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References:
Applicability: *St. Joseph Medical Center
St. Anthony Hospital
St. Clare Hospital
St. Elizabeth Hospital
St. Francis Hospital*

Receiving Components From Blood Supplier – SAH, SCH, SEH, SFH, M-W-TS-0327-00

PURPOSE

To provide instructions for receiving units into SafeTrace Tx inventory from an outside supplier. This document is specific to the hospitals in the title and refers only to receiving frozen FFP & Cryoprecipitate.

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 Component Storage and Transport
R-W-TS0308	Visual Inspection of Blood Components
R-F-AD0902	Quality Form
M-W-TS-0321	Discarding a Component at Delivery

SUPPLIES / EQUIPMENT

SafeTrace Tx Blood Bank Information System Computer

RECEIVING UNITS FROM BLOOD SUPPLIER

Inspection of Units

1. Remove components from the shipping container(s) as soon as possible after arrival.
 - Frozen FFP and CRYO will be packed on dry ice.
 - Platelets shipped directly from the blood supplier will arrive on gel packs at room temperature

2. Remove the Bloodworks NW Order Distribution Report from the shipping container.
3. Visually inspect the frozen components as they are removed from the container.
4. If the blood components pass inspection (no nonconforming products), document on the Bloodworks NW Order Distribution form by signing and dating it.
5. If a component does not pass inspection
 - Document non-conformance on the shipping form.
 - "Discard" the component at delivery. This is a SafeTrace function. Do not throw away the component!
 - Notify BloodWorks NW of the situation and have the unit returned to them
 - Fill out a Bloodworks NW Component Complaint Form and return it to the supplier.
 - Fill out a Quality Form for tracking purposes
6. Check the Bloodworks NW Order Distribution Report against the products received for any discrepancy in unit numbers, product, or blood type.
7. Call the supplier to resolve any discrepancies. Document on the shipping form and complete a quality form.

Enter Units into inventory

1. **File > New > Delivery.**
2. The New Delivery from Supplier window opens. The Receive Date and Time automatically populate
3. Enter **BWNW** in the Supplier field.
4. Enter the Order # from the **Order Distribution Report** in the External ID field.
5. Click the **OK** button to open the Delivery Profile window. The system will generate a unique Delivery ID
6. In the Delivery items grid, **enter P for Product** in the Type column
7. Enter the **item ID** (FFP, CRYO, PLT) and quantity by manually counting the number of units you will log in. Enter that number in the quantity column.
 - Additional rows may be added as needed to accommodate all items sent in shipment –FFP or CRYO or PLT– one product per row
 - To accomplish this, push the down arrow – or - right click current row, select Add ROW
8. **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 window
9. Barcode scan or manually enter the information from all 4 quadrants of the component in the Component Receipt window. If information is manually entered, the Manual Button must be selected.
10. When entering FFP, record the volume in the "**Available Qty**" field. This field is not required by SafeTrace Tx, but it is important for patient care and **must** be recorded. The volume of FFP transfused to a patient is critical for patients who are undergoing Plasma Apheresis (exchanges) procedures.
11. When entering Pooled Cryoprecipitate or Pooled Platelets there are additional steps.
 - Click the **Additional** button in the far right menu list
 - The **Component Additional Information** window will open

- In the **Units in Pool** field, type in the number of cryo or platelets as found on the product face label
 - Click OK
 - Click Accept to send it to the grid.
12. Perform a **visual check** of each component received.
 - If a product does **not** pass the visual inspection, be sure that the Visual Inspection OK box is **unchecked**.
 - For all components that pass the inspection, ensure that the Visual Inspection OK box is **checked**
 13. Click **Accept** after scanning each component to send the unit information to the bottom Components Received grid
 14. Repeat steps 9-12 above to receive remaining components.
 15. When all components of that product type have been entered into the Component Receipt window, be careful to ensure that the **"Actual" number matches the "Quantity"** shown in the top left corner of the Component Receipt window **before** proceeding.
 - If there is a discrepancy in the numbers, it indicates that a unit has not been scanned in yet.
 - Locate and scan in the missing unit.
 - When numbers do not match in Tx, it creates a lot of problems downstream. The missing unit goes into a state of "limbo" and Haemonetics must get involved to fix the situation.
 16. Click the **OK** button to record the information and close the Component Receipt window. The Delivery profile window appears.
 17. Continue to record the component information for each product type in the Delivery Items grid by double clicking on the row to open the Component Receipt window.
 18. When all products have been entered, check the **Receipt Complete Check box**.
 19. Click the **SAVE** icon on the tool bar to save all the information
 20. Store the Bloodworks NW Order Distribution Report in a designated location.
 21. Put away units into the appropriate storage unit.
 - **Note:** It is helpful to apply tape with expiration month and year to the outside of FFP or Cryo boxes so that it is visible in the freezer for easy selection of the oldest unit.

REFERENCES

AABB Standards for Blood Banks and Transfusion Services, current version

AABB Technical Manual, current version

Attachments:

No Attachments

Approval Signatures

Approver	Date
Arlene Brennan: Administrative Coordinator	02/2018

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Joren Keylock: MD, Medical Director	02/2018
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Applicability

St. Anthony Hospital, St. Clare Hospital, St. Elizabeth Hospital, St. Francis Hospital, St. Joseph Medical Center

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