

 DIAGNOSTIC SERVICES MANITOBA SERVICES DIAGNOSTIC MANITOBA	Job Aid- Obtaining Plasma Protein Products (Derivatives) from Blood Banks in PMH Facilities when lab staff is not on site		Document # JA160-28INV-14C
			Version # 01
	Approved by:  Dr. Charles Musuka	Effective Date: 01-JUN-2016	Source Document: 160-INV-16 and 160-TL-07

Job Aid-Obtaining Plasma Protein Products (Derivatives) 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 plasma protein products (derivatives) for a patient in the facility requiring infusion

1. Bring a completed labelled 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: _____
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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 plasma protein product (derivative) for patient as indicated on the request to release
 3. Perform a visual inspection of the product
 - Sterile caps intact
 - Product is not expired
 - Product not cracked or leaking
 - Product not cloudy
 - No air bubbles

Note: If product is not visually acceptable, **Do not** proceed. Lab staff must be notified immediately
 4. For stock plasma protein products (derivatives) for all sites except Dauphin a Trace Line generated tag and white 2 part DSM 104 tag will be attached to the vial. On the tags attached to the vial verify the following against the vial
 - Lot # and Expiry date
- 4.1** Complete the following patient information on the tag if not completed previously by lab
- Patients last name, first name
 - Patients PHN or unique identifier



5. For Dauphin only on the tags attached to vial to the Record of Transfusion (ROT) verify the following match:
- Patients last and first name, letter by letter
 - Patient PHN or unique identifier, character by character
 - Lot #, Sequence# and expiry date

6. In blood bank log locate the plasma protein product (derivative) **lot number, sequence number and complete the following information in appropriate column**
- Patients last name, first name
 - Patient PHN or unique identifier
 - Under signed out column document initials actual date and time of issue (use lab clock)
 - In visual inspection performed by column document your initials
 - In transporter's column at far right side of log book page print your name

Product Information					Patient Information			Issue Information				Transporter
Receipt Date YYYY/MM/DD	Vial Size	# of Vials	Lot Number	Expiration Date YYYY/MM/DD	Patient Name (Last, First)	PHIN or Unique Identifier	Location	Signed Out		Visual Inspection & Issued by	Final Disposition Comment (T, R, or D)	Name Please print
2016/04/29			Lot # 4310000040  Seq # 64  Product: 10021 Supplier: 10110	2018/07/31								

7. For Dauphin only 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

8. Place plasma protein product (derivative) in plastic bag
9. Lock the fridge. Return key and log book to the designated area:

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- 10.** The start of transfusion date and time must be recorded by nursing in the appropriate section of the DSM 104 tag or ROT
- Nurses must fax the DSM 104 tag or ROT to the DSM testing facility that issued the plasma protein product
 - Westman Lab fax# 204-578-4869
 - Dauphin Lab fax# 204-638-2173
 - Nursing is to return the completed pink copy of the DSM 104 tag or the ROT to the site blood bank.
 - Documentation of transfusion on the cumulative blood report is also required