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Owner: Irene Wittkop: Coord,
Transfusion Service
Policy Area: Lab - Transfusion Service
References:
Applicability: Sutter Roseville Medical Center

Managing Covid Convalescent Plasma Orders

Managing COVID-19 Convalescent Plasma Orders

Purpose Provide instruction for the management of COVID-19 Convalescent Plasma (CCP) orders once the Transfusion Services is notified by a provider of a patient need.

- Policy**
- Donor unit will be collected at a blood supplier donation center.
 - Plasma will be sent directly to the facility designated on the blood supplier Convalescent Plasma Donor Form following completion of testing and labeling.
 - Forms will be provided by each individual affiliates research contact identified on the "Sutter Health COVID-19 Convalescent Plasma Sites and Primary Contact Info".
 - Plasma will be tagged by the blood supplier as investigational.
 - The units will not include a designated patient name.
 - A donation can include up to 5 bags and the affiliate will receive all bags.
 - Units in affiliate inventory may be used for more than one patient once 2 units have been placed in a designated location for the identified patient that prompted the donor collection.
 - The only identification that a donation is for a particular patient is the plasma blood type for the received unit is compatible to the patient who requires the transfusion.
 - Units can only be used for COVID-19 patients who have an IND (Investigational New Drug) completed by a licensed provider.
 - Transfusion Services will be responsible for distributing the COVID-19 Convalescent Plasma Order form to complete.
 - Plasma should not be ordered and/or thawed until completed form is returned to the Transfusion Services Dept.
 - Each IND covers 1 transfusion (**200 ml plasma unit**), if the patient require a 2nd transfusion a new IND must be completed and the process below must be started again.
 - Ordering Provider or a care team member should notify the Transfusion dept. of intent to provide a patient with convalescent plasma prior to placing an EPIC order.
 - COVID-19 Convalescent Plasma can only be ordered for patients over 18 years old with severe or life-threatening COVID-19 disease.

EPIC Ordering The ordering provider will place an order in EPIC and should notify Transfusion Services.

If EPIC order is a...	Then...
FFP	Provider should enter "COVID Convalescent Plasma" in the order comment field.
COVID Convalescent Plasma	Nothing further required by the ordering provider.

Plasma Order Form Once EPIC order is received perform the following:

Step	Action
1	Print an EPIC patient label and obtain a copy of the COVID-19 Convalescent Plasma Order Form; complete the top portion.
2	Provide the Ordering Provider, or an assigned representative with the COVID-19 Convalescent Plasma Order Form.
3	Inform the Provider or care team member that form must be completed and returned to Transfusion Services ASAP.

Placing an Order for the Plasma Follow steps below to process a Convalescent Plasma order.

Step	Action
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Product	<table border="1"> <tr> <td data-bbox="329 149 391 191">1</td> <td colspan="2" data-bbox="399 149 1328 191">Verify patient has an ABO type on record, if not type patient immediately.</td> </tr> <tr> <td data-bbox="329 201 391 869">2</td> <td colspan="2" data-bbox="399 201 1328 222">Determine the product availability at affiliate. If needed follow ordering steps provided.</td> </tr> <tr> <td data-bbox="399 233 841 264">If...</td> <td colspan="2" data-bbox="849 233 1328 264">Then...</td> </tr> <tr> <td data-bbox="399 275 841 338">Product is in storage at affiliate.</td> <td colspan="2" data-bbox="849 275 1328 338">Proceed to affiliate appropriate SOP for thawing the product.</td> </tr> <tr> <td data-bbox="399 348 841 464">Product has not been received at affiliate.</td> <td colspan="2" data-bbox="849 348 1328 464">Call blood supplier to get an ETA for delivery. Notify the ordering provider. Once received proceed to "Receiving a Convalescent Plasma" section in this SOP.</td> </tr> <tr> <td data-bbox="399 474 841 558">No specific donation for patient and/or no type compatible units in storage at affiliate.</td> <td colspan="2" data-bbox="849 474 1328 558">Call designated Sutter affiliate(s) to determine availability of a type compatible unit.</td> </tr> <tr> <td data-bbox="399 569 841 621">If a unit is...</td> <td colspan="2" data-bbox="849 569 1328 621">Then...</td> </tr> <tr> <td data-bbox="399 632 841 789">In inventory</td> <td colspan="2" data-bbox="849 632 1328 789">Unit will be thawed and shipped out in SQ to requesting affiliate. Refer to affiliate specific SOP for "Packing and Transport".</td> </tr> <tr> <td data-bbox="399 800 841 869">Not in inventory</td> <td colspan="2" data-bbox="849 800 1328 869">Call local blood supplier and order unit to be delivered.</td> </tr> </table>	1	Verify patient has an ABO type on record, if not type patient immediately.		2	Determine the product availability at affiliate. If needed follow ordering steps provided.		If...	Then...		Product is in storage at affiliate.	Proceed to affiliate appropriate SOP for thawing the product.		Product has not been received at affiliate.	Call blood supplier to get an ETA for delivery. Notify the ordering provider. Once received proceed to "Receiving a Convalescent Plasma" section in this SOP.		No specific donation for patient and/or no type compatible units in storage at affiliate.	Call designated Sutter affiliate(s) to determine availability of a type compatible unit.		If a unit is...	Then...		In inventory	Unit will be thawed and shipped out in SQ to requesting affiliate. Refer to affiliate specific SOP for "Packing and Transport".		Not in inventory	Call local blood supplier and order unit to be delivered.	
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Preparing Product Order	<p>Follow the steps below to prepare the product.</p> <table border="1"> <thead> <tr> <th data-bbox="358 1205 418 1236">Step</th> <th data-bbox="427 1205 1328 1236">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 1247 418 1310">1</td> <td data-bbox="427 1247 1328 1310">Ensure you have an order for the patient, along with completed COVID-19 Convalescent Plasma Order Form.</td> </tr> <tr> <td data-bbox="427 1320 906 1352">If plasma obtained from...</td> <td data-bbox="914 1320 1328 1352">Then...</td> </tr> <tr> <td data-bbox="427 1362 906 1394">Blood supplier</td> <td data-bbox="914 1362 1328 1394">Proceed to next step.</td> </tr> <tr> <td data-bbox="427 1404 906 1436">Sutter affiliate</td> <td data-bbox="914 1404 1328 1436">Proceed to step 5.</td> </tr> <tr> <td data-bbox="358 1446 418 1478">2</td> <td data-bbox="427 1446 1328 1478">Thaw plasma according to affiliate specific SOP.</td> </tr> <tr> <td data-bbox="358 1488 418 1646">3</td> <td data-bbox="427 1488 1328 1646"> Perform component preparation for input code E9747 as follows: <ul style="list-style-type: none"> Enter Component Prep Function Code = C9747 SQ output code CVFPT will display Output code E9752 (5 day thawed plasma) will display and print out on label Expiration date of 5 days will display and print out label </td> </tr> <tr> <td data-bbox="358 1656 418 1719">4</td> <td data-bbox="427 1656 1328 1719"> Line out the following statement on the product label, "See tie tag for antibody titer levels". <ul style="list-style-type: none"> Affix label to the unit. </td> </tr> <tr> <td data-bbox="358 1730 418 1772">5</td> <td data-bbox="427 1730 1328 1772">Allocate product to the patient according to affiliate specific SOP.</td> </tr> <tr> <td data-bbox="358 1782 418 1814">6</td> <td data-bbox="427 1782 1328 1814">Notify the floor when the product is ready for pick up.</td> </tr> <tr> <td data-bbox="358 1824 418 1877">7</td> <td data-bbox="427 1824 1328 1877">Provide a copy of the nursing job aid titled "Investigational COVID-19 Convalescent Plasma" with each unit issued to the floor.</td> </tr> </tbody> </table>	Step	Action	1	Ensure you have an order for the patient, along with completed COVID-19 Convalescent Plasma Order Form.	If plasma obtained from...	Then...	Blood supplier	Proceed to next step.	Sutter affiliate	Proceed to step 5.	2	Thaw plasma according to affiliate specific SOP.	3	Perform component preparation for input code E9747 as follows: <ul style="list-style-type: none"> Enter Component Prep Function Code = C9747 SQ output code CVFPT will display Output code E9752 (5 day thawed plasma) will display and print out on label Expiration date of 5 days will display and print out label 	4	Line out the following statement on the product label, "See tie tag for antibody titer levels". <ul style="list-style-type: none"> Affix label to the unit. 	5	Allocate product to the patient according to affiliate specific SOP.	6	Notify the floor when the product is ready for pick up.	7	Provide a copy of the nursing job aid titled "Investigational COVID-19 Convalescent Plasma" with each unit issued to the floor.					
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Finalizing Paperwork	Once unit has been issued to the patient process the paperwork accordingly.																											

Scan COVID-19 Convalescent Plasma Order Form as follows:

- Sign into EPIC and select media manager tab, click on order option
- Select the plasma order associated with the convalescent plasma
- Scan the document
- Review the scan to verify it scanned appropriately
- Select "Lab Test Result" from the Document Type drop down
- Free text "CCP Order" in the Document Description

Email Stacy Ralston and notify her that the information is in EPIC for her review.

File copies in the laboratory and store according to regulatory requirements.

All revision dates:

Attachments

[CCP Primary Contact Info](#)
[COVID 19 Convalescent Plasma Nursing Job Aide](#)
[COVID 19 Plasma Order form](#)

Approval Signatures

Step Description	Approver	Date
Medical Director	Lindsey Westerbeck: Dir, Lab	pending
Laboratory Director	Lindsey Westerbeck: Dir, Lab	4/27/2020

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