**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 *Downtime Issue Log* |

**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:**

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**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 | Enter the patient ID# in **Blood Bank Inquiry** to verify the requested product (s) is available for the patient:

|  |  |
| --- | --- |
| **If requested product is** | **Then** |
| Available  | Proceed to step 4 |
| An RBC qualifies for electronic crossmatch but is not crossmatched | Go to SOP *Electronic Crossmatch*(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:* Select “Patient ID” from the drop down menu
* Scan the medical record number from the BPR (type in manually if necessary)
* Select the appropriate Billing Account # from the Event Selection window (if not already selected) to ensure billing is applied to the correct encounter
 |
| 5 | Enter the appropriate component group(s) and click <Add>* RBCG – Red Blood Cell Group (includes granulocytes)
* PLG – Platelet Group
* PLSG – Plasma Group
* CRYG – Cryoprecipitate Group
 |
| 6 | Click <Select> to see what blood components are allocated to the patient and available for issue |
| 7 | Select the blood component from refrigerator or platelet incubator based on the following criteria:* Autologous, before directed units or HLA selected), before allogenic units
* Unit expiring first if more than one unit is available

**NOTE:** Any questions should be referred to MLS staff at the UWMC TSL |
| 8 | Record the issue date/time on the *Transfusion Record* of each blood component **NOTE**: Time stamp may be used |
| 9 | 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 **NOTE:** Click < **More**> to review patient’s requirements if there are multiple lines of text not easily reviewed in the two line display window. |
| 10 | Scan the unit number and component type to select the unit in Sunquest and verify the correct unit is automatically selected

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| --- | --- |
| **If Unit selected is** | **Then** |
| Correct | Go to next step |
| Not correct | * 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
 |

 |
| 11 | Click <Continue> |
| 12 | Inspect the blood component for the following:* Expiration date has not passed
* Correct labeling
* Intact container
* No clots, turbidity, hemolysis or other abnormal appearance of the component (See SOP: *Visual Inspection of Blood Products*)

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| --- | --- |
| **If the visual inspection** | **Then** |
| Passes | * Result the visual inspection by selecting the Pass All key
* Go to the next step
 |
| Fails | * 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>

**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** NOTE to SCCA: Call TSL for unit reassignment  |

 |
| 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 |

 |
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| --- | --- |
| **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 * 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 |

**NOTE:** If products are issued on the DT Issue Log, entry into Sunquest should be performed as soon as feasible. |
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| --- | --- |
| **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:

|  |  |
| --- | --- |
| If | Then |
| MLS is available on site | MLS issues the blood components. Refer to SOP *Sunquest: QA Warnings & Overrides:* |
| 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 | * Click <Save> and the “Add Billing” window will open
* Click <Cancel>
 |
| 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 |

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**Transporting Blood Component(s)**

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| --- | --- |
| **STEP** | **ACTION** |
| 1 | Prepare the blood for transport

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| --- | --- |
| **If transporting via** | **Then** |
| Pneumatic tube system | * 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

|  |  |
| --- | --- |
| **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 | * Verify the temperature of the refrigerator is between 1 and 6°C prior to loading
* Place RBC or plasma component inside the refrigerator
 |

 |
| 2 | File the returned BPR in the appropriate location in the department**NOTE:** When components are issued via the pneumatic tube:* + 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

|  |
| --- |
| **UWMC SOP Approval:** |
|  |  |  |  |
| **Chief of Clinical Services****(CLIA Medical Director)** |  | Date |  |
|  | Mark H. Wener, MD |  |  |
| **Transfusion Service Manager** |  | Date  |  |
|  | Deanne Stephens |  |  |
| **Transfusion Service Compliance Analyst** |  | Date  |  |
|  | Christine Clark |  |  |
| **Transfusion Service** **Medical Director** |  | Date |  |
|  | Monica B Pagano, MD |  |  |
|  |  |  |  |
| **UWMC Biennial Review:** |  |  |
|  |  |  |  |
|  |  | Date |  |
|  |  |  |  |
|  |  | Date |  |
|  |  |  |  |

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| --- |
| **SCCA SOP Approval:** |
|  |  |  |  |
| **SCCA CLIA Medical Director** |  | Date |  |
|  | Brent L. Wood, MD |  |  |
| **Director, Transfusion Services**  |  | Date |  |
|  | Terry Gernsheimer, MD |  |  |
| **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.