

**University of California, Davis Health System
Department of Pathology and Laboratory Medicine**

***BLOOD PRODUCT DELIVERY TO CANCER
CENTER AND BUCKLEY BUILDING
PEDIATRIC INFUSION CENTER***

Administrative Procedure 550.B

PURPOSE:

To establish a standardized process for the timely and efficient delivery of blood products to the UCDCM IV clinics.

PROCEDURE:

I. SARC Responsibilities

- A. Blood products are picked up in the Transfusion Services Section of the Clinical Pathology Laboratory by 0700. If the preparation of the products is delayed, the Transfusion Services section will notify the SARC supervisor and arrangements will be made to deliver the products ASAP.
- B. Deliver the IVCC box directly to IVCC on the 0700 or 0730 courier run, Monday through Friday. The IV Pediatric box will be delivered to the Pediatric Infusion Center in the Buckley building on the 0730 or 0800 courier run.
- C. The recipient of the box(es), either the IVCC personnel in the Cancer Center, or the IV Pediatric personnel in the Buckley Building Infusion Center, will sign the "Shipment of Blood and Blood Component Log Sheet", and enter the time received. The SARC courier will bring the Log Sheet back to the Transfusion Services section.
- D. All specimens are potential biohazards. All specimens should be transported in a manner that will prevent leakage. See Pathology Procedure 550 D, *Contracted Courier Services* for complete specimen transport instructions.

II. Transfusion Department Responsibilities

- A. Prepare blood components for A.M. delivery by 0700.
- B. Assist in the delivery of blood products when delayed past 0800.

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III. Cancer Center Infusion Center and Glassrock Pediatric Infusion Centers Staff Responsibilities:

- A. Fax to Blood Bank daily a list of blood products to be delivered the following morning.
- B. IV Center personnel will verify the component/patient information before placing the units into the temperature monitored blood storage refrigerator. The information will be written on the "Blood Component Storage and Use Log sheet". *SARC personnel are not part of this process.*
- C. The IVCC and IV Pediatric personnel will sign the Issue/Transfusion log, place it in a plastic bag and take the logs along with the empty shipping box(es) to the Laboratory. The SARC courier will return the completed forms and the empty shipping box(es) back to the Transfusion Services office.

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PROCEDURE HISTORY:

Date	Written/ Revised By	Revision	Approved Date	Approved By
10/91	Gail Cooper	New	12/91	R. Lowe
10/94	Gail Cooper	Updated	11/94	E. Larkin
11/96	Cathy Thibeau	Revised	11/96	E. Larkin
10/98	D. Wright	Reviewed	10/98	E. Larkin
10/99	T. Roscovich	Revised	10/99	E. Larkin
10/00	T. Roscovich	Reviewed	10/00	E. Larkin
10/01	T. Roscovich	Reviewed	10/01	E. Larkin
10/02	T. Roscovich	Revised	10/02	E. Larkin
10/03	T. Roscovich	Reviewed	10/03	E. Larkin
10/04	T. Roscovich	Reviewed	10/04	E. Larkin
10/05	T. Roscovich	Reviewed	10/05	E. Larkin
09/06	T. Roscovich	Reviewed	9/06	E. Larkin
09/07	C. White	Reviewed	09/07	R. Green
06/08	C. White	Revised	06/08	R. Green
06/09	C. White	Reviewed	06/09	L. Howell
11/09	C. White	Reviewed	12/09	J. Bishop
06/10	C. White	Reviewed	06/10	L. Howell
06/11	C. White	Reviewed	06/11	L. Howell
09/11	C. White	Reviewed	09/11	L. Howell
08/14	A. Castaneda	Biennial Review	09/14	