



# CONWAY MEDICAL CENTER

## PROCEDURE

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

TITLE:	LAB-SPC-BBK-07.06 Release of Blood and Blood Products-PRO		
ISSUED BY:	Sr Tech, Blood Bank	REFERENCE #:	LAB-SPC-BBL-07.06-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2008-05-03

**SCOPE:** All personnel and physicians involved with release of blood products.

### I. **PROCEDURE:**

#### A. PERSONNEL AUTHORIZATION:

1. Lab Staff: Only qualified BBK testing personnel may release units from the BBK.
2. Messenger (release to) physician, nurse or trained staff may receive blood products.

#### B. RELEASE PROTOCOL:

1. Check the medical record number on the patient's requisition with two patient identifiers, one of which must be the patient's Medical Record number. It is "best" practice for the patient's chart to be used in this process, but in cases where that is not practical or possible, using a minimum of two patient identifiers is valid.
2. Check the donor number on the bag with the donor number on the patient's requisition (Crossmatch/Component Tag).
3. Blood Bank personnel must visually inspect components prior to issue for abnormal appearance and expiration date. When signing out the unit the computer requires that the tech acknowledge that the visual check has been completed.

#### NOTE:

This question appears: "Visual Inspection". The computer sign-on name signifies that all checks have been made and become part of the permanent release record.

4. Check the patient's ABO and Rh type on the Crossmatch/Component Tag and correlate to the Patient/Blood Product Data sticker, located on the unit. They should be an exact match to all patient information.

*NOTE: The Crossmatch/Component Tag includes the patient's name, room number, blood type, identity of person who performed the crossmatch, donor number, donor type, Medical Record number, and expiration date. This printed form is printed directly from the computer.*



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5. All vital sign documentation is done on the computer. However, in the event that the computer is not working, vital sign documentation can be recorded on the Crossmatch/Component Tag. If documentation is done this way a copy of the tag (with vital signs) must be made and sent to the Blood Bank department and the original will go on the chart.
6. Messenger authorization: Messengers will be designated as physicians, RN, LPN and staff that has been trained. Laboratory blood bank technologist/technician may be a messenger if the circumstance warrants delivery of blood by laboratory personnel. The issue to more than one patient at any one time is not recommended.
7. LIS Documentation of product release AFTER data validation:
  - a. Go to appropriate LIS screen
  - b. At the Courier box the messenger will type in their computer sign-on name.
  - c. Laboratory personnel will match the computer Sign-On name with the Messengers employee badge for confirmation.
8. Nursing Personnel Responsibilities:
  - a. Presentation of patient's chart or document that contains two patient identifiers, one of which must be the patient's Medical Record number, that can be compared to the Patient two patient identifiers on the actual blood product and cross identified with the Blood Bank Release Form that is generated from the computer system based on order entry requisition.
  - b. Sign out via the LIS system as described above.
  - c. Transportation of the blood to the patient's bedside must be made with the least practical delay.

SPECIAL NOTE: In an occasion that a look-back is necessary to establish the identification of the person/s that signed out a unit of blood, this information is captured in the computer and can be retrieved.

- d. Nursing personnel should follow all patient identification and pre-transfusion protocols per nursing policy.
- e. If the Crossmatch/Component Tag was used to document the patient vital signs instead of direct computer entry, the COPY of that form must be sent to the BBK ASAP after transfusion. This information will be reviewed by the BBK and required documentation entered into the computer system.



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REFER TO LAB-SPC-BBK-07.15 for detailed description of proctols.

Reference: AABB Manual,16<sup>th</sup> Edition,2008, pg.297&458

**RECORDS:** Unit Transfusion Form; Blood Bank Release Form, Patient Record

**RELATED DOCUMENTS:**

GNA-3.20-PRO Blood and Blood Component Transfusion Administration

GNA-3.40-POL Autologous Blood Transfusion

GNA-3.51-PRO Blood/Fluid Warmer-Use of Gaymar

GNA-9.60-PRO TAR

**REFERENCE STANDARDS:** CAP: GEN.40000; GEN.40016; GEN.40032; GEN.40050; GEN.40100  
TRM.40900; TRM.41350; TRM.41450; TRM.41006; TRM.41300

**REVISION/REVIEW HISTORY:**

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
05/31/11 jo		Review/Revision. Saved electronically on the Lab G drive.
11/07/11 jo	Format	Changed into MCN format.
10/01/12wm/lids	Sign out	Included new Step in Meditech that mandates tech check off that unit has been checked visually.
03/23/13 wm	ALL	Newest MCN format. No content changes
02/04/15wm/lis	All	Reviewed- Change: Included direct computer entry of vital sign into computer by BBK as primary means of documentation. Noted Related documents
02/06/17wm	Sect.I,A,2 All	Added trained staff Changed Meditech to computer
03/09/17wm	All	Reviewed no changes
08/14/17wm	Section B	Changed for new computer Dr. Keels Allen signed lab copy