



PURPOSE: INSTRUCTIONS AND OVERALL, POLICY STATEMENTS FOR THE USE OF THE IUH AHC BLOOD BANK SPECIAL BLOOD COMPONENTS TEAM PAGE.

PROCESS: USE OF A TEAMS PAGE FOR COMMUNICATION OF NEED AND PROVISION OF SPECIAL BLOOD COMPONENTS FOR APHERESIS AND CLINIC

REV. #, DATE #01, 05.03.22

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason	Who	Time
Note: All IUH Team Members who will interact on this TEAMS page should be trained before interacting on the TEAMS Page.				
1	<p>When a patient requires special products from the IUH AHC Blood Bank, then two tasks will be completed by the Clinical Team to communicate what is required:</p> <ol style="list-style-type: none"> 1) Go to the TEAMS page and open the Special Products Schedule. Fill in the Excel document, in the applicable month, all the information for the request. 2) After the Excel document has been updated, post it on the TEAMS page for notification to the TEAM new orders have been added to the Schedule. 	<p>This will give the clinical team a communication tool for providing information about the requested special blood components, date of the scheduled procedure, and when the sample for provision of blood will be collected.</p>	Clinical Team	<p>When special blood products are required for a patient.</p>
2	<p>When the TEAMS notification is received by the Blood Bank, the Blood Bank will complete the following tasks:</p> <ol style="list-style-type: none"> 1) The tech will verify the patient's demographic information (ABO/Rh, serologic history) and complete the Special Products Schedule Excel document on the TEAMS page. 2) Determine based on patient's requirements, current inventory levels, workload, and time of request, whether to screen for the requested products (or) order the units from the donor center. 3) If ordering from the donor center: <ol style="list-style-type: none"> a. Follow SOP for provision of blood for Sickle Cell Patients as to the age of the units and the phenotype to request. b. Units should be received 2-3 days ahead of scheduled procedure, whenever possible. 4) After blood is ordered (or) screened, indicate the date in the Special Products schedule on the TEAMS page. 5) After blood is received and available for the patient, indicate this updated information in the Special Products Schedule on the TEAMS page. 6) The last step for the Blood Bank is to post on the TEAMS page when blood is available for the patient to notify the entire team. 	<p>This will facilitate communication about blood products between blood bank technologists and provide a means of notification to the clinical team.</p>	AHC Blood Bank	<p>When notified an update has been added to the TEAMS Special Products Schedule</p>



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3	<p>Changes to the Schedule Whenever there is an update either on the clinical or Blood Bank side:</p> <ol style="list-style-type: none"> 1) Changes must be documented in the Special Product Schedule Excel document. 2) Changes should also be posted to the TEAMS page to notify all team members of the change to the provision of products. 		Clinical and Blood Bank Team	When applicable.
4	<p>Excel Special Products Schedule has Monthly Tabs: The TEAMS page Special Products Schedule has a monthly tab set up. All team members should use the appropriately labelled Excel tab for the information.</p>	The monthly tab system will allow analytics to be completed	Blood Bank Team	On-going schedule