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	Owner:	*Nadera Poirier: Supervisor, Laboratory Analytic*
	Policy Area:	*Lab - Transfusion Service*
	References:	
	Applicability:	*Sutter Roseville Medical Center*

Use of Helmer BloodTrack HaemoBank Refrigerator and BloodTrack Manager for Massive Transfusion Protocol (MTP)

PURPOSE

To provide instructions on the use of the Helmer BloodTrack HaemoBank refrigerator/kiosk and BloodTrack Manager (BTM) software by Transfusion Services (TS) to facilitate Massive Transfusion Protocol (MTP) and its reconciliation.

POLICY

- Manual login to kiosk can be performed at the kiosk using SRMC/Sunquest (SQ) credentials and password if needed.
- The contents of the HaemoBank are solely intended for MTP use in the trauma bay.
  - 4 O negative RBCs and 4 plasmas will be stored in the HaemoBank
- Upon accessing products in the HaemoBank, nursing staff is required to call TS to initiate MTP.
  - All subsequent rounds of the MTP will be packed in an approved mobile storage device by TS
- The kiosk will prevent nursing staff from retrieving more than two RBCs and/or two plasmas in one login (total of four units, no more than two of each component type).
- The kiosk selects the shortest dated unit of a component type for issue as its default.
  - For plasma products, type A liquid plasma (LIQP) will be issued before type AB fresh frozen plasma (FFP)
- When selecting products to place in the HaemoBank, avoid selecting multiple units with the same unit numbers and differing parts for ease of issue during MTP.
- LIQP are to be utilized only in the HaemoBank.
  - LIQP is to be left in the kiosk inventory until it expires
  - On the date of the LIQP expiration, units will be replaced with freshly thawed AB FFP or fresher LIQP if available
  - Upon next routine delivery of standing order of LIQP, fresh LIQP will be swapped with any AB FFP to allow for short dated AB FFP to be used by TS
- A HaemoBank inventory report may be printed remotely to reconcile SQ inventory as needed by accessing BTM: *Reports → Inventory →* select *Generate →* select *Generate* again on following screen.

PROCEDURE

Entering Blood Products into BloodTrack Manager

Step:	Action:
1.	Prepare mobile storage device prior to entering blood products into BTM.
2.	Access *BloodTrack Manager* and select *Transactions*, then log in with User ID and password.
3.	Select *Activate Out* and answer *No* to prompt: *Do you want to add patient details?*
4.	Remove a unit(s) from storage and place on a cold pack. Scan the unit barcodes for the following fields to place a blood product into BTM: • Unit Number • Product Code • Unit Blood Group • Expiration Date • A green box with *Good* will appear if unit has been accepted into inventory Note: If a unit has previously been entered into BTM, a red box indicating unit is already in circulation will appear. Perform *Unit Update* as needed.
5.	Prior to placing the unit into the mobile storage device, place an activated BT10 temperature indicator on the bottom of the unit, directly below the face label. Repeat steps 4 and 5 for all products to be placed into BTM.
6.	Proceed to *Placing Blood Products into HaemoBank Inventory*.

Placing Blood Products into HaemoBank Inventory

Step:	Action:
1.	On the *Scan Your Identification* screen, scan the barcode on the front of your employee ID badge and enter your password.
2.	On *Select Action* screen, select *Putting In.*
3.	On *Scan Unit Number* screen, scan the unit number (and E code if prompted) of the first blood product to be entered. • A green check indicates the blood product was appropriately placed into the kiosk Note: Remove only one unit at a time from mobile storage device and place into kiosk inventory prior to moving to the next unit.
4.	Tray for designated unit to be placed into inventory will illuminate blue and both the HaemoBank and tray will unlock to allow access. Place unit into designated tray, then close tray door and HaemoBank prior to continuing to scan additional products. • Units that are not in a suitable status to be placed into usable kiosk inventory will generate a pop-up indicating they are not acceptable to be used. See below for *Removing Products from HaemoBank to Return to TS Inventory*, then select alternate unit or update unit status using BTM (if acceptable for reissue) prior to placing into kiosk.
5.	*Scan Unit Number* screen will immediately reappear, allowing for subsequent units to be scanned into the kiosk. Repeat steps 3 and 4 until all products have been entered.

| 6. | Select *Logout* to return to main menu. |

Removing Products from HaemoBank to Return to TS Inventory

To be used any time a product is to be removed from the kiosk. When removing products from the kiosk due to short date, quarantined status, etc., replacement products must be brought in a mobile storage device to replace the products removed.

- Enter the replacement products into BTM **first** using *Entering Blood Products into BloodTrack Manager* and *Placing Blood Products into HaemoBank Inventory*, then place products to be brought back to TS in the mobile storage device once it is emptied

Step:	Action:
1.	Prepare mobile storage device prior to proceeding to the kiosk.
2.	At the kiosk, on *Scan Your Identification* screen, scan the barcode on the front of your employee ID badge and enter your password.
3.	On *Select Action* screen, select *Taking Out.*
4.	On *Select Patient* screen, select *Bulk Move.*
5.	On *Select One or More Units* screen, highlight all units to be removed from kiosk and select *Select.*
6.	Tray for first product to be removed will illuminate blue and both the HaemoBank and tray will unlock to allow access. • Products with an unusable status will prompt a pop-up indicating an unsuitable status. Select *OK* and proceed
7.	Scan unit number (and E code if prompted) for unit retrieved. • A green check indicates the blood product was appropriately removed from kiosk inventory
8.	Place each unit into the mobile storage device as soon as it is removed from the kiosk. Repeat steps 6-8 for all units selected.
9.	Once all products have been removed, return to TS with all products packed in the mobile storage device. | If:	Then:
Unit was in *Available* status at time of removal from kiosk	Proceed to next step
Unit was in *Quarantined* status at time of removal from kiosk	Proceed to *Addressing Quarantined Units Retrieved from HaemoBank*
Unit was in *Expired* status at time of removal from kiosk	Update unit status in SQ. See SOP *Return, Transfer, Discard, and Quarantine of Blood Products and Rhogam Using Blood Status Update (BSU)* and discard unit	
10.	Access *BloodTrack Manager* and select *Transactions*, then log in with User ID and password.

11.	Select *Update Unit*, then scan the DIN of desired unit. Note: If manually entering unit number, ensure caps lock is on and either (1) include the check digit or (b) enter E code when prompted.
12.	Ensure *State* drop-down is set to *Out* and *Unit Status* drop-down is set to *Available,* then select *Update* and place unit in appropriate inventory storage device in TS. Note: Products in this status that have been physically returned to TS inventory will remain in the BTM and can be returned to the kiosk at a later time if needed without performing the *Activate Out* step.

Addressing Quarantined Units Retrieved from HaemoBank

Products are placed in *Quarantined* status after having been retrieved for patient use and returned to the kiosk unused. These units **must** be allocated, issued, and returned in SQ prior to being placed back into inventory or discarded, as appropriate.

Step:	Action:
1.	Upon returning to TS with quarantined unit(s) in mobile storage device: • Allocate, issue, and return unit(s) in SQ. See *Reconciling MTP Product Use Using BloodTrack Manager* • Evaluate the unit(s) for acceptability based on temperature indicator and visual inspection <table><tr><th>If:</th><th>Then:</th></tr><tr><td>Product **acceptable** for reissue</td><td>Proceed to next step.</td></tr><tr><td>Product **unacceptable** for reissue</td><td>Update unit status in SQ. See SOP *Return, Transfer, Discard, and Quarantine of Blood Products and Rhogam Using Blood Status Update (BSU)* and discard unit</td></tr></table>
2.	Access *BloodTrack Manager* and select *Transactions*, then log in with User ID and password.
3.	Select *Update Unit*, then scan the DIN of desired unit. Note: If manually entering unit number, ensure caps lock is on and either (a) include the check digit or (b) enter E code when prompted.
4.	Ensure *State* drop-down is set to *Out* and *Unit Status* drop-down is set to *Available,* then select *Update.*
5.	Return to *Transactions* in BTM, then select *Return Stock* and scan unit number. • A green box with *Returned to Stock* will appear if unit has been accepted back into inventory. <table><tr><th>If:</th><th>Then:</th></tr><tr><td>Product is to be returned to the kiosk (i.e. LIQP products)</td><td>See *Entering Blood Products into BloodTrack Manager* to perform *Activate Out* prior to placing into kiosk inventory</td></tr><tr><td>Product is not needed in kiosk inventory</td><td>Place unit in appropriate inventory storage device in TS</td></tr></table>

Reconciling MTP Product Use Using BloodTrack Manager

To be used to allocate and issue products in SQ that were retrieved from the kiosk during an MTP.

Step:	Action:
1.	Access *BloodTrack Manager*, select *Reports* on the main screen, then highlight *Emergency Blood History* and select *Generate.*
2.	Select *Date Range*, then enter date(s) the MTP was performed in date fields and select *OK*. • Date must be entered in DD-MMM-YYYY format (example: 01-jan-2022)
3.	Select *Print*. Perform product allocation and issue in SQ using the information generated on the report. • In the event that a nurse removed a unit without scanning the DIN prior to leaving the kiosk, there will be no MRN listed under the *Patient* field. Highlight the unit in BTM and select *Details.* Patient MRN will be listed at the bottom under *Wristband*. • In *Blood Product Issue* function, enter the following data garnered from report: ◦ Issue date: Date listed on report under *Date* ◦ Issue time: Time listed on report under *Date* ◦ Issue location: *RVERDA* ◦ Issued to: Name listed under *User ID* Note: Ensure barcodes generated for DIN and E code are scanned at allocation and issue to prevent transcription errors.

Addressing Alerts in BloodTrack Manager

When an alert posts, the *Alerts* button on the main screen will turn red, flash, and an audible alarm will sound indicating reason for alert.

Step:	Action:
1.	Access *BloodTrack Manager t*o view alerts, select *Alerts* to view all posted alerts and enter User ID and password. • Screen will open to display all unacknowledged alerts
2.	To acknowledge alert, highlight an alert and select *Acknowledge* button. • This does not resolve the alert, only indicates that the alert has been seen. Alert must be resolved prior to continuing.
3.	To resolve alert, highlight alert on *Acknowledged Alerts* tab, then select *Resolve*. The *Choose Alert Resolution* window will open.
4.	Select the response that most closely describes actions taken to resolve cause of alert from the *Choose Alert Resolution* drop-down menu, then select *Resolve*. • Alert and all data contained in it will move to the *Resolved Alerts* tab

Evaluating Expiration of Products in HaemoBank

Step:	Action:
1.	Access *BloodTrack Manager*, select *Reports* on the main screen, then highlight *Unit Expiration* and select *Generate.*
2.	Enter 10 into *Units Expiring within* field, then select *Generate,* followed by *Print*.
3.	Retrieve and replace any short-dated inventory, using the list generated in step 3: • RBC: expiring within 10 days • Plasma: expiring within next 24 hours

REFERENCE

Use and Maintenance of MaxPlus MTP Cooler, RBC/Plasma Cooler, Platelet Shipper, and Platelet Pouch

BT10, TEMPCHECK, and Product Return Temperature Job Aid

Return, Transfer, Discard, and Quarantine of Blood Products and Rhogam Using Blood Status Update (BSU)

All revision dates:

Attachments

No Attachments