



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

Original Effective Date:
10-28-2020
Revision Effective Date:
NA

Number:
PC-0078.01

TITLE: Attaching Sunquest Transfusion Record to Blood Components at Northwest Campus

PURPOSE:

To provide instructions for attaching the Sunquest Transfusion Record to the appropriate blood component upon allocation of inventory

LOCATION

Northwest Transfusion Support Service (TSS)

PRINCIPLE & CLINICAL SIGNIFICANCE:

Association of the Transfusion Record with the correct unit of blood is critical to the safety of the transfusion process. Errors can increase the risk of mis-transfusion that may result in a hemolytic transfusion reaction.

POLICIES:

- Two different Transfusions Records are utilized at NW campus (SunQuest and HaemoBank Transfusion Records). This procedure outlines the requirements for attaching the Sunquest Transfusion Record to blood components
- **Sunquest Transfusion Record:** Printed by Sunquest at the time of allocation with patient and blood component information. The blood component is not in the Haemobank at the time of allocation – see [Appendix 1](#)
- **Haemobank Transfusion Record:** The blank record is attached to components remotely allocated from the Haemobank. When the component is moved from the Haemobank, a label, with patient and blood component information, prints from the BloodTrack kiosk. The label is affixed to the top of the Transfusion Record prior to issue – refer to SOP **Issuing Blood Components at Northwest Campus**
- Any discrepancies between the blood component and the Transfusion Record must be resolved prior to attaching the transfusion record to the blood component.

SPECIMEN REQUIREMENTS:

NA

REAGENTS/SUPPLIES/EQUIPMENT:

Reagents:	Supplies:	Equipment:
NA	<ul style="list-style-type: none"> • Transfusion Record • Blood Component • Rubber Band 	NA

QUALITY CONTROL:

NA

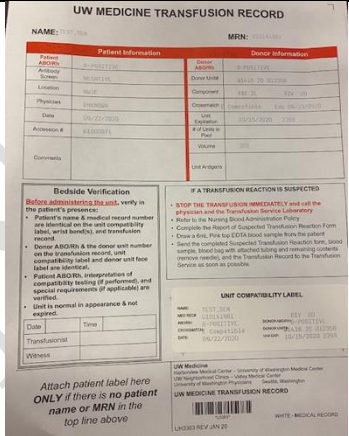
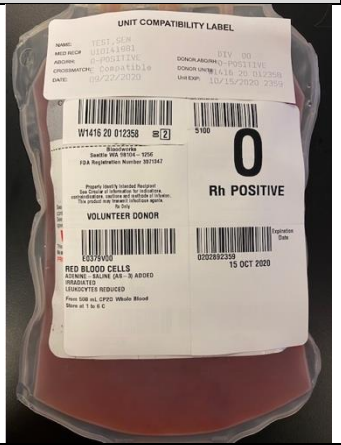
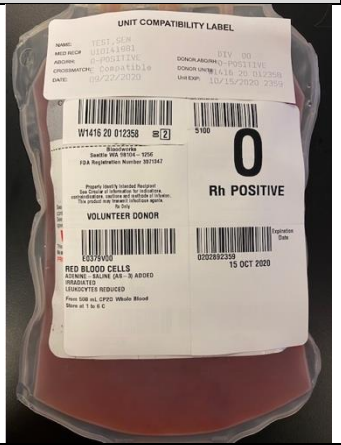
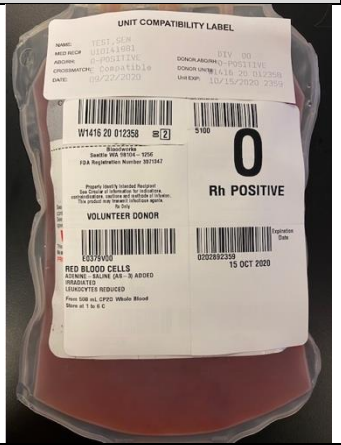
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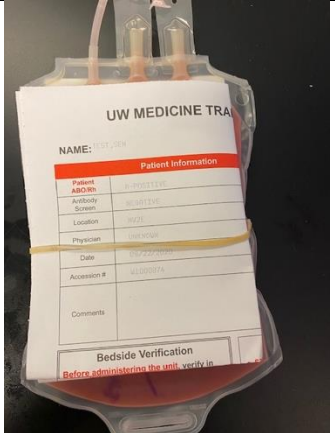
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INSTRUCTIONS:

[Attaching Sunquest Transfusion Record](#)
[APPENDIX 1: Sunquest Transfusion Record & Unit Compatibility Label](#)

[Attaching Sunquest Transfusion Record](#) (refer to [Appendix 1](#))

STEP	ACTION						
1	<p>Retrieve the Transfusion Record UH3363 from the Sunquest printer</p> 						
2	<p>Verify the following information on the blood component label exactly matches the Transfusion Record</p> <ul style="list-style-type: none"> • Unit Number • Container # (if applicable; aliquot, apheresis components) • Component Type • Donor ABO/Rh • Unit Expiration Date/ Time <table border="1" data-bbox="293 1241 1422 1730"> <thead> <tr> <th>If information</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1289 537 1730">Matches</td> <td data-bbox="537 1289 1422 1730"> <ul style="list-style-type: none"> • Attach the compatibility label from the Transfusion Record to the front of the unit. • Go to the next step  </td> </tr> <tr> <td data-bbox="293 1730 537 1831">Does Not Match</td> <td data-bbox="537 1730 1422 1831"> <ul style="list-style-type: none"> • Verify you have selected the correct blood component • Contact the UWMC TSL for any unresolved discrepancies before proceeding to the next step </td> </tr> </tbody> </table>	If information	Then	Matches	<ul style="list-style-type: none"> • Attach the compatibility label from the Transfusion Record to the front of the unit. • Go to the next step 	Does Not Match	<ul style="list-style-type: none"> • Verify you have selected the correct blood component • Contact the UWMC TSL for any unresolved discrepancies before proceeding to the next step
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STEP	ACTION
3	Fold the Transfusion Record so that the patient information is clearly displayed and attach it to the unit with a rubber band <div style="float: right; text-align: center;">  </div>
4	Place the unit back into the appropriate storage when not immediately issuing the blood component for transfusion.
5	Contact the patient care area, when appropriate, to notify them that the blood component is available for transfusion.

CALCULATIONS/INTERPRETATIONS/RESULTS REPORTING/NORMAL VALUES/CRITICAL VALUES

NA

CALIBRATION:

NA

PROCEDURE NOTES AND LIMITATIONS:

- Although the compatibility label is affixed to the unit of blood, the Transfusion Record form is removable to allow patient care staff to document on the form easily and must be verified against the blood component both at issue and again just prior to transfusion.

REFERENCES:

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

RELATED DOCUMENTS:

FORM UH3363 UW Medicine Transfusion Record
 SOP *Issuing Blood Components at Northwest Campus*

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

APPENDIX:

APPENDIX 1: Sunquest Transfusion Record & Unit Compatibility Label



The image shows a 'UW MEDICINE TRANSFUSION RECORD' form. It includes a header with 'NAME' and 'MRN' fields. Below this is a table with columns for 'Patient Information' and 'Blood Component'. The table has rows for 'Product', 'Quantity', 'Indication', 'Start Date/Time', 'End Date/Time', 'Transfused', and 'Comments'. Below the table are sections for 'Serologic Verification' and 'If a Nonserologic Reaction is Suspected'. The 'Serologic Verification' section contains instructions and a checklist. The 'If a Nonserologic Reaction is Suspected' section contains instructions and a checklist. At the bottom, there is a 'UNIT COMPATIBILITY LABEL' section with fields for 'Name', 'MRN', 'Product', 'Quantity', 'Indication', 'Start Date/Time', 'End Date/Time', 'Transfused', and 'Comments'. There is also a barcode and a note: 'Attach patient label here ONLY if there is no patient name or MRN in the top line above'.



TRANSFUSION