

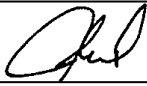


Document History:

Title: Transport of Blood, Blood Components and Derivatives (Within a Facility)

Site(s): All DSM sites

Document #:	160-INV-17	Version #:	02
Section:	Manitoba Transfusion Quality Manual for Blood Banks	Subsection:	INV Module

Approved by: Dr. Charles Musuka **Written By:** TM Discipline Team
 Signature: 
Date: 05-APR-2013 **Date:** March 2011

1. Annual Review:

#	Reviewed by:	Date:	Approval:	Date:
1				
2				
3				
4				
5				

2. Summary of Revisions:

#	Details of Revisions:	Date:	Approval:	Date:
1	New document		A Kabani	31-MAR-2011
2	<ul style="list-style-type: none"> • 2.3 and 4.2.3 added: For Trace Line sites at time of issue Transporter will sign Request to Release/Packing slip as per facility policy • Materials added: Packing slip/Request to release • 4.2.2 , 4.3.2 added for Trace Line sites to follow Trace Line procedures 		C Musuka	05-APR-2013
3				
4				
5				

3. Date Archived:



Transport of Blood, Blood Components (Within a Facility)

Document # 160-INV-17

Version # 02

Effective Date: 05-APR-2013

Transport of Blood, Blood Components and Derivatives (Within a Facility)

1.0 Principle

To provide guidelines for transport of blood, blood components and derivatives from the blood bank/lab to an authorized staff member at the patient's location, or to a controlled satellite blood bank refrigerator

2.0 Scope and Related Policies

- 2.1 Facility policies must be in place that clearly defines individuals who may transport blood, blood components or derivatives from the blood bank/lab and transport them to the patient's location.
- 2.2 Documentation of appropriate training for the handling and transportation of blood, blood components or derivatives must be in place and maintained.
- 2.3 The transporter must sign in the appropriate column in the Issue/Transfusion Record (appropriate blood bank log) for each issued blood, blood component or derivative requiring transport.
 - For Trace Line sites at time of issue, the transporter must sign Request to Release/Packing Slip as per facility policy
- 2.4 The blood, blood components or derivatives must be transported to the patient's location immediately.
- 2.5 The blood, blood components or derivatives must be returned to the blood bank/ lab within 30 minutes of issue, if the decision is made not to transfuse/infuse.

3.0 Materials

Appropriate blood bank log
Applicable facility patient request/ patient information forms/Request to Release form/Packing slip
BTS/CBS Patient Report
Record of Transfusion (ROT) - Only with "Trace Line" LIS issued Blood and Blood Components
Protective covering is recommended

**Transport of Blood, Blood Components (Within a Facility)**

Document # 160-INV-17

Version # 02

Effective Date: 05-APR-2013

4.0 Procedure

- 4.1** Ordering ward shall contact transporter personnel (facility specific) either verbally or electronically.

Note: *In some facilities the issuer and the transporter may be the same individual*

4.2 Physical Transport

Manual transport of blood, blood components or derivatives by hand.

The transporter will:

- 4.2.1** Respond to the request on a priority basis as per established facility policies and procedures.
- 4.2.2** If the transporter is also the issuer then follow INV Procedure- Issuing of Blood, Blood Components and Derivatives. Handling Returned Issued Product within a Facility.
- For Trace Line sites follow Trace Line Procedures: Issuing of Blood and Blood Components in Trace Line to: Patients Within a Facility/ To an External Facility and Issuing of Derivatives in Trace Line to: Patients within a facility
- 4.2.3** Sign in the appropriate column in the appropriate blood bank log for the blood, blood components or derivatives.
- For Trace Line sites at time of issue, the transporter must sign Request to Release/Packing Slip as per facility policy
- 4.2.4** Transport the blood, blood components or derivatives and relevant documentation to the patient's location immediately.
- Protective covering for blood, blood components or derivatives is recommended (e.g., a plastic or zip-lock bag)
- 4.2.5** Hand the blood, blood components or derivatives directly to an authorized staff member at the patient's location.
- Note:** *Blood, blood components or derivatives must not be left without the acknowledgement of the staff at the patient's location.*

4.3 Pneumatic Tube

Transport of blood, blood components or derivatives using pneumatic tube system.

The blood bank/lab staff will:

- 4.3.1** Receive patient information and request for blood, blood components and derivatives from the transfusion/infusion location.
- 4.3.2** Issue blood, blood components or derivatives as described in INV Procedure- Issuing of Blood, Blood Components and Derivatives. Handling Returned Issued Product within a Facility.
- For Trace Line sites follow Trace Line Procedures: Issuing of Blood and Blood Components in Trace Line to: Patients Within a Facility/ To an External Facility and Issuing of Derivatives in Trace Line to: Patients within a facility
- 4.3.3** Pack blood, blood components or derivatives in the pneumatic tube as per system specifications.



Transport of Blood, Blood Components (Within a Facility)

Document # 160-INV-17

Version # 02

Effective Date: 05-APR-2013

5.0 Reporting

Document on appropriate record as per established facility policies and procedures, the identity of the transporter (as applicable).

6.0 Procedural Notes

- 6.1** Blood, blood components or derivatives for transfusion/infusion must be:
- Initiated, or
 - Stored in a controlled satellite blood bank refrigerator, or
 - Returned to the blood bank/lab within 30 minutes.