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M-PO-TS-0302-11

POLIC

BLOOD PRODUCT INVENTORY POLICY

St. Joseph Medical Center Tacoma, WA St. Francis Hospital Federal Way, WA

St. Clare Hospital Lakewood, WA St. Anthony Hospital Gig Harbor, WA

St. Elizabeth Hospital Enumclaw, WA Highline Medical Center Burien, WA

□ PSC

POLICY

The FHS Transfusion Service maintains inventory of blood products adequate to meet the needs of the patients it serves. RBC units are inventoried daily, while stored remotely at SAHBB, SCHBB, SEHBB, and SFHBB, and blood unit segments are maintained for purpose of centralized crossmatching performed at SJMCBB. Crossmatched units are excluded from the daily inventory count.

MINIMUM INVENTORIES

SJMC

	O POS	O NEG	A POS	A NEG	B POS	B NEG	AB POS	AB NEG
LR RBCs	50	22	40	12	10	6	6	0
LR/Irrad RBCs	8	5	8	5	5			
FFP	30		3	0	20		20	
THAW PLASMA			4	2				2
CRYO	10 units pooled Cryo (each pooled unit = 5 cryo). Any blood type 1 AB single cryo for neonatal use 6 platelets Minimum of at two platelets at all times on TRAUMA days (1) Emergency transfusions: LIRBC = O Neg, CMV Neg, HBS Neg, Fresh (≤ 7 days old) This blood is on a standing order with BWNW, shipped to SJMCBB routinely on Tue (1 unit) and on Fri (1 Unit) (2) Aliquot orders = Order STAT from BW– each RBC aliquot will be IRR and then shipped.							
PLT								
NEONATAL RBCs								
						n shipped.		

SAH, SCH, SEH, SFH

	O POS	O NEG	A POS	A NEG	B POS	B NEG	AB POS	AB NEG
LR RBCs	10	8	10	4	4		2	
LR/Irrad RBCs	2	2	2					
FFP	4 4		2		8			
Cryo	2 units pooled Cryo (each pooled unit = 5 units cryo) – any blood type 5 doses							
Rhlg (Rh Immune Globulin)								

RELATED DOCUMENTS

R-W-TS-0452 BloodHub® Ordering and Inventory Management **BWNW Forms** SAH Inventory Order Form SCH Inventory Order Form SEH Inventory Order Form SFH Inventory Order Form SJMC Inventory Order form

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MONITORING INVENTORY

Flex standing inventories up when necessary in anticipation of extreme weather conditions or known significant transportation issues. SAH, SCH, SEH, SFH should stock FFP much higher than the minimum inventories listed in the table in order to place an order to Bloodworks NW (BWNW) just twice a month while still meeting policy requirements.

St. Joseph Medical Center

- 1. Open **Option > Reports** and run Safetrace report titled "Outdated Products Not Disposed" for RBCs for SJMCBB and each remote site (SAHBB, SCHBB, SEHBB, and SFHBB)
 - Discard any expired units and notify remote site to remove units from physical locations as necessary

Report Name	RPT_ID	Report Type 🔺	OK			
Monthly Summary of Charges	g017	General				
Monthly Wasted Products Report	g019	General	Cance			
Outdated Products Summary Report	g025	General				
Outdated Products not Disposed	g024	General				
Patient Charges for Test and Services	g015	General				
Patient History	g053	General				
This report provides a summary of outdated products that have not been discarded. This report is sorted by location, and the report prints at the location of the products. This report may be used to reconcile inventory and ensure that outdated products have been assigned an appropriate inventory status.						

- 2. Open Safetrace "Inventory Level Report" from reports menu
 - Chose detail by: Product ID (radio button)
 - Enter each location, SJMCBB and each remote site (SAHBB, SCHBB, SEHBB, and SFHBB) Chose OK to preview or print
 - Chose "Detail" and observe RBC product type at each location

 Each location may run FFP and Cryo inventory levels as necessary
- 3. Open **Utility > Inventory Level > Components** and generate an inventory report for each site (SJMCBB, SAHBB, SCHBB, SEHBB, and SFHBB). This report can be used to reconcile RBC inventory at SJMCBB, and to monitor inventory levels at the other sites.
- 3. Any short dated units are flagged for priority use. SJMCBB will request the transfer of short-dated units back to SJMC from the other hospitals, as necessary to appropriately manage inventory.

 At SJMCBB and Harrison (HMCBBB), the product orders are electronically entered into web location for BloodHub[®]. See titled "BloodHub[®] Ordering and Inventory Management".
 <u>Note</u>: If a STAT inventory order is placed, you MUST call them to notify them (425-656-3081) as BloodHub is not currently monitored at BWNW in real time.

- 5. Should BloodHub or the internet be down, a manual Inventory Order Form will be prepared.
 - Fax the order to 425-251-3228 at Bloodworks NW (BW).

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- Phone BW to let them know you are sending a fax: Call 425-656-3081
- 6. The following time schedule applies to placing SJMC inventory orders twice per day in Bloodhub[®]:
 - 0500 0700 daily for the scheduled delivery at 0900.
 - 1600 1800 Monday through Friday for the scheduled delivery at 2000.

Note: There is no PM delivery on Saturdays or Sundays – just one daily delivery provided on weekends.

St. Anthony, St. Clare, St Elizabeth, St. Francis

1. **Option > Reports** and run an "Inventory Level Report" to generate an inventory report each day and to reconcile RBC inventory.

Report Name	RPT_ID	Report Type 🔺	OK			
Derivative Inventory Level Detail Report	g042	General				
Discharge Cumulative Summary Patient Result Report	g045	General	Cano			
Inactivated Segments Report	g021	General				
Inventory Level Report	g051	General				
Issued Units Report	Z328	Custom				
Monthly Summary of Charges	g017	General				
This report provides inventory level counts, by product Id, location, sublocation, blood group and standard product code. Totals by blood group and product inventory status display. Products with an inventory status of Available, Unconfirmed or Assigned display. Assigned or Unconfirmed products must have an order product inventory status of Work in progress or Ready to issue. Unconfirmed products that are not on an order also display. A total by product id at each location displays.						

- 2. BWNW expects routine orders/deliveries of frozen products on the 1st and 3rd Tuesday of each month. Fax your orders for Pooled Cryo and/or FFP no later than 0645 on the date of delivery.
 - Main Fax: 425-251-3228
 - Backup Fax: 425-251-3574
- 3. Phone BW to let them know you are sending a fax:
 - Telephone: 425-656-3081

REFERENCES

AABB Technical Manual, current edition

AABB Standards for Blood Banks and Transfusion Services, current edition

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