

 DIAGNOSTIC SERVICES MANITOBA SERVICES DIAGNOSTIC MANITOBA	Job Aid- Obtaining Crossmatched Units from blood Banks in PMH Facilities when lab staff is not on site		Document # JA160-28INV-14B
	Approved by:  Dr. Charles Musuka		Version # 01
	Effective Date: 18-MAR-2016		Source Document: 160-INV-15 and 160-TL-06

Job Aid-Obtaining Crossmatched Units from blood Banks in Prairie Mountain Health (PMH) Facilities When Lab staff is Not on site

In PMH facilities on off shifts when no lab staff is on site; nursing may be required to access blood bank to obtain crossmatched RBC unit for a patient in the facility requiring transfusion

- If situation arises that platelets or thawed plasma is required when lab is not on site contact lab staff on call for direction

Note: For PMH sites with stock emergency RBC's; nursing **cannot** access blood bank to obtain emergency RBC's. Lab **must** be called to collect a sample from the patient prior to infusion of emergency RBC's. sites in PMH with stock emergency RBC's are:

- Dauphin
- Neepawa
- Russell
- Roblin
- Swan River
- Tri-Lake (Killarney)
- Virden

1. Bring a completed labeled form document:

Request for Release of: blood/blood Component/Derivative to the blood bank

- Complete the portion of the form **TO BE COMPLETED BY CLINICAL SITE**
- PRINT your name/date/time in the transporter spot at bottom of form.
- This document remains in the laboratory.

Transporter Name _____ (Print)	Issued By: _____ Date/Time: _____
--	--

2. Access the blood bank;

- Obtain key from designated area and unlock the blood bank fridge
- Obtain the blood bank log from designated area
- Obtain **1** crossmatched unit of blood for patient on the request to release

3. Remove unit from plastic bag and Record of Transfusion (ROT) from pocket and perform a visual inspection of the blood. Carefully handle the blood inspecting for:

- Ports intact
- Segments are still present
- blood is not expired
- Bag, ports, or segments are not cracked or leaking
- Unit label is not missing, defaced or obscured
- No discoloration, masses, clots or other abnormalities

Note: If unit is not visually acceptable **Do Not** proceed. Lab staff must be notified immediately

3.1 If applicable document on visual inspection sheet

6. On the back for the Record of Transfusion (ROT); fill out the first line on the **PRODUCT REISSUE RECORD**
 - Record initials, date, time of issue (use lab clock)

PRODUCT REISSUE RECORD	
INSTRUCTIONS TO HOSPITAL STAFF:	
It is the responsibility of the person who signs for the product to ensure that the reissue record is completed	
For red cell components, thawed plasma or other products - store in a blood bank refrigerator operating at 1-6 °C	
A. VISUALLY INSPECTED AND ISSUED BY BLOOD BANK	BY DATE TIME
B. PLACED IN SATELLITE REFRIGERATOR.....	BY DATE TIME

7. Place unit back into the plastic bag and Record of Transfusion (ROT) in side pocket for transport.
8. Place the unit's segments that have already been removed in the designated area in the fridge. Ensure it is dated.
Note: Not applicable for Dauphin, segments are not required to be removed
9. Lock the fridge. Return key and log book to the designated area:
10. The start of transfusion date and time must be recorded by nursing in the appropriate section of the ROT
 - Nurses must fax the ROT to the DSM testing facility that issued the crossmatched unit
 - Westman Lab fax# 204-578-4869
 - Dauphin Lab fax# 204-638-2173
 - Nursing is to return the completed ROT to the site blood bank.
 - Documentation of transfusion on the Cumulative blood Report is also required

Complete this Section when partial or full component is infused	
Complete information below and return to the Hospital Blood Bank or Laboratory	
Start of Transfusion Date: _____ YYYY-MM-DD	Start of Transfusion Time: _____ HH:MM
All components that are issued and NOT used MUST be returned to the Hospital Blood Bank or Laboratory.	
This Section To Be Completed By Hospital Blood Bank or Laboratory	

**Nursing staff to complete
Start time and date of
transfusion**