



University of Washington Medical Center
1959 NE Pacific Street, Seattle, WA 98195
Transfusion Services Laboratory
Policies and Procedures Manual

Original Effective Date:
03-11-16
Revision Effective Date:

Number:
PC-0012.02

TITLE: Issuing Blood Components

PURPOSE

To provide instructions for issuing blood components for transfusing to patients

PRINCIPLE & CLINICAL SIGNIFICANCE

This SOP describes the work flow and inspection process that ensures all necessary testing is complete and blood and blood components meet patient requirements and pass a visual inspection prior to issue for transfusion.

REAGENTS/SUPPLIES/EQUIPMENT

Reagents	Supplies	Equipment
NA	NA	Laboratory Information System computer or <i>Downtime Issue Log</i>

QUALITY CONTROL

The Laboratory Information System (LIS) is validated at implementation and whenever significant changes are made to the system to assure it functions as expected.

INSTRUCTIONS:

Table of Contents

[Issuing Blood Component\(s\)](#)

[Transporting Blood Component\(s\)](#)

Issuing Blood Component(s)

STEP	ACTION								
1	Receive the completed Blood Product Release Form (BPR)								
2	Time Stamp the BPR with time received in the department								
3	<u>Enter the patient ID# in Blood Bank Inquiry to verify the requested product (s) is available for the patient.</u>								
	<table border="1"> <thead> <tr> <th>If requested product is</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Available</td> <td>Proceed to step 4</td> </tr> <tr> <td>An RBC qualifies for electronic crossmatch but is not crossmatched</td> <td>Go to SOP <i>Electronic Crossmatch</i> (UWMC TSL only)</td> </tr> <tr> <td>Not available and not resolved by electronic crossmatching</td> <td>Refer issue to UWMC TSL for resolution</td> </tr> </tbody> </table>	If requested product is	Then	Available	Proceed to step 4	An RBC qualifies for electronic crossmatch but is not crossmatched	Go to SOP <i>Electronic Crossmatch</i> (UWMC TSL only)	Not available and not resolved by electronic crossmatching	Refer issue to UWMC TSL for resolution
	If requested product is	Then							
	Available	Proceed to step 4							
An RBC qualifies for electronic crossmatch but is not crossmatched	Go to SOP <i>Electronic Crossmatch</i> (UWMC TSL only)								
Not available and not resolved by electronic crossmatching	Refer issue to UWMC TSL for resolution								
4	Open the Blood Product Issue screen and perform the following steps: <ul style="list-style-type: none"> Select "Patient ID" from the drop down menu Scan the medical record number from the BPR (type in manually if necessary) 								

TITLE: Issuing Blood Components

**Number:
PC-0012.02**

	<ul style="list-style-type: none"> Select the appropriate Billing Account # from the Event Selection window (if not already selected) to ensure billing is applied to the correct encounter 						
5	<p>Enter the appropriate component group(s) and click <Add></p> <ul style="list-style-type: none"> RBCG – Red Blood Cell Group (includes granulocytes) PLG – Platelet Group PLSG – Plasma Group CRYG – Cryoprecipitate Group 						
6	<p>Click <Select> to see what blood components are allocated to the patient and available for issue</p>						
7	<p>Select the blood component from refrigerator or platelet incubator based on the following criteria:</p> <ul style="list-style-type: none"> Autologous, before directed units or HLA selected, before allogenic units Unit expiring first if more than one unit is available <p>NOTE: Any questions should be referred to MLS staff at the UWMC TSL</p>						
8	<p>Record the issue date/time on the <i>Transfusion Record</i> of each blood component</p> <p>NOTE: Time stamp may be used</p>						
9	<p>Verify the blood component meets all patient transfusion requirements by reviewing the patient transfusion requirements located under the tabs at the top of the screen</p> <p>NOTE: Click < More > to review patient's requirements if there are multiple lines of text not easily reviewed in the two line display window.</p>						
10	<p>Scan the unit number and component type to select the unit in Sunquest and verify the correct unit is automatically selected</p> <table border="1"> <thead> <tr> <th>If Unit selected is</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Correct</td> <td>Go to next step</td> </tr> <tr> <td>Not correct</td> <td> <ul style="list-style-type: none"> Resolve any issues and attempt to rescan the unit. If scanning the unit is not possible, the unit number may be entered manually along with the component type Select the component from the drop down menu only after verifying any discrepancies were resolved </td> </tr> </tbody> </table>	If Unit selected is	Then	Correct	Go to next step	Not correct	<ul style="list-style-type: none"> Resolve any issues and attempt to rescan the unit. If scanning the unit is not possible, the unit number may be entered manually along with the component type Select the component from the drop down menu only after verifying any discrepancies were resolved
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11	<p>Click <Continue></p>						
12	<p>Inspect the blood component for the following:</p> <ul style="list-style-type: none"> Expiration date has not passed Correct labeling Intact container No clots, turbidity, hemolysis or other abnormal appearance of the component (See SOP: <i>Visual Inspection of Blood Products</i>) <table border="1"> <thead> <tr> <th>If the visual inspection</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Passes</td> <td> <ul style="list-style-type: none"> Result the visual inspection by selecting the Pass All key Go to the next step </td> </tr> </tbody> </table>	If the visual inspection	Then	Passes	<ul style="list-style-type: none"> Result the visual inspection by selecting the Pass All key Go to the next step 		
If the visual inspection	Then						
Passes	<ul style="list-style-type: none"> Result the visual inspection by selecting the Pass All key Go to the next step 						

	Fails	<ul style="list-style-type: none"> • Select the Inspect Unit key • Answer the “Visual inspection ok?” by selecting the No • Enter the “Reason for failure” code • Add any further explanation in the free text area if required • Select “Quarantine” for the new status • Click <OK> <p>NOTE: Any units failing the visual inspection should be quarantined according to SOP: Quarantine of Blood and Blood Components. DO NOT issue unless the component passes the visual inspection</p> <p>NOTE to SCCA: Call TSL for unit reassignment</p>
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13	Verify the following information is in agreement when present			
	BPR	Sunquest	Transfusion Record	Blood Component (ISBT) Label
	Name & MR #	Name & MR #	Name & MR #	
		Recipient Type	Recipient Type	
		Donor Blood Type	Donor Blood Type	Donor Blood Type
		Unit Number/Div.	Unit Number/Div.	Unit Number/Div.
		Unit Expiration	Unit Expiration	Unit Expiration
	Component Type		Component Type	Component Type
14	If there are	Then		
	Discrepancies	Resolve any discrepancies before proceeding with issue		
	No Discrepancies	Go to the next step		

15	Complete issue in Sunquest or use a manual Downtime Issue Log if Sunquest is not available	
	<ul style="list-style-type: none"> • Click <Continue> • Tab to accept the default for issue date and time or update if not issuing in real time • Verify the patient location matches the requested delivery location, or enter the correct location (Search may be used to locate the correct location) 	
	If issuing by	Then enter in the ‘Issue to’ field
	Pneumatic tube system	PTS
	Transporter	Scan the blood transporters badge or enter their first and last name
	Portable refrigerator	Enter the portable refrigerator tracking number
<p>NOTE: If products are issued on the DT Issue Log, entry into Sunquest should be performed as soon as feasible.</p>		

16	If a QA Failure	Then					
	Does NOT occur	Go to next step					
	Occurs	Refer the issue to an MLS prior to issue. If the issue cannot be corrected and the product is acceptable for issue, one of the following will occur:					
	<table border="1"> <tr> <td>If</td> <td>Then</td> </tr> <tr> <td>MLS is available on site</td> <td>MLS issues the blood components. Refer to SOP <i>Sunquest: QA Warnings & Overrides:</i></td> </tr> <tr> <td>MLS is not available on site</td> <td>Staff issues the blood component on the Downtime Issue Log and the form is downtime faxed or tubed to the 6th floor TSL for completion in Sunquest</td> </tr> </table>		If	Then	MLS is available on site	MLS issues the blood components. Refer to SOP <i>Sunquest: QA Warnings & Overrides:</i>	MLS is not available on site
If	Then						
MLS is available on site	MLS issues the blood components. Refer to SOP <i>Sunquest: QA Warnings & Overrides:</i>						
MLS is not available on site	Staff issues the blood component on the Downtime Issue Log and the form is downtime faxed or tubed to the 6th floor TSL for completion in Sunquest						

17	<ul style="list-style-type: none"> Click <Save> and the "Add Billing" window will open Click <Cancel>
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18	Give the unit and transfusion record to a second staff member to perform a clerical check of the unit label and transfusion record and comparing the following:	
	Blood Component Label	Transfusion Record
	Donor ABO/Rh	Donor ABORH
	Unit Number/Div.	Unit Number/Div.
	Unit Expiration	Unit Expiration
	Component Type	Component Type
	NA	Crossmatch Interp.
NOTE: If a second staff member is not available the issue staff member will perform and document the clerical check.		

	If 2nd clerical is	Then 2nd tech
	Acceptable	Initials the Transfusion Record
	Not acceptable	Notifies the issue staff member of any discrepancies

Transporting Blood Component(s)

STEP	ACTION	
1	Prepare the blood for transport	
	If transporting via	Then
	Pneumatic tube system	<ul style="list-style-type: none"> Place the blood components in a sealed biohazard bag Refer to facility policy for use of the pneumatic tube system
	Transporter	Place the blood components in a sealed biohazard bag

TITLE: Issuing Blood Components	Number: PC-0012.02
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	If transport location	Then send the
	UWMC OR	Blood components and the BPR with the transporter
	All other locations including SCCA patient care areas	Blood components
Portable blood refrigerator	<ul style="list-style-type: none"> • Verify the temperature of the refrigerator is between 1 and 6°C prior to loading • Place RBC or plasma component inside the refrigerator 	
2	<p><u>File the</u> returned <u>BPR in the appropriate location in the department</u></p> <p>NOTE: When components are issued via the pneumatic tube:</p> <ul style="list-style-type: none"> ○ The BPR should be returned within 15 minutes of issue ○ If not returned, contact the patient care area to verify the units were delivered as expected and request immediate return of the signed BPR 	

PROCEDURE NOTES/LIMITATIONS

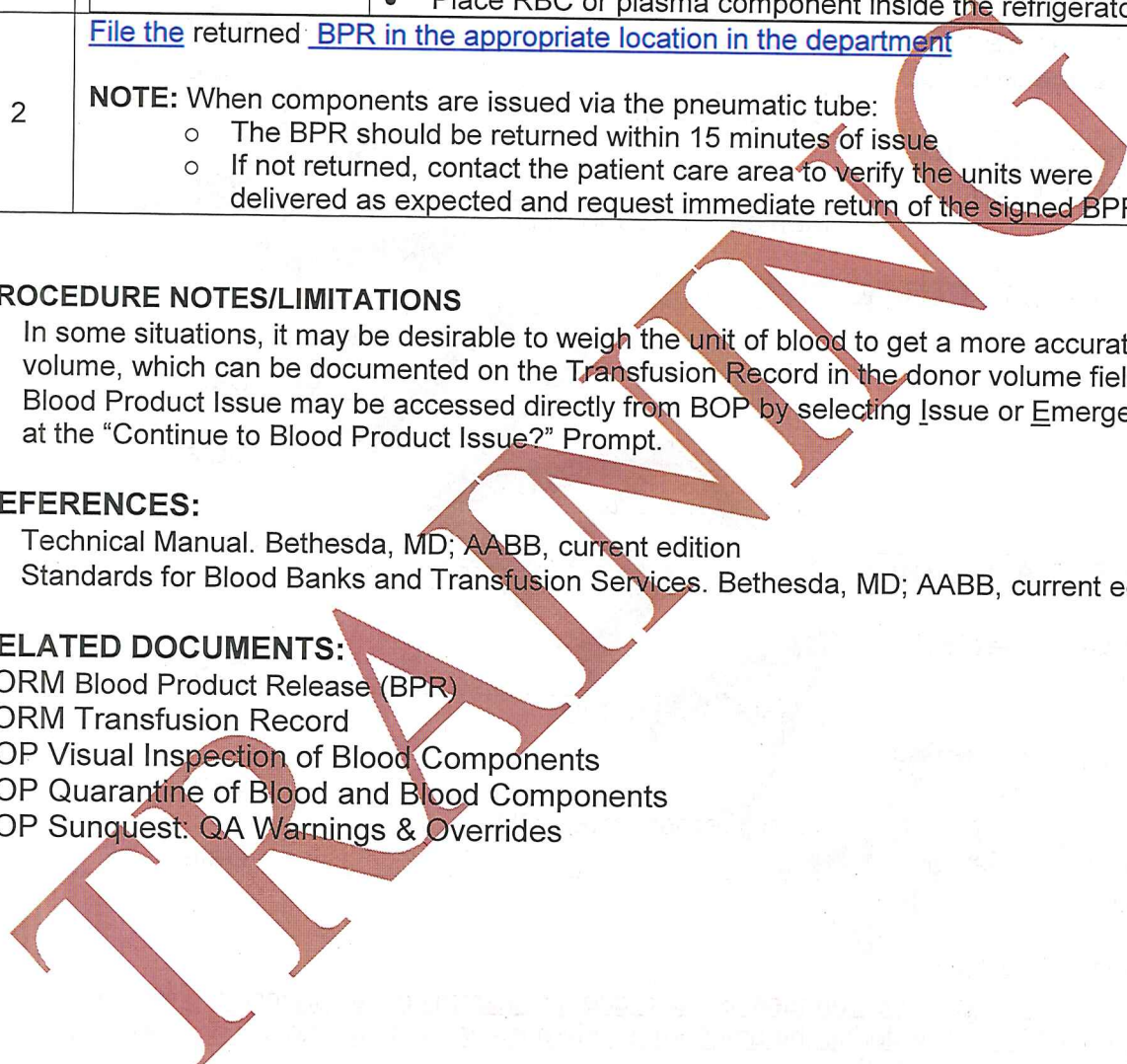
- In some situations, it may be desirable to weigh the unit of blood to get a more accurate volume, which can be documented on the Transfusion Record in the donor volume field
- Blood Product Issue may be accessed directly from BOP by selecting Issue or Emergency at the “Continue to Blood Product Issue?” Prompt.

REFERENCES:

- Technical Manual. Bethesda, MD; AABB, current edition
- Standards for Blood Banks and Transfusion Services. Bethesda, MD; AABB, current edition

RELATED DOCUMENTS:

- FORM Blood Product Release (BPR)
- FORM Transfusion Record
- SOP Visual Inspection of Blood Components
- SOP Quarantine of Blood and Blood Components
- SOP Sunquest: QA Warnings & Overrides



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UWMC SOP Approval:

**Chief of Clinical
Services**

(CLIA Medical Director)

Mark H. Wener, MD

Date

**Transfusion Service
Manager**

Deanne Stephens

Date

**Transfusion Service
Compliance Analyst**

Christine Clark

Date

**Transfusion Service
Medical Director**

Monica B Pagano, MD

Date

UWMC Biennial Review:

Date

Date

SCCA SOP Approval:

**SCCA CLIA Medical
Director**

Brent L. Wood, MD

Date

**Director, Transfusion
Services**

Terry Gernsheimer, MD

Date

Alliance Lab Manager

Date

REVISION HISTORY:

04/22/2018: As part of the Sunquest 8.1 upgrade, programming was changed to require scanning or manually entering the unit number when issuing a component. This applies only at UWMC locations but not HMC.