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## TITLE: Sample Requirements and Ordering Blood and Other Components

PRINCIPLE:

To define the proper procedure for ordering and handling of blood and blood components (fresh frozen plasma, platelets, cryo, etc.,) and other Blood Bank procedures.

## SPECIMEN COLLECTION/TREATMENT:

See individual sections under Procedure.

### REAGENTS AND EUIPMENT

1. Soft ID Computer System
2. 7 ml Pink Top Tube

### CALIBRATION

None indicated

**QUALITY CONTROL**

SoftID provides positive patient and specimen identification at the point of care. This effective lab software solution enhances patient safety by accurately identifying the patient and the appropriate lab test and ensuring that patient lab specimens are correctly bar coded and labeled.

## STEPWISE PROCEDURE:

1. RN checks for transfusion order for product type, RBC, Fresh Frozen Plasma (FFP), Cryoprecipitate, or Pheresised (single-donor) Platelets.
2. Check order for specific requirements, CMV negative, irradiated, etc.
3. Place Blood Bank orders through HIS System or use a downtime requisition.
4. IF YOU ARE DRAWING THE PATIENT, Go to the patient’s room
5. Use Soft ID protocol to obtain patient sample. See Procedure Number 4840-LCC-132, Soft ID.NET, for more information.
6. Send Blood Sample and all the paperwork (if applicable) to the Laboratory

Specimens with no name, date and time, initials of phlebotomist on the tube will not be accepted by the Blood Bank.

**Sample Orders/Product Orders during Soft/Soft ID downtime, and STAT surgicals**

Drawing blood sample for Blood Bank Orders

I. To notify the laboratory that an order is needed, send one “DOWNTIME”

TRANSFUSION REQUISITION, to the laboratory.

II. These slips are to be labeled with the patient’s hospital label, if available. Otherwise, fill in the slips by hand, including the date, room number, patient’s name, financial number, medical record number and physician.

III. On the Transfusion Requisition be sure to fill in the spaces for number of units, date and time needed, and reason (surgery, anemia, etc.).

1. Check patient’s hospital armband-compare two identifiers on the patient ID band (name and account number) with the Transfusion Order.
2. Draw one Blood Bank tube (pink top containing EDTA) for Blood Bank Orders.
3. Label tube completely before leaving the bedside with the laboratory order label or a hospital computer label.
4. Initial, date and time the sample tube (If unable to use SoftID).
5. Sign, date and time the Transfusion Order.
6. Send blood sample and all paperwork to the Blood Bank

NOTE: Specimens that do not have name (both first and last), date and time, initials of the the person who drew the sample on the tube and their signature on the order will be rejected and asked to be redrawn.

Ordering Blood Products

1. Product Orders can be placed using a Transfusion Request

Order through the HIS or using a downtime requisition. See previous section for more detailed information.

2. Check with the Blood Bank staff before drawing the blood. A patient

draw may not be necessary.

BLOOD BANK EMERGENCY TRANSFUSIONS

1. Notify the laboratory immediately of the patient’s requirement for blood.

See Blood Bank Procedure #4840-BB-405: *Emergency Release of Blood to Areas Other than the Emergency Room,* Procedure #4840-BB-409*: Emergency Release of Blood to the ER,* or Procedure #4840-BB-620 *Blood Bank Response to Emergent Release of Blood to the NICU* for more information.

### Red Blood Cells, Fresh Frozen Plasma, a small supply of cryoprecipitate, 2 stock platelets, 2 O NEG, CMV Neg, Irradiated red blood cells, an AB FFP, an AB cryoprecipitate unit for neonates, a CMV negative, Irradiated, HbS negative O negative Pedi-Pack are kept in our bank (all other components must be ordered from Heartland Blood Center)

ALL BLOOD BANK ORDERS WILL EXPIRE ON THE THIRD DAY AT MIDNIGHT FROM THE DATE OF THE ORIGINIAL ORDER

This will include all Frozen Plasma, Platelets and Cryoprecipitate Orders.

## REFERENCE: : AABB Technical Manual, 18th Edition, 2014

AABB Standards, 30th Edition, 2015

Soft Computer, Clearwater, Florida

