**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:**

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| --- | --- | --- |
| **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, and expiration of crossmatch, if applicable * Patient Requirements: Attributes and antigen typing * Verify that Unit Attributes match Patient Requirements   + Resolve any discrepancy before proceeding with issue. | * + Compatibility Process   + Using the Quality Improvement Monitor Form   + Quality Process: Occurrence Management |
| **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.