



PURPOSE: INSTRUCTIONS AND EXPECTATIONS FOR USE OF PANELS AND APPLICABLE ANTIGRAMS

PROCESS: PANEL MANAGEMENT

REV. #, DATE #1, 7.2.20

DOCUMENT OWNER: MHBB, RHBB AND UHBB

Step	Description:	Key Point / Image / Reason	Who	Time
<p>Note: Panels are maintained at each blood bank location. Master Panel Book will be maintained at MH and RH, but not at UH. This is because UH does not receive any manual 3-5% panels, but these panels are received and managed at MH and UH.</p>				
1	<p>When red cell panels are received, they may be placed into use as soon as possible.</p> <p>Panels in each location: MHBB: Echo Panels and Quotient Panel UHBB: Echo Panels RHBB: Quotient Panels, MTS Panels, Echo Panels</p>	<p>Although panels are available as soon as possible one should try to use the oldest panel first.</p> <p>Reminder: Ortho Panels must be quality controlled before use. See SOP: Quality Control of Ortho Resolve Panel A and B</p>	All Blood Bank Techs	NA
2	<p>For MHBB and RHBB only: Follow SOP Reagent/Supplies Inspection & Receiving to complete</p> <ol style="list-style-type: none"> 1) Panel Log In 2) Panel antigram placement in the appropriate Master Panel Book 3) Panel antigram placement on the Selected Cell Clipboard 	<p>Log in books are available at RHBB and MHBB.</p> <p>Master Panel Books and selected cell clipboards are available at RHBB and MHBB.</p>	All Blood Bank Techs	NA
3	<p>After log in, make copies of the antigram and place them with the panel (approximately 10-15 copies)</p> <p>Echo Panels – Use a rubberband and attach the panels to the pouch of panel strips or with the box.</p> <p>Quotient Panels – Use a rubberband and place it on the box</p> <p>MTS Panels – Use a rubberband and place the antigram with the labelled panel.</p>	<p>Keeping copies of the antigram with the panel will prevent the use of the wrong version of the antigram.</p> <p>Before documenting panel results, one should always verify that the antigram is correct lot number and expiration.</p> <p>This will also make it easier to manage the availability of the panel antigrams for investigations.</p>	All Blood Bank Techs	NA



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4	<p>When the panel expires, one should manage the reagent and the panel antigrams.</p> <p>Echo Panels –</p> <ol style="list-style-type: none"> 1) MH/UH: Document on the Reagent Monitor Log how many pouches are discarded and discard the panels at MHBB and UHBB 2) RH: Document on the Reagent Monitor Log how many pouches are discarded. Discard the Echo panel antigrams. Place the discarded panels in the designated area. These ECHO strips may be used for maintenance tasks on the Echo. <p>Quotient Panels – Move the expired panel to the Expired Panel shelf with the copies of the antigen included.</p> <p>MTS Panels – Move the expired panel to the Expired Panel shelf with the copies of the antigen included.</p>	<p>Expired Echo panels may not be used on the analyser.</p> <p>Expired Quotient/Immucor and MTS panels may be used for 3 months after expiration. After 3 months, these panels and corresponding paperwork are discarded.</p> <p>Since they are expired, they must be maintained in a separate physical location to the in-date panels.</p> <p>Expired Panel Location MH: Bottom labelled shelf with blood products RH: Bottom labelled shelf (ves) with quarantine and units being retyped.</p>	All Blood Bank Techs	NA