, WA**
☒ **St. Francis Hospital, Federal Way, WA**   ☒ **St. Elizabeth Hospital Enumclaw, WA**   ☐ **Harrison Medical Center, Silverdale, WA**
☒ **St. Clare Hospital Lakewood, WA**   ☐ **Highline Medical Center Burien, WA**   ☐ **PSC**

PURPOSE

To provide instructions for discarding a non-conforming component at delivery

BACKGROUND

AABB Standards require that all blood components be completely tracked from the moment of acquisition to the final disposition.

RELATED DOCUMENTS

R-W-TS0300   Blood Product Transport and Storage
R-W-TS0308   Visual Inspection of Blood Components
R-F-AD0902   Quality Form

SUPPLIES / EQUIPMENT

SafeTrace Tx Blood Bank Information System
Computer

STEPS

When components are delivered to your facility, they must first be visually inspected. If a component is leaking, too warm or too cold, discolored, or otherwise inappropriate for transfusion – it must be discarded. This process can easily be done at the same time that other units from the same delivery are being received.

1.   From the Inventory Module, select "**File > New > Delivery"**. The New Delivery from Supplier window opens.

2.   The Receive Date and Time automatically populates, but may be edited if necessary.
     - Enter the Supplier in the appropriate field.

3.   Click the OK button. The Delivery Profile window opens. The system will generate a unique Delivery ID.

4.   In a row in the Delivery Items grid, enter P for Product in the Type column.

5.   Enter the Item ID (RBC, FFP, CRYO, or PLT) and the Quantity received in the appropriate columns.

6.   Double-click on the item row in the Delivery Items grid.
     - The Component Receipt window opens
     - The selected product type displays in the Title Bar of the Component Receipt window.

7.   In the Component Receipt window, barcode scan the unit to be discarded so that it populates the Component Information box.

8. Before accepting to the Components Received grid:
   - In the Disposition box of the Component Receipt window, click the Discard check box, and uncheck the Visual Inspection OK box.
   - Enter all required information including the Discard Reason and a Comment.

9. Click "Accept" to load the component into the grid.

10. Click OK to close the Component Receipt window.

11. On the Delivery Profile window, click the Receipt Complete Check box.

12. Click the SAVE icon on the tool bar to save the information.

13. Close the Delivery window by clicking the X in the top right corner of the Delivery Profile window.

REFERENCES

AABB Standards for Blood Banks and Transfusion Services, current version

AABB Technical Manual, current version