Document History:

Title: **Issuing of Blood, Blood Components and Plasma Protein Products (Derivatives) /Handling Returned Issued Product within a Facility** **Site(s): DSM**

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Section:	**Manitoba Transfusion Quality Manual for blood Banks**	**Subsection:**	**INV Module**

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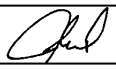
Signature:			
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#	Details of Revisions:	Approval:	Date:
1	New document	A Kabani	31-MAR-2011
2	Added to 4.0, 5.0, 6.0 for Trace Line sites to refer to Trace Line procedure	C Musuka	05-NOV-2012
3	Added note to 2.12 that exceptions may apply for derivatives	C Musuka	10-DEC-2013
4	• Modified name throughout to plasma protein products • 4.0, 5.0 and 6.0 updated with correct names of TL and INV SOP's	C Musuka	02-MAR-2017
5	Replaced 2.6, 4th bullet with "refer to protocol: Appendix 9 Record Retention Policy"	C Musuka	24-NOV-2017
6	Corrected transcription error step 2.6, 4th bullet to "…Appendix 8…"	C Musuka	12-FEB-2018

Issuing of Blood, Blood Components and Plasma Protein Products (Derivatives)/Handling Returned Issued Product within a Facility

1.0 Principle

1.1 To issue blood, blood components or plasma protein products (derivatives) for transfusion/infusion from the facility blood bank or Blood Transfusion Service (BTS)

1.2 To return blood, blood components or plasma protein products (derivatives) to facility blood bank or BTS

1.3 To document the issue and return of blood, blood components or plasma protein products (derivatives) using the appropriate blood bank log and appropriate facility form(s)

Note: *In some facilities, the issuer and the transporter may be the same individual and must adhere to both this procedure and to INV procedure- Transport of Blood, Blood Components and Derivatives (within a facility)*

2.0 Scope and Related Policies

2.1 A record keeping system shall be in place for each issued blood, blood component and plasma protein product (derivative).

2.2 Blood, blood components and plasma protein products (derivatives) can only be issued immediately prior to the patient being transfused / infused in order to maintain proper storage of the blood, blood component or plasma protein product (derivative).

- Prior to issue, it is the responsibility of the physician/authorized practitioner to obtain informed consent of the recipient

2.3 At the time of issue, there shall be a final verification of the patient information and the blood, blood component or plasma protein product (derivative) information. This may include the request form, appropriate blood bank log, tag, ROT and blood, blood component or plasma protein product (derivative).

2.4 If the information does not agree, the blood, blood component or plasma protein product (derivative) shall not be issued for transfusion/infusion. Discrepancies shall be resolved.

2.5 The record keeping system shall ensure that a copy of all of the information relating to the patient and the transfused blood, blood component or plasma protein product (derivative) becomes a permanent transfusion/infusion record for the patient.

2.6 The record keeping system shall be designed to:

- Facilitate the tracing of blood, blood components and plasma protein products (derivatives) from source (the donor or the collecting facility) to final disposition (transfused/infused, shipped, discarded),
- Recheck the records applying to blood, blood components or plasma protein products (derivatives)
- Investigate adverse reactions manifested by the patient
- Refer to protocol: Appendix 8 Record Retention Policy

2.0 Scope and Related Policies cont'd…

2.7 Only authorized individuals who have been trained in the issuing process shall issue blood, blood components or plasma protein products (derivatives).

2.8 A visual inspection shall be performed immediately before issuing all blood, blood components and plasma protein products (derivatives). Refer to INV procedure- Visual Inspection of Blood, Blood Components and Derivatives.

2.9 For emergency issue of group O unmatched red cell units, refer to applicable MP or TL procedure. For non-Trace Line sites; refer to MP procedure- Emergency Issue of Donor Red Cells and for Trace Line sites; refer to TL procedure-Issue of Emergency Uncross-matched Red Cells and Emergency Plasma Components in Trace Line

2.10 When issued blood, blood components and plasma protein products (derivatives) are transported out of the facility with the patient; the **receiving facility** shall be responsible for the final disposition documentation.

2.11 When issued blood, blood components and plasma protein products (derivatives) are shipped out of the province with a patient; the **issuing facility** shall be responsible for final disposition documentation.

2.12 Prior to returning products to inventory ensure:

- Products meet acceptable visual inspection criteria
- The blood or blood component should not be out of controlled storage for longer than 30 minutes

Note: *If product has been out of controlled storage for longer than 30 minutes and returned within 60 minutes, consult TM physician on call and/or charge or senior to determine final disposition (some exceptions may be allowed for derivatives or irreplaceable blood or blood components)*

3.0 Materials

Tagged blood, blood components or plasma protein products (derivatives)
Record of Transfusion (ROT)
BTS/CBS patient report
Applicable facility patient request/ patient information forms
Appropriate blood bank log

4.0 Procedure

For Trace Line sites refer to Trace Line procedures: *Issuing of Blood and Blood Components in Trace Line to Patients: Within a Facility/ to an External Facility* and *Issuing of Plasma Protein Products (Derivatives) in Trace Line to: Patients within a Facility/Home Program Patients*

For blood and blood components see INV procedure: *Issuing of Blood and Blood Components/ Return within a Facility of Previously Issued Blood and Blood Components*

For plasma protein products (derivatives) see INV procedure: *Issuing Plasma Protein Products (Derivatives)/ Return within a Facility of Previously Issued Plasma Protein Products (Derivatives*)

5.0 Reporting

For Trace Line sites refer to Trace Line procedures: *Issuing of Blood and Blood Components in Trace Line to Patients: Within a Facility/ To an External Facility* and *Issuing of Plasma Protein Products (Derivatives) in Trace Line to: Patients within a Facility/Home Program Patients*

For blood and blood components see INV procedure: *Issuing of Blood and Blood Components/ Return within a Facility of Previously Issued Blood and Blood Components*

For derivatives see INV procedure: *Issuing Plasma Protein Products (Derivatives)/ Return within a Facility of Previously Issued Plasma Protein Products (Derivatives)*

6.0 Procedural Notes

For Trace Line sites refer to Trace Line procedures: *Issuing of Blood and Blood Components in Trace Line to Patients: Within a Facility/ To an External Facility* and *Issuing of Plasma Protein Products (Derivatives) in Trace Line to: Patients within a Facility/Home Program Patients*

For blood and blood components see INV procedure: *Issuing of Blood and Blood Components/ Return within a Facility of Previously Issued Blood and Blood Components*

For derivatives see INV procedure: *Issuing Plasma Protein Products (Derivatives)/ Return within a Facility of Previously Issued Plasma Protein Products (Derivatives)*