

Current Status: Active

PolicyStat ID: 12834838



Sutter Roseville Medical Center

Origination: 1/3/2023
Effective: 1/3/2023
Final Approved: 1/3/2023
Last Revised: 1/3/2023
Next Review: 1/2/2025

Owner: *Nadera Poirier: Supervisor, Laboratory Analytic*

Policy Area: *Lab - Transfusion Service*

References:

Applicability: *Sutter Roseville Medical Center*

Transfusion Services Clerical Reports

PURPOSE

To provide the schedule and instructions for routine, necessary Transfusion Services (TS) reports that ensure validity and accuracy of inventory as well as current patient work and information.

POLICY

- CLSs on each shift are responsible for printing and reconciling designated daily clerical reports.
 - NOC shift is to perform this task *after midnight*.
- Clerical reports must be printed using Sunquest roll and scroll software.
- Blood product inventory should be physically counted and compared to computer inventory with daily *Inventory Summary*.
- Pending logs should be reviewed at the beginning and end of each shift.

PROCEDURE

DAILY				
SHIFT	REPORT	COMMANDS	ACTION	COMMENTS
ALL	PENDING LOG	Function: PL Printer: 912 Start Date: T-7 Start Time: <Enter> Cut-Off Date: T C-O Time: <Enter> <Enter> through fields Specimens: A Hospital ID: RV, SS Worksheet: RVBB	1. Print PL 2. Review, resolve <ul style="list-style-type: none"> a. Credit or complete testing as appropriate 	<ul style="list-style-type: none"> • Reconcile and discard

AM	BBR 8 <i>Patient AD Data Updates</i>	Function: BBR Printer: 912 ? 8 Hospital ID: RV Start Date: T-1 Start Time: <Enter> End Date: T-1 End Time: <Enter>	<ol style="list-style-type: none"> 1. Print BBR 8 2. File in designated daily BAD file location 	<ul style="list-style-type: none"> • Used to obtain patient history in the event of a downtime • <i>Do not discard</i> existing printouts in BAD file location • Reports will be discarded by TS Supervisor or Technical Specialist, as appropriate
	BBR 13 <i>Inventory Summary</i>	Function: BBR Printer: 912 ? 13 Hospital ID: RV Area: <Enter> Comp T/G: <Enter>	<ol style="list-style-type: none"> 1. Print BBR13 2. Physically count units on shelf and reconcile with report 3. Rectify counts and print full inventory report (BBR 2) as needed 	<ul style="list-style-type: none"> • Reconcile and discard • Used to order inventory
	BBR 16 <i>Finalized/ Issued Units Summary</i>	Function: BBR Printer: 912 ? 16 1. Status/ Component Hospital ID: RV Area: <Enter> Status: IS, TR Start Date: T-1 Start Time: <Enter> End Date: T-1 End Time: <Enter>	<ol style="list-style-type: none"> 1. Print BBR16 2. Check off each unit on report against Transfusion Record forms from previous day 3. Resolve discrepancies as needed 4. Use function BIF (<i>Finalize Unreported Blood Product Units Request</i>) to finalize units issued on previous day <ol style="list-style-type: none"> a. Function: BIF b. Hospital ID: RV c. Comp Type/Grp: <Enter> 	<ul style="list-style-type: none"> • Reconcile and discard

PM	BBR 18 <i>Incomplete Reaction Results Log</i>	Function: BBR Printer: 912 ? 18 Hospital ID: RV, SS Start Date: T-1 End Date: T-1 Both (B)	<ol style="list-style-type: none"> 1. Print BBR18 2. Review and resolve <ol style="list-style-type: none"> a. Complete testing as appropriate 	<ul style="list-style-type: none"> • Reconcile and discard
	BBR 26 <i>EXM Removal Report</i>	Function: BBR Printer: 912 ? 26 Hospital ID: RV Start Date: T-1 End Date: T-1	<ol style="list-style-type: none"> 1. Print BBR26 2. Resolve items displayed on report <ol style="list-style-type: none"> a. Access <i>Blood Order Processing</i> for the accession b. Select <i>Units</i> tab c. Select <i>Show All</i> d. Enter ND into pending grids e. Enter UREL as interpretation f. Enter } as the transfusion status (TS) 	<ul style="list-style-type: none"> • Reconcile and discard • Remove Transfusion Record forms and unit tag labels from released units as needed

COPY

NOC	BBR 1 <i>Expired Crossmatch List</i>	Function: BBR Printer: 912 ? 1 Hospital ID: RV	<ol style="list-style-type: none"> 1. Print BBR1 2. Review list and remove corresponding units from allocated shelf 3. Check units off BBR1 4. Remove Transfusion Record forms and unit tag labels from units 5. Place units on appropriate inventory shelves 6. Use function BEC (<i>Blood Bank-Release Expired Crossmatches</i>) to release units <ol style="list-style-type: none"> a. Function: BEC b. Hospital ID: <Enter> c. Confirm: Y 	<ul style="list-style-type: none"> • Reconcile and discard • Do NOT release units manually from accession after crossmatch has expired
	BBR 4 <i>Expired Blood Product List</i>	Function: BBR Printer: 912 ? 4 Hospital ID: RV Comp T/G: <Enter>	<ol style="list-style-type: none"> 1. Print BBR4 2. Review list and remove corresponding units from storage 3. Outdate units in LIS 4. Discard outdated units in biohazard 	<ul style="list-style-type: none"> • Reconcile and discard • Refer to SOP: <i>Return, Transfer, Discard, and Quarantine of Blood Products and Rhogam Using Blood Status Update (BSU)</i> for instruction on discarding outdated units as needed
	BBR 12 <i>Short Outdate Summary</i>	Function: BBR Printer: 912 ? 12 Hospital ID: RV Earliest Exp Date: <Enter> Earliest Exp Time: <Enter> Status Brkdown: Y Comp T/G: RCG, PLASG, CRYG, MFC	<ol style="list-style-type: none"> 1. Print BBR12 2. Review list and attach short date tag to all RBC units (including both allocated and available) and frozen plasma and cryo noted on list 3. Attach summary to exterior of product storage device containing short-dated units 	<ul style="list-style-type: none"> • Printed daily to minimize product wastage due to expiration on shelf

AS NEEDED			
REPORT	COMMANDS	ACTION	COMMENTS
BBR 2 <i>Product File List</i>	Function: BBR Printer: 912 ? 2 Hospital ID: RV Earliest Exp Date: <Enter> Earliest Exp Time: <Enter> Comp T/G: as needed Status: INV ABO-RH: as needed Print detail? Y All (A) Active Units Only? Y	<ol style="list-style-type: none"> 1. Print BBR2 2. Reconcile with inventory 3. Unit that is either (1) on report but not in inventory or (2) in inventory but not on report must have disposition corrected 4. Investigate: <ol style="list-style-type: none"> a. Physical unit missing: check Transfusion Records, quarantine shelves, shelves for other blood types, unprocessed shelf, etc. b. Extra unit physically present: check shipping documents and Blood Bank Inquiry; bring into inventory as needed 5. Update unit disposition 6. If unable to reconcile, leave for TS Supervisor 	<ul style="list-style-type: none"> • Reconcile and discard • Used to investigate inventory discrepancies as needed
BBR 14 <i>Patient/ Unit Pending Log</i>	Function: BBR Printer: 912 ? 14 Hospital ID: RV Worksheet: RVEXX ? 2 (By patient name)	<ol style="list-style-type: none"> 1. Print BBR14 2. Reconcile units ordered (UO) with units allocated (US), adjust UO to note actual number ordered including XM, ADDXM, and XMKEEP orders 3. Credit additional, unordered crossmatches as needed 	<ul style="list-style-type: none"> • Reconcile and discard • To be performed by TS Supervisor or Technical Specialist as needed
BBR 20 <i>Directed/ Autologous Unit List</i>	Function: BBR Printer: 912 ? 20 Hospital ID: RV Hosp. No: <Enter> Status: INV	<ol style="list-style-type: none"> 1. Print BBR20 2. Note date of surgery next to each unit entry in large print 3. Attach to outside of storage device containing directed/autologous unit(s) 	<ul style="list-style-type: none"> • List of directed donor or autologous units in inventory • Used to ensure appropriate allocation of these units prior to random donor units • Printed with each addition and/or removal of unit from inventory

RELATED DOCUMENTS

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

All revision dates:

1/3/2023

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Medical Director	Lindsey Westerbeck: Director, Laboratory Services	1/3/2023
Laboratory Director	Lindsey Westerbeck: Director, Laboratory Services	12/19/2022

COPY