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| S:\Common\LOGOS\Sedona Campus\Power point logos\VVMC_SC_A3.png | **LABORATORY DEPARTMENT**  **POLICIES AND PROCEDURES** | **Department:**  **Blood Bank** |
| **Number:**  **719.0-Blbk-gu-rev03/16** |

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| **Return or Transfer of Blood Units** |

**POLICY:**

The unexpected need to transfuse may require the release of uncrossmatched blood while waiting to complete standard pretransfusion testing. Sedona Medical Center does not have a fully operational Transfusing Service. This facility provides O negative units in urgent situations; any patients requiring further transfusion support are transferred to a facility offering these services. Flagstaff Medical Center acts as a depot station for United Blood Services and as such is expected to provide blood for some UBS customers. Flagstaff Medical Center will provide Sedona Medical Center with three O negative units, for emergency use, weekly.

At the beginning of the week FMC will ensure three long dated O Negative units will be available for shipment to SMC on Thursday. On Thursday a small box will be packed with three O Negative units to be sent to SMC. On Friday SMC will return the previous week’s shipment of O Negative units to FMC. FMC will utilize the UBS Blood Product Transfer Document for tracking purposes only; the form will not need to be faxed to UBS at any time.

**PROCEDURE:**

SUPPLIES

Small Blood Box

2 Frozen BSI Blue Ice

2 small refrigerated gel packs

NIST verified Thermometer

BS 5150 Transfer Document

SHIPPING PRODUCT FROM FMC TO SMC

1. Monday mornings FMC will examine the O Negative inventory to determine if there are 3 O Negative units >21 days until expiration to send to SMC on Wednesday afternoon. If blood in inventory is not adequate for this purpose, blood shall be ordered to fulfill this need.
2. Pull the three longest dated O Negative red cell units in inventory. Pull three segments from each to ship to SMC, label segments with the corresponding donation number.
3. Verify all three units have had the ABORh confirmed.
4. Affix to each unit a sticker stating “ABO & Rh confirmed.”
5. Affix to each unit a sticker stating “Uncrossmatched Blood.”
6. Remove 2 Frozen BSI Blue Ice containers from the Blood Bank Freezer. Allow BSI Blue Ice to sit at room Temperature for twenty minutes.
7. Complete the BS 5150 Transfer Document found at [www.hospitals.unitedbloodservices.org](http://www.hospitals.unitedbloodservices.org), select “Printable Forms” at the bottom of the page, then select the 5150 filling out the form as completely as possible. In this instance only, the account number for both facilities can be omitted, as this form will **NOT** be faxed to UBS.
8. The units will remain the the FMC inventory for the duration of their stay at SMC. To document the shipment use the “Correct Inventory” app and select the demographics tab. Scan the donation number, add a comment documenting that the unit was sent to SMC along with the date and time of occurrence. Tape a copy of the Transfer Document to the front of the available inventory refrigerator.
9. Place BSI Blue Ice at each end of cardboard sleeve in blood box, positioned between the sleeve and inner box wall.
10. Place absorbent pad in box with absorbent side up.
11. Place O Negative units in blood box, layering pads between units with absorbent side up. On top of the last absorbent pad place two small refrigerated gel packs.
12. Twist, fold over and rubber band the top of the bag.
13. Close the inner box flaps, place completed BS 5150 in box, and set polyurethane panel lid on top to complete packing.
14. Seal shipping container securely with packing tape.

RECEIVING PRODUCT FROM FMC AT SMC

1. Upon blood arrival to SMC, open box and remove the BS 5150 Transfer Document.
2. Remove the NIST thermometer from its protective case, place the thermometer (including the range 1-10 C) between two of the units of blood.
3. After 10 minutes, read thermometer, record the receipt date, time, and properly packaged temperature on the bottom of the BS 5150 document and sign the bottom of the BS 5150 form. The box must be received at 1-10 C for SMC to receive the units into inventory.
4. Document the units received on the **“Blood Bank Unit Disposition Record”** listing the following items:

Date/time Received

Receiving Tech

Component Code

Group and Rh

Unit number

Expiration date

File the completed Transfer Document in the binder labeled “**Shipping Invoices**”.

RETURNING PRODUCT TO FMC

1. On Friday, SMC will return the previous week’s shipment of O Negative units to FMC
2. Remove 2 Frozen BSI Blue Ice containers from the Freezer. Allow BSI Blue Ice to sit at room temperature for twenty minutes.
3. Complete the BS 5150 Transfer Document found at [www.hospitals.unitedbloodservices.org](http://www.hospitals.unitedbloodservices.org), select “Printable Forms” at the bottom of the page, then select the BS 5150 filling out the form as completely as possible. In this instance only, the account number for both facilities can be omitted, as this form will **NOT** be faxed to UBS.
4. Make a second copy of the form for SMC use.
5. Use this form to document the units were returned to FMC on the **Unit Disposition Log** after units are boxed up.
6. After documenting the units, file this copy in the binder labeled “**Shipping Invoices**”.
7. Place BSI Blue Ice at each end of cardboard sleeve in blood box, positioned between the sleeve and inner box wall.
8. Place absorbent pad in box with absorbent side up.
9. Place O Negative units in blood box, layering pads between units with absorbent side up. On top of the last absorbent pad place two small refrigerated gel packs.
10. Twist, fold over and rubber band the top of the bag.
11. Close the inner box flaps, place completed BS 5150 in box, and set polyurethane panel lid on top to complete packing.
12. Seal shipping container securely with packing tape.

UNITS TRANSFUSED BY SMC

1. VVMC will perform any pretransfusion testing and crossmatching required for the patient.
2. See SMC Blood Bank Policy “Emergency Release of Units”.
3. Fill out a BS 5150 Transfer Document to document the shipment of units from SMC to VVMC, fax document to UBS.

ATTACHMENTS

BS 5150 Transfer Document

REFERENCES

AABB Technical Manual, 18th edition (2014), 227-228, 385-386, 506.

AABB Standards for Blood Banks and Transfusion Services 30th edition (2015), 32, 43-44.

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