**Purpose:**

To specify the process used by the HMC Transfusion Service (TS) to ensure that the correct blood product is issued to the correct patient.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **Receive Request for Blood Product Issue:** |
| **1** | * Receive either:
	+ Completed Blood Product Release Form (BPR) sent via by tube or brought by HMC hospital staff to Transfusion Service Laboratory (TSL) front counter

 OR* + Verbal order:
 | * Transfusion Services Blood Product Release form (BPR)
 |
| **2** | Record and verify by use of the “read back” process with caller: * Patient Name, Last, First, Middle (if present)
* Patient HID
* Number and type of components
* Tube or Delivery Location
* Record “Called by/Read back” with caller’s name and TS Tech ID
 |  |
| **3** | Time Stamp the BPR. |  |
| **Issue Blood Components** |
| **1** | * Select blood products.
 | * Blood Storage Policy
 |
| **2** | * Perform visual inspection.
 | * Visual Inspection of Blood Products
 |
| **3** | * Open SQ function Blood Product Issue (BPI):
* Scan unit number
* Enter visual inspection
 |  |
| **4** | * + Perform Two Person verification with clinical staff or TS staff of the following:
* Patient Name, Last, First, Middle (if present)
* Patient HID
* Patient ABO/Rh
* Unit number and component type
* Unit ABO/Rh
* Unit expiration date/time
 |  |
|  | **Action** | **Related Documents** |
| **Issue Blood Components cont.** |
| **5** | * Record both TS tech IDs on the BPR form.
 |  |
| **6** | * Complete Blood Product Issue per SOP.
* Utilize Issue Comments to record issue method: TUBE, TS, ED, OR
 | * Blood Product Issue
 |
| **7** | * Retain TS copy of BPR.
 |  |
| **8** | * Deliver blood product and BPR by one of the following methods:
	+ Pneumatic Tube
* Notify the department by phone
* Record the name of the person notified on the BPR
	+ TS delivers to OR or ED
* Record “ED” or OR# on the BPR
* Clinical staff sign BPR
	+ Picked up in TS
* Transporter signs the BPR
* TS staff removes the TS copy
 |  |
| **Confirm delivery of blood products** |
| **1** | * Ensure timely delivery of tubed blood products by monitoring the TS copy of BPR:
* If destination verifies product was **not** received:
	+ Contact Engineering
	+ Notify TS Lead
 |  |
| **2** | * + - Signed BPR received in TS via
	+ Tube
	+ TS staff returning from OR or ED
	+ Transporter picks up in TS
	+ Delivery to patient location
 |  |
| **3** | * + - Match with TS copy of BPR
 |  |
| **4** | * + - Discard TS copy
 |  |
| **5** | * + - File original signed BPR in TS
 |  |

**References:**

Standards for Blood Banks and Transfusion Services, Current Edition, American Association of Blood Banks. AABB Press, Bethesda, MD.