#### Performing Clerical Refreeze of FFP and Cryo in Component Prep

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| Purpose | To provide direction for performing a clerical refreeze of FFP and Cryo using blood component preparation (BCP) function. |

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| Policy | * Component prep function “SCFZ” is used to ONLY clerical refreeze an FFP or Cryo component if the unit has not been thawed. * Once the unit component has been corrected the ISBT Product code must be added to the component code in Blood Product Entry (BPE) before unit can be used again. |

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|  | |  |  | | --- | --- | | Step | Action | | 1 | Open Blood Component Preparation icon in Sunquest | | 2 | Click on the value field and enter component preparation function code “SCFZ”. | | 3 | Enter the information in the following fields: Date, Time, Shift, and Tech.; use the TAB key to advance to the next field. | | 4 | Press “ALT C” or Click on “Continue”. | | 5 | “Unit #” field: Barcode or enter unit number in:   * Use the drop down arrow to select appropriate product if “Component” doesn’t fill in automatically. * Use the drop down arrow to select the appropriate division if “Division #” does not filling automatically. | | 6 | Click on highlighted Component box and enter the correct component code, <TAB>. | |

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| (continued) | |  |  | | --- | --- | | Step | Action | | 7 | Container Field: Enter the appropriate container code (listed in the table), <Tab>.   |  |  | | --- | --- | | Component | Container code | | FFP | FFPCNT | | FDT | DIVF | | FFPT, PTHW, PTHW1, PTHW2, PTHW3, PTHW4 | SGL | | FPJT, JPTHW | JUMBOD | | FP24, FP241, FP242, FP243, FP244, FP24T, FP241T, FP242T, FP243T, FP244T | SGL | | CRY, CRT | SGLC | | CP, CPT | CRYP | | | 8 | Volume Field: Enter the component volume, <Tab>. | | 9 | Expiration Date Field: Enter the correct expiration date,   |  |  | | --- | --- | | If ... | Then ... | | Input expiration date is ≤ output expiration date | <TAB> | | Input expiration date > output expiration date | A QA warning box will popup, click the “Acknowledge” check box and then click on save | | | 10 | Expiration Time Field: Enter the correct expiration time, <TAB>. | |
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| (continued) | |  |  | | --- | --- | | Step | Action | | 11 | In the Task 1 section review the input and output information.  Note: Under product code there will be a “\*” instead of a E code   |  |  | | --- | --- | | If… | Then… | | Input and output information is correct | No action needed. | | Output information is incorrect | * Using cursor, click on the incorrect information and then type in the correct information. * <TAB>. | | | 12 | Press “ALT S” or click on “Save”. | | 13 | Click on “Finish”   * If “Override of AQ Failures” box appears a CLS must review and override it if appropriate before continuing. | | 14 | Proceed to “Performing Blood Product Entry Corrections in Blood Product Entry” SOP to add ISBT Product Code. | |