**Purpose:**

To specify the process used by the HMC Transfusion Service (TS) to ensure that the correct blood product is issued to the correct patient.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **Receive CPOE Order from Physician to Transfuse:** |
| **1** | * Physician places order in CPOE to transfuse blood component.
* Order prints in TSL.

*Note: E.D., O.R., and clinic locations may not participate in CPOE.* |  |
| **2** | Perform Blood Bank Inquiry (BBI) to confirm blood component was requested and quantity is sufficient to fill the Transfusion Order. |  |
| **3** | Inquire of TS staff if a Blood Product Release form or Portable Refrigerator request is currently being processed for this patient:* If YES, staple Transfusion Order to the yellow copy of the BPR or the copy of the PBR log.
* If NO, place Transfusion Order on the bottom shelf of the black organizer next to the CPOE printer.
 |  |
| **Receive Request for Blood Product Issue:** |
| **1** | * Receive either:
	+ Completed Blood Product Release Form (BPR) sent via by tube or brought by HMC hospital staff to Transfusion Service Laboratory (TSL) front counter

 OR* + Verbal order: BPR for single component orders and Portable Blood Refrigerator (PBR) Log for multiple components.
 | * Transfusion Services Blood Product Release form (BPR)
* Portable Blood Refrigerator Log
 |
| **2** | Record and verify by use of the “read back” process with caller: * Patient Name, Last, First, Middle (if present)
* Patient HID
* Number and type of components
* Tube or Delivery Location
* Record “Called by/Read back” with caller’s name and TS Tech ID
 |  |
|  | **Action** | **Related Documents** |
| **Receive Request (cont.)** |
| **3** | Time Stamp the BPR/PBR Log. |  |
| **Match Release form to CPOE Transfusion Order** |
| **1** | * Search for a Transfusion Order form in black organizer.
* If no Transfusion Order received from an expected location (inpatient care areas):
	+ Contact clinical staff for CPOE or verbal order confirmation.
	+ Document on BPR.
 |  |
| **2** | * Compare Transfusion Order to BPR/PBR Log
* Verify product type and quantity requested.
	+ If in agreement, staple Transfusion Order to the yellow copy of the BPR/PBR log.
	+ If NOT in agreement, contact the clinical staff to resolve discrepancy.
 |  |
| **Issue Blood Components** |
| **1** | * Confirm
	+ Inpatient clinical care areas: Transfusion Order attached
	+ ED, OR, MTP/Trauma or clinics: Transfusion Order not expected
* If Transfusion Order not attached when indicated by location and urgency, **do not proceed with issue process** until investigation is complete.
 |  |
| **2** | * Select blood products.
 | * Blood Storage Policy
 |
| **3** | * Perform visual inspection.
 | * Visual Inspection of Blood Products
 |
| **4** | * + Perform Two Person verification with clinical staff or TS staff of the following:
* Patient Name, Last, First, Middle (if present)
* Patient HID
* Patient ABO/Rh
* Unit number and component type
* Unit ABO/Rh
* Unit expiration date/time
* Compatibility expiration, if applicable
* Patient Requirements: Attributes and antigen typing
* Verify that Unit Attributes match Patient Requirements
 |  |
| **5** | * Stamp and record on BPR/PBR Log:
	+ TS techs performed verification
	+ TS tech performing issue on issue form.
 |  |
| **6** | * Complete Blood Product Issue in SQ.
 | * Blood Product Issue in SQ
 |
| **7** | * Retain in TS
	+ Yellow copy of BPR **OR**
	+ Copy of PBR Log **AND**
	+ Transfusion Order (CPOE)
 |  |
| **8** | * Deliver blood product and BPR/PBR Log by one of the following methods:
	+ Pneumatic Tube
* Notify the department by phone
* Record the name of the person notified on the BPR
	+ TS delivers to OR or ED
* Record “ED” or OR# on the BPR
* Clinical staff sign BPR
	+ Picked up in TS
* Transporter signs the BPR
* TS staff removes the TS copy
* Refrigerator delivery to patient location
	+ Clinical Care Staff signs for refrigerator
	+ Transporter signs
	+ PBR Log left with refrigerator
 |  |
| **Confirm delivery of blood products** |
| **1** | * Ensure timely delivery of tubed blood products by monitoring the TS copy of BPR:
* If destination verifies product was **not** received:
	+ Contact Engineering
	+ Notify TS Lead
 |  |
| **2** | * + - Signed BPR received in TS via
	+ Tube
	+ TS staff returning from OR or ED
	+ Transporter picks up in TS
	+ Delivery to patient location
 |  |
| **3** | * + - Match with TS copy of BPR and Transfusion Order, if applicable.
 |  |
| **4** | * + - Discard TS copy
		- Staple Transfusion Order to the original signed BPR.
 |  |
| **5** | * + - Original signed BPR (with attached Transfusion Order, if applicable)
* File in Date File if quantity on Transfusion Order matches quantity issued on BPR/PBR Log
* Return to black organizer if Transfusion Order quantity exceeds quantity issued.
 |  |
| **Reconciling Transfusion Orders** |
| **1** | * **Review Transfusion Orders in the black organizer:**
	+ **After 3 days, file Transfusion Order in the BPR Date File.**
 |  |

**References:**

Standards for Blood Banks and Transfusion Services, Current Edition, American Association of Blood Banks. AABB Press, Bethesda, MD.