## TITLE: Signing in Units of Blood from RCMC to RCHC

 PRINCIPLE

Blood should never be left unnecessarily at room temperature. When issued for transfusion, blood should not be left unnecessarily at room temperature. Delayed deliveries to the ECY, delayed arrival of equipment or infusion are all undesirable. Blood stored in the Yorkville Laboratory have refrigerators that meet American Association of Blood Bank's specifictions. Donor blood must never be stored in unmonitored refrigerators.

### PERSONNEL

Medical Technologists

### STEPWISE PROCEDURE

1. Blood may be signed back into RCHC Yorkville Lab if it has not been allowed to warm above 10°C as indicated by the HemoTemp II label. Blood will arrive hand delivered.
2. Check the HemoTemp label. Label should indicate a temperature 10C or below. If unit is acceptable, remove HemoTemp label. Blood is then returned to the refrigerator for reissue.
3. If blood has warmed above 10°C, the technologist should notify the supervisor explaining the circumstances responsible and quarantine the unit, see Proc. #7180-ECY-402.
4. The person accepting the returned blood will enter the product using In SoftBank II 25.3.0.3.15-Site Y-LIVE launch “Inventory”, “In/Out” and “Batch Delivary”
5. Source: MIN (Rush-Copley Medical Center)
6. Coll. Ctr.: Heartland Blood Center (\*0397)
7. Temp: 4
8. Box opens to scan multiple units
9. When scanning units a box opens multiple times with comment “The line will be cleared. Accept?” say NO to keep the information scanned in.
10. After units scanned place coursor on an empty line.
11. Select F12
12. Batch unit delivery edit box opens, F12 to accept information.
13. “Accept unit list?” pop up box opens, select Yes.
14. Remove Hemo Temp II sticker.
15. Make copies of the units and attach the printout to each unit.
16. Fill out a blank Emergency Tag for each unit with the Unit #, Product, Exp. Date, and Condition. Place with the unit in the BB refrigerator. Tags are located in the folder above the BB refrigerator and in the rolling filing system in a BB Downtime folder.
17. Place units in blood storage refrigerator in the Yorkville Lab.
18. If LIS is down then use LIS Blood Downtime Log (see example) to document the units that have been received at RCHC.
19. Qurantined units are placed on the second shelf of the Blood Storage refrigerator.
20. These units are disposed of in accordance with hospital policy

 4840-SAFT-100, Laboratory Biosafety Procedures for Level 2 Clinical Laboratory.

### INTERPRETATION

Blood which has been returned to the Yorkville Lab shall not be reissued unless the following conditions have been observed:

1. The container closure has not been disturbed.
2. The blood has not been allowed to warm above 10°C or to cool below 1°C during

storage or transportation.

1. The records indicate that the blood has been reissued, and that it has been

inspected prior to reissue.

### REFERENCE

Biosynergy, Inc.

AABB Technical Manual,16th Edition, 2008.

Standards for blood Banks & Transfusion Service 25th Edition, 2008.

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