Current Status: *Draft* **PolicyStat ID:** *12533825*

Origination:	*N/A*
Effective:	*N/A*
Final Approved:	*N/A*
Last Revised:	*N/A*
Next Review:	*N/A*
Owner:	*Nadera Poirier: Supervisor, Laboratory Analytic*
Policy Area:	*Lab - Transfusion Service*
References:	
Applicability:	*Sutter Roseville Medical Center*

Sutter Health
Sutter Roseville Medical Center

Issuing Blood Products and Rhogam Using Blood Product Issue (BPI)

PURPOSE

To provide instruction on the appropriate process and use of Sunquest (SQ) *Blood Product Issue* (BPI) function for issue of blood products and Rhogam for inpatients.

POLICY

- With the exception of emergent need or downtime, all blood product and Rhogam issue will be documented directly into SQ BPI.
  - Paper documentation of issue will be transcribed into SQ BPI at first opportunity
- All QA overrides generated upon issue in BPI must be evaluated and overridden, if appropriate, by a CLS.
- The only acceptable documentation to be used for blood product issue is (1) the transfuse product order released from Epic or (2) a downtime *Blood Bank Product Pick-Up* form completed by RN prior to product retrieval.
  - Downtime *Blood Product Pick-Up* forms must be completed by RN staff by directly referencing the clinician transfuse order. Forms are not to be completed in Transfusion Services (TS) without first accessing the appropriate transfuse order in Epic to ensure alignment with MD orders.
- Full name (Last, First), MRN, and DOB are required (TS) patient identifiers at time of issue.
  - In cases of updated fictitious names, unit tag must be reprinted at time of issue if name no longer matches between unit tag and transfuse order
  - Does not include middle name/initial or Jr./Sr./II/III/etc. designations
  - Middle name or initial may be missing or truncated, but any visible portion may not be discrepant
- Blood products will **only** be issued for one patient at a time. Personnel retrieving products must be trained in blood product pickup and transportation.
- Available RBCs will be issued in the following order: autologous, designated donor, random donor.
- For patients with multiple units allocated, shortest dated unit should be selected for issue first unless noted otherwise.
- Only one unit is allowed to be issued at one time per patient for routine transfusion with the following exceptions:
  - Rapid infusion: *all* units will be *initiated* within 20 minutes of issue
  - Patient has multiple lines and products will be started simultaneously
  - Active OR case, multiple units requested to hold in OR by physician

- A mobile storage device **must** be used any time more than one product with the same storage temperature is issued. See MaxPlus SOP for instruction.
- Exceptions to above statements are made for **Rhogam** issue:
  - May be retrieved with a patient label only
  - May be issued for multiple patients at a time with each transaction completed separately

KEY

SYMBOL/FIELD:	DESCRIPTION:
Component ETCs	**RCG**: Red Cell Group **PLASG**: Plasma Group **PLTG**: Platelet Group **CRYG**: Cryoprecipitate Group **MFC**: Manufactured Component (Rhogam)
Flags (found next to unit number upon selection of units to be issued from list)	* : Unit also allocated to another patient A : Autologous D : Directed donor R : Restricted
Flashing yellow sun	Flashing tab contains pertinent information (antigen, antibody, problems, comments, etc.)

PROCEDURE

Step:	Action:
1.	Launch Sunquest followed by *Blood Product Issue*.
2.	Enter patient MRN found on the transfuse order or downtime pickup form into *Value* field, then *Search.* Note: *Lookup by* field defaults to Patient ID.
3.	Highlight the patient listing that corresponds to RV (under *HID*).
4.	Enter appropriate ETC (see above) into *Component* field, then select *Add* followed by *Select.* • If issuing multiple product types at one time, add all ETCs that apply prior to *Select*

5.	Retrieve unit from appropriate storage device and scan unit number and component code to automatically check the box for the appropriate unit for each product being issued, with the following exceptions: • Rhogam: no product code exists, scan barcode to populate *Unit #*, then tab to auto-populate the check box next to the appropriate unit. • Unit is being issued without component barcode available, as in cases of transcription of information following issue using downtime procedure. ◦ Scan or type unit number, then tab to auto-populate the check box next to the appropriate unit. Note: Any time component code is unable to be scanned, a pop-up prompt will appear stating "The product bar code was not scanned and will not be saved with issue information. Click OK to issue without saving product code or Cancel to scan the unit's product bar code." Select OK if pop up is encountered in one of the two previously stated situations.
6.	Select *Continue.*
7.	Evaluate patient information on the top portion of the screen, noting blood type, any antigen/ antibody, problem information, comments, or transfusion attributes to ensure the unit selected meets all requirements. • Ensure blood type of product selected is appropriate for patient • Compare the requirements noted in BPI with the transfuse order and address any discrepancies found prior to continuing.
8.	Evaluate unit information on bottom half of screen, ensuring that all attributes and testing noted on the unit itself is reflected in SQ. • Any attached antigen tags must contain an accurate unit number, and those tested in-house must also contain the date tested and testing tech. • All antigen testing noted on the antigen tag must match exactly in SQ regardless of patient need. • All special attributes noted on the unit itself MUST be present under the *Transfusion Attributes* tab (i.e., BBLR, BBIRR, BBCMVN, BBSCN, etc.)

<table>
<tr><td>9.</td><td>Examine the product to ensure it passes visual inspection, has at least one segment attached, and is still hermetically sealed.
For Rhogam: Ensure no particulate matter or discoloration is noted.
<table>
<tr><th>IF:</th><th>THEN:</th></tr>
<tr><td>Unit(s) pass inspection</td><td>Select Pass All and proceed to next step.</td></tr>
<tr><td>Unit(s) does not pass inspection</td><td>
Highlight unit and select Inspect Unit
Select No under "Visual inspection OK?"
Select appropriate disposition (Quarantine or Discard)
Free text a detailed description of the reason for failure of visual inspection, then press tab (Note: Do not select a reason code. Entering a reason code will prevent free text entry)
Select OK
Quarantine or discard unit, as appropriate, and leave a Blood Bank Inquiry printout of the unit for the Transfusion Services Supervisor
Select a different unit for issue
</td></tr>
</table></td></tr>
<tr><td>10.</td><td>Read aloud and verify the following between transfuse order, SQ, and patient unit tag:
Patient name
Patient MRN
Patient date of birth</td></tr>
<tr><td>11.</td><td>Read aloud and verify the following between SQ, patient unit tag, and unit ISBT label:
Unit number
Unit expiration date
Unit blood type (N/A for Rhogam)</td></tr>
<tr><td>12.</td><td>If all information is identical, select Continue, then tab through Issue date, Issue time, and Issue location to default to current date, time, and patient location.
For plasma products not equilibrated to 1-6ºC: document temperature of unit in the Issue comments field.
Note: If transcribing documentation from downtime issue, manually enter correct date, time, and location of patient at time of issue (if known).</td></tr>
<tr><td>13.</td><td>Scan the employee badge barcode of or manually enter the last name of person accepting unit into Issued to field.</td></tr>
<tr><td>14.</td><td>Select Save.
Note: If autologous or designated donor units are available for the patient, an Override QA Failures dialog box will appear. Do not override or issue random units prior to autologous or designated donor units.</td></tr>
<tr><td>15.</td><td>Staple transfuse order and Transfusion Record together, then file in designated tray.</td></tr>
</table>

RELATED DOCUMENTS

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

All revision dates:

Attachments

Downtime Blood Bank Product Pickup.pdf