**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:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **Receive Blood Product Release Form:** |
| 1 | Receive either:* + Completed Blood Product Release Form (BPR) printed on CPOE printer or brought by HMC hospital staff to Transfusion Service Laboratory (TSL) front counter

 OR* + Verbal order in non-CPOE areas or during MTP: BPR for single component orders and Portable Refrigerator Response (PRR) Log for multiple components.
 | Transfusion Services Blood Product Release form (BPR)Blood Product Request Form via CPOEPortable Refrigerator Response Log (PRR) |
| 2 | If verbal order, record and verify by use of the “read back” process with caller: * Patient Name, Last, First, Middle (if present)
* Patient MRN (H)
* Number and type of components
* Tube or Delivery Location

Record caller’s name and TSL Tech ID |  |
| 3 | Time Stamp the BPR/PRR Log if a time is not already printed on the form. |  |
| 4 | Perform Blood Bank Inquiry (BBI) to confirm blood component quantity ordered is sufficient to fill the request* Verify attributes or special requirements on BPR match attributes or special requirements in Sunquest
 | Sunquest: Using Blood Bank InquirySunquest – Laboratory Inquiry |
| **Issue Blood Components** |
| 1 | Select blood components 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 |
| **Step** | **Action** | **Related Documents** |
| **Issue Blood Components (continued)** |
| 2 | Perform visual inspection. | Visual Inspection of Plasma ProductsVisual Inspection of Red Cell Products |
| 3 | Perform Two Person verification with clinical staff or TSL staff of the following with one person reading from both the component face label and transfusion tag sticker and the other person verifying all paperwork:* Patient Name, Last, First, Middle (if present)
* Patient MRN (H)
* Patient ABO/Rh
* Unit number and component type, including antigen typing
* Unit ABO/Rh
* Unit expiration date and time (if applicable)
* Unit volume (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 |
| 4 | Stamp and/or record on BPR/PRR Log:* + TSL staff performing verification
	+ TSL staff performing issue.
 |  |
| 5 | Complete Blood Product Issue in SQ.* Verify patient requirements have been met
* Date and time of issue is correct
 | Blood Product Issue in SQ |
| 6 | Retain in TSL * + Photocopy of BPR **OR**
	+ Copy of PRR Log
 |  |
| 7 | Deliver blood component 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
	+ TSL delivers to OR or ED
* Record “ED” or OR # on the BPR
* Verify patient information on request vs. patient information once reaching room to ensure they match
* Clinical staff sign BPR
	+ Picked up in TSL
* Transporter signs the BPR
* TSL staff removes the TSL copy
* Refrigerator delivery to patient location
	+ Clinical Care Staff signs for refrigerator
	+ Transporter signs
	+ PRR Log left with refrigerator
 | Using Portable Blood Refrigerators |
| 8 | If read back is requested in OR* Only properly trained TSL staff are to perform read backs
* Follow nursing procedure for proper verification and documentation
 | Blood Transfusion: Obtaining, Handling, and Administering Blood Components |
| **Step** | **Action** | **Related Documents** |
| **Confirm delivery of blood products** |
| 1 | Ensure timely delivery of tubed blood components by monitoring the TSL copy of BPR* If destination does not return BPR within 10 minutes, contact destination.
* If destination verifies product was **not** received:
	+ Contact Engineering
	+ Notify TSL Lead
 |  |
| 2 | Signed BPR received in TSL via:* + Tube
	+ TSL staff returning from OR or ED
	+ Transporter picks up in TSL
	+ Delivery to patient location
 |  |
| 4 | Verify completion of original and discard TSL copy |  |
| 5 | File original signed BPR/PRR in the BPR by date folder. Organize day alphabetically by first initial of last name. |  |

**References:**

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