**Purpose:**

To specify the process used by the HMC Transfusion Service Laboratory (TSL) to ensure 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. | Using Blood Bank Inquiry in Sunquest |
| 3 | TSL staff should investigate 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.
 | Transfusion Services Blood Product Release form (BPR)Portable Refrigerator Response Log |
| **Receive Request for Blood Product Issue:** |
| 1 | Receive either:* + Completed Blood Product Release Form (BPR) sent via tube or brought by HMC hospital staff to Transfusion Service Laboratory (TSL) front counter

 OR* + Verbal order: BPR for single component orders and Portable Refrigerator Response (PRR) Log for multiple components.
 | Transfusion Services Blood Product Release form (BPR)Portable Refrigerator Response Log |
| 2 | If verbal order, 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 |  |
| 3 | Time Stamp the BPR/PRR Log. |  |
| **Step** | **Action** | **Related Documents** |
| **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, including ordering physicians name.
	+ Document ordering physician and staff contacted on BPR.
 |  |
| 2 | Compare Transfusion Order to BPR/PRR Log* Verify product type and quantity requested.
	+ If in agreement, staple Transfusion Order to the yellow copy of the BPR/PRR 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 required

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 and perform crossmatch, if required. | Blood Storage PolicyPolicy for Provision of Crossmatch Compatible BloodCrossmatch on Demand PolicySelection of Platelets, Plasma & CryoSelection of RBC UnitsSunquest Blood Order Processing |
| 3 | Perform visual inspection. | Visual Inspection of Plasma ProductsVisual Inspection of Red Cell Products |
| 4 | Perform Two Person verification with clinical staff or TS staff of the following with one person reading from both the product face label and transfusion tag sticker and the other person verifying all paperwork:* Patient Name, Last, First, Middle (if present)
* Patient HID
* Patient ABO/Rh
* Unit number and component type, including antigen typing
* Unit ABO/Rh
* Unit expiration date and time (if applicable)
* Interpretation of crossmatch tests, if performed
* Patient Requirements: Attributes and antigen typing
* Verify that Unit Attributes match Patient Requirements

Resolve any discrepancy before proceeding with issue. | Compatibility ProcessUsing the Quality Improvement Monitor FormQuality Process: Occurrence Management |
| **Issue Blood Components (continued)** |
| 5 | Stamp and/or record on BPR/PRR Log:* + TS staff performed verification
	+ TS staff performing issue on issue form.
 |  |
| 6 | Complete Blood Product Issue in SQ.* Verify patient requirements have been met
* Date and time of issue is correct
 | Blood Product Issue in SQ |
| 7 | Retain in TS * + Yellow copy of BPR **OR**
	+ Copy of PRR Log **AND**
	+ Transfusion Order (CPOE)
 |  |
| 8 | Deliver blood product and BPR/PRR 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
	+ PRR 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 does not return BPR within 10 minutes, contact destination.
* 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. |  |
| **Confirm delivery of blood products (continued)** |
| 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/PRR 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 hanging file for the Transfusion Safety Officer
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**References:**

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