



Deviation From SOP

Date: 5/20/24

Affected SOPs: Transport Cooler Management – Wet Ice, and Cooler/Box Sign Out Log

Description:

This is part of a bigger revision of the Dispense and Return process for the AHC Blood Bank in May 2024. This process and form need to be updated immediately to run through the updated process and new form with the nursing/OR and other team members who may be picking up and delivering coolers at AHC Blood Banks.

Summary of Changes:

SOP: Draft SOP has been completed and is being routed for review.

SOP was updated with the following changes

1) No coolers in the Window and Transport Staff must have Recipient Information.

Blood coolers should NOT be placed in blood bank pick-up window unattended by blood bank staff. Coolers should be back from window so blood bank staff can confirm with the transport/pick-up team the intended recipient's name and MRN prior to release for transfusion.

2) Log is Updated so the Transport Staff will fill out the log.

Record on "Sign Out Log – Wet Ice & Utek Gel": (see Cooler/Box Sign Out Log) and Transport Staff will complete "Transport Sign Out" Section on "Sign Out Log – Wet Ice & Utek Gel", (Cooler/Box Sign Out Log).

Form: Cooler Log

The form has been updated and will be implemented for In-House Coolers and Out-of-Hospital boxes to ensure complete documentation.

Implementation of Change

With medical approval, we will start using 5/20/24.

Training for the team will be completed via Huddle and MTS training for the use of the draft procedure and revised forms. The forms will be provided to each location to start with the 5/20-5/21/24 coolers.

QA Coordinator
Jayanna Slayten, MS, MLS(ASCP)SBBcm
5/20/2024 | 11:01 AM EDT

Approved By: BB Medical Director

5/20/2024 | 11:22 AM EDT



Out-of-Hospital Cooler/Box Sign Out Log

Date	Time Ready	Expire Time	Cooler #	Patient Name	Delivery Location	Temp Indicator placed? ✓	Unique MRN added? ✓	BB Staff Initials	Replace	Return
									✓	R
Completed by Transport/Pickup Staff and BB Staff										
Pickup Time	Pickup Staff Name (first initial & last name)			Patient Name & MRN for Pick up (Patient Clinic Label or Handwritten)				BB Staff Initials		

Date	Time Ready	Expire Time	Cooler #	Patient Name	Delivery Location	Temp Indicator placed? ✓	Unique MRN added? ✓	BB Staff Initials	Replace	Return
									✓	R
Completed by Transport/Pickup Staff and BB Staff										
Pickup Time	Pickup Staff Name (first initial & last name)			Patient Name & MRN for Pick up (Patient Clinic Label or Handwritten)				BB Staff Initials		

KEY: Returned = "R" to be entered in column when Cooler Returned to Blood Bank.



In-Hospital Cooler Sign Out Log

Date	Time Ready	Expire Time	Cooler #	Patient Name	Ward	BB Staff Initials	Replace	Return
							✓	R
Completed by Transport/Pickup Staff and BB Staff								
Pickup Time	Pickup Staff Name (first initial & last name)		Patient Name & MRN for Pick up (Patient Clinic Label or Handwritten)			BB Staff Initials		

Date	Time Ready	Expire Time	Cooler #	Patient Name	Ward	BB Staff Initials	Replace	Return
							✓	R
Completed by Transport/Pickup Staff and BB Staff								
Pickup Time	Pickup Staff Name (first initial & last name)		Patient Name & MRN for Pick up (Patient Clinic Label or Handwritten)			BB Staff Initials		

KEY: Returned = “R” to be entered in column when Cooler Returned to Blood Bank.

Certificate Of Completion

Envelope Id: 933DB32466844A9BB9FB2ED003AF0DB2	Status: Completed
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Document Pages: 3	Signatures: 2
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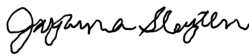
Signature Adoption: Pre-selected Style
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Sent: 5/20/2024 11:01:42 AM
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Jayanna Slayten
 jslayten@iuhealth.org
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