**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.