



**PURPOSE: INSTRUCTIONS FOR BLOOD BANK STAFF FOR USE OF THESE**

**PROCESS: USE OF SOFTSIDED RILEY TRANSPORT COOLERS FOR RILEY NICU**

**REV. #, DATE #1, 5/7/20**

**DOCUMENT OWNER: RHBB BLOOD BANK AND NICU TRANSPORT TEAM**

Step	Description:	Key Point / Image / Reason	Who	Time
<b>Note: Units for transport will be picked up from the Riley Blood Bank (RHBB)</b>				
1	<p>NICU/Transport team will call RH BB (317-948-9610) to provide a unit(s) for transport.</p> <p>If available, the NICU/Transport team will provide:</p> <ol style="list-style-type: none"> <li>1) Patient name and Medical Record number (may or may not be available)</li> <li>2) Number of units needed</li> </ol> <p>The NICU/Transport team will need to pick up the cooler at the RH BB, Room 6252</p>	<p>The cooler in the RH BB is validated for 1 or 2 units.</p> <p>The cooler can maintain temperature for 4 hours.</p>	NICU	When needed
2	<p>The unit(s) will be released following the current procedure for Emergency Uncrossmatched Blood Requests.</p> <p>The RH BB Team will prepare the designated transport cooler</p> <ol style="list-style-type: none"> <li>1) <u>For 1 unit transport</u> <ol style="list-style-type: none"> <li>a) Use the smaller cooler</li> <li>b) Pack the unit between 2 cool packs</li> </ol> </li> <li>2) <u>For -1-2 unit transport</u> <ol style="list-style-type: none"> <li>a) Use the larger cooler</li> <li>b) Pack the units between 2-4 cool packs.</li> </ol> </li> </ol>	<p>The designated Transport Cooler is located in the Blood Bank in the back of the lab on a labelled shelf.</p>	RH BB	When request received
3	<p>When the cooler is returned to RH, then the NICU/Transport staff will forward the RH BB Transport Cooler back to the RH BB, Room 6252.</p>	<p>The RH BB staff will wipe down the cooler with Sani-wipes, return the cool packs to the refrigerator and store the designated cooler on the designated location.</p>	NICU and RHBB	When Cooler is Returned to RH BB