Current Status: *Pending*	**PolicyStat ID:** *9590044*
Origination:	*4/3/2020*
Effective:	*Upon Approval*
Final Approved:	*N/A*
Last Revised:	*4/6/2021*
Next Review:	*2 years after approval*
Owner:	*Nadera Poirier: Spvr, Transfusion Services*
Policy Area:	*Lab - Transfusion Service*
References:	
Applicability:	*Sutter Roseville Medical Center*

Sutter Health
Sutter Roseville Medical Center

Issuing Blood Products to Outpatient Infusion Center in Approved Transport Devices

PURPOSE

The purpose of this procedure is to provide instructions on the issuing and transportation of blood products in approved transport devices to the Outpatient Infusion Center.

POLICY

- This procedure applies to blood products transferred to the Outpatient Infusion Center for transfusion upon arrival or to be stored until administration.
- Issuing blood products for multiple patients at the same time is only permitted when the products are to be transferred to the Outpatient Infusion Center where approved remote blood product storage devices are located.
- Blood products requiring refrigeration upon receipt will be transported in the Outpatient Infusion Center cooler. Platelet products will be transported in a MaxQ Blood Shipper.
- A completed *SRMC OP Infusion Center Blood Product Transfusion Request* identifying each patient, blood bank armband identification number, the number of units requested, the type of product, and whether special requirements are needed for transfusion must be received by Transfusion Services before the cooler or MaxQ Blood Shipper can be packed.
  - The request for products will be faxed to Transfusion Services by Outpatient Infusion Center at close of day (1800-1830) for products to be provided the following day.
  - When issuing, a second person is not required to verify the packing of the Outpatient Infusion Center cooler or MaxQ Blood Shipper.

PROCEDURE

Transport devices are to be ready 10 minutes before next scheduled courier run. If request received between courier runs, contact Outpatient Infusion Center to alert them that devices are ready for pickup.

Step	Action
1.	PM shift will retrieve Outpatient Infusion Center faxed requests for the following day from the fax machine and place next day *SRMC OP Infusion Center Blood Product Transfusion Request* on the clipboard dedicated to the Outpatient Infusion Center.

2.	The day shift SLA will check for Outpatient Infusion Center requests at the beginning of their shift and ensure that requested units are packed and ready for the 1st scheduled courier run.

If:	Then:
Refrigerated product(s)	Double bag 6 scoops of ice and place ice into large Outpatient Infusion Center cooler.
Platelet product(s)	• Remove two charged SHS10 gel packs from the room temperature storage area. • Find the *SHS10 Identifier* on the *SRMC SHS10 Gel Pack Summary Log for MaxQ Blood Shipper* and verify that the SHS10 gel pack has been pre-conditioned for ≥ 24 hours. If it has, document the following on the log: ◦ Under *Pre-conditioned* column document *Y.* ◦ Record *Date* and *Time* gel pack was placed in the MaxQ Blood Shipper and *Tech Code*. • Place a charged SHS10 gel pack on each side of the payload insert. • Insert the laminated location identifier (*OP Infusion Center MOB 8 - Suite 250 SRMC*) in the clear pocket on top of the shipper.

3.	Using the *SRMC OP Infusion Center Blood Product Transfusion Request*, in Sunquest, enter the MRN of the patient into *Blood Product Issue* under *Value field.*
4.	Locate and remove the allocated units from the blood bank storage refrigerator or incubator.
5.	Under the highlighted *Component* field enter the desired product and select *Add* and then *Select*.

Product	Component Code
RBCs	RCG
Platelet	PLTG
Plasma	PLASG

6.	Scan the bar code for the *Unit #*, followed by the bar code for the *Component*. Repeat scanning unit numbers and component types in sequence until all components of the same product type requested for that patient have been scanned. Once all units have been scanned select *Continue*.
7.	Verify that patient information on blood request, computer screen and allocation label match on each unit.
8.	Verify that the unit information from computer, allocation label and bag label match each unit.
9.	Verify that unit(s) meets patient history requirements.
10.	Perform visual inspection of each unit.

If:	Then:
Unit(s) passes visual inspection	Select *Pass All* and select *Continue.*
Unit(s) fail visual inspection	Sequester the product in the quarantine area of the appropriate storage device and investigate source of failure.

11.	Tab through *Issue date* and *Issue time*. For *Issued to* field enter *IVC Transport* and select *Save.*

<table>
<tr><td>12.</td><td>Complete the ISSUED & INSPECTED BY section of the TRANSFUSION RECORD/ TRANSFUSION REACTION FORM with your initials, date and time.</td></tr>
<tr><td>13.</td><td>Remove sticker from back of each unit and place on the SRMC OP Infusion Center Blood Product Transfusion Request. Place the TRANSFUSION RECORD/TRANSFUSION REACTION FORM in the unit reconciliation tray.</td></tr>
<tr><td>14.</td><td>For products being shipped in the Outpatient Infusion Center cooler:
Remove bag of ice from cooler and place issued units at the bottom of the cooler.
Place a piece of bubble wrap on top of the units and then place the bag of ice back into the cooler and close the lid.
For platelet(s) being shipped in the MaxQ Blood Shipper:
Gently fold and place one to four platelets inside of the payload insert and close the lid.</td></tr>
<tr><td>15.</td><td>Complete the DATE, TOTAL # UNITS, LAST NAME OF PATIENTS, TIME PACKED, INITIALS, and TRANSPORT DEVICE on the SRMC OP Infusion Center Transport Log.</td></tr>
<tr><td>16.</td><td>Repeat steps 3-15 until all units have been issued.
Note: If there are units requested that are not available or ready, pack the remaining units for transport and contact the Outpatient Infusion Center charge nurse for follow-up after 0700.</td></tr>
<tr><td>17.</td><td>Place the SRMC OP Infusion Center Blood Product Transfusion Request in the appropriate tray.</td></tr>
<tr><td>18.</td><td>After all requested refrigerated units have been loaded into the Outpatient Infusion Center cooler, secure the lid opening with a piece of packing tape.</td></tr>
<tr><td>19.</td><td>The courier will check-in with Transfusion Services at each assigned run.
<table>
<tr><th>If:</th><th>Then:</th></tr>
<tr><td>No products needing transport</td><td>Notify courier upon arrival that there is no delivery.</td></tr>
<tr><td>Products needing transport</td><td>Request that the courier document the TIME OF PICKUP and TRANSPORTER SIGNATURE on the SRMC OP Infusion Center Transport Log.</td></tr>
<tr><td>Pre-transfusion samples are being dropped off from Outpatient Infusion Center</td><td>Direct courier to deliver to IP processor for processing.</td></tr>
<tr><td>Transport cooler and/or MaxQ Blood Shipper Returned from Outpatient Infusion Center</td><td>
<table>
<tr><th>If:</th><th>Then:</th></tr>
<tr><td>Cooler</td><td>Remove and discard remaining ice bag</td></tr>
<tr><td>MaxQ Blood Shipper</td><td>Remove the SHS10 gel packs and complete the SRMC SHS10 Gel Pack Summary Log. Document the SHS10 Identifier, Date, Time, and Tech Code.
Remove the laminated location identifier (OP Infusion Center MOB 8 - Suite 250 SRMC) from the clear pocket on top of the shipper and return to Outpatient Infusion Center clipboard.</td></tr>
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			• Remove the payload insert and clean the payload insert and MaxQ Shipper using hydrogen peroxide disinfectant wipes or Sani-Cloth. Allow to air dry.
		If blood products are returned in cooler or MaxQ Blood Shipper refer to SOP *Returning Blood Products to Transfusion Services from the Outpatient Infusion Center in Approved Transport Devices.*	

RELATED DOCUMENTS

Returning Blood Products to Transfusion Services from the Outpatient Infusion Center in Approved Transport Devices

All revision dates: 4/6/2021, 4/3/2020

Attachments

SRMC OP Infusion Center Blood Product Transfusion Request.pdf
SRMC OP Infusion Center Transport Log.pdf

Approval Signatures

Step Description	Approver	Date
Laboratory Director	Lindsey Westerbeck: Dir, Lab	pending