

<p><b>Requirements<sup>iii</sup></b></p>	<p><b>The Pneumatic Tube System shall be used to obtain Red Blood Cells, Cryoprecipitate, Plasma, Platelets and WinRho for transfusion.</b> All other blood components and products shall be obtained in person from the Transfusion Medicine Laboratory.</p> <p>Personnel permitted to transport blood within our facilities include:</p> <ul style="list-style-type: none"> <li>• Lab Porters</li> <li>• Ward clerks</li> <li>• Ward aides</li> <li>• Registered Nurses/Registered Nurse Practitioners</li> <li>• Licensed Practical Nurses</li> <li>• Physicians</li> </ul> <p>All personnel should be trained in the proper handling and transportation of blood components and products. This training must be documented and regular reviews and internal audits will be performed to ensure that personnel are in compliance with the documented procedures.</p> <p>Personnel transporting components and products within the facility shall wear their identification badges and ensure that they are visible.</p>
<p><b>Obtaining Red Blood Cells, Cryoprecipitate, Plasma, Platelets or WinRho using the Pneumatic Tube System (RUH and JPCH Only)</b></p>	<ol style="list-style-type: none"> <li>1. Complete the required Blood Product/Plasma Protein Product request form (FORM #103220 or #103221). Ensure all unshaded sections on the requisition are completed, as incomplete requisitions will not be processed by the staff in Transfusion Medicine.</li> <li>2. Submit the completed request form to Transfusion Medicine. <ul style="list-style-type: none"> <li>• Transfusion Medicine will prepare the requested product and notify the unit staff when it is ready for transport.</li> </ul> </li> <li>3. Complete the Blood Product and Component Pickup Slip (FORM#102930) once you are ready to transfuse the requested product. <ul style="list-style-type: none"> <li>• <b>Note:</b> All patient information must be accurate and complete, the product for transfusion must be indicated and the Contact information must be documented (this will include the first and last name of the person who will be receiving the pneumatic tube, a phone number and the tube station number).</li> </ul> </li> <li>4. Fax the completed Blood Product and Component Pickup Slip to Transfusion Medicine. <ul style="list-style-type: none"> <li>• Transfusion Medicine will receive the fax and phone the contact number indicated on the pickup slip. They will be looking to speak to the contact person in order to confirm you are ready to transfuse the requested product.</li> </ul> </li> <li>5. Transfusion Medicine will give the contact person a unique 4-digit code, which will be used to receive the product, as it will be sent using the "Send Standard Secure" feature.</li> <li>6. Once the contact person has been given the 4-digit code, they should proceed to the pneumatic tube station and await the products arrival. <ul style="list-style-type: none"> <li>• The pneumatic tube must be retrieved immediately upon arrival. The contact person will have 3 minutes to type in the given 4-digit code and remove the pneumatic tube from the station.</li> <li>• If the pneumatic tube is not retrieved within the given time frame, the tube will automatically be redirected back to Transfusion Medicine. Staff in Transfusion Medicine will receive the product and contact the unit again before sending it a 2<sup>nd</sup> (and final) time.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>If the pneumatic tube is redirected back to Transfusion Medicine a 2<sup>nd</sup> time, the product will have to be picked up from the Transfusion Medicine Laboratory on the ground floor.</li> </ul> <ol style="list-style-type: none"> <li>Empty the pneumatic tube upon arrival on the unit and immediately send the empty tube back to Transfusion Medicine (tube station 114).</li> <li>If a decision is made to delay or cancel transfusion, blood products must be returned in person to Transfusion Medicine within 60 minutes from the time listed on the transfusion slip. <b>Blood products <u>cannot</u> be returned to Transfusion Medicine using the pneumatic tube system.</b></li> </ol>
<p><b>Obtaining all other Blood Components and Plasma Protein Products from the Transfusion Medicine Laboratory (in person)</b></p>	<ol style="list-style-type: none"> <li>Complete the required Blood Product/Plasma Protein Product request form (FORM #103220 or #103221). Ensure all unshaded sections on the requisition are completed, as incomplete requisitions will not be processed by the staff in Transfusion Medicine.</li> <li>Submit the completed request form to Transfusion Medicine. <ul style="list-style-type: none"> <li>Transfusion Medicine will get the requested product ready and notify the unit staff when it is ready for transport.</li> </ul> </li> <li>Contact the appropriate personnel to pick up the required blood product for transfusion. They must be provided with the following information, as they will be completing the Blood Product and Component Pickup Slip (FORM#102930): <ul style="list-style-type: none"> <li>Patient's first and last name.</li> <li>Patient's unique identification number (i.e., HSN).</li> <li>Product for transfusion (including the amount/volume).</li> </ul> <p><b>Note:</b> Call "Lab Porter" using Vocera to contact the RUH TM porter for product pickup 7 days/week (0800-1630 only).</p> </li> <li>Personnel transporting components and products must participate in confirmation of the patient and component or product information with the issuing TML staff.</li> <li>The blood product will be placed in a plastic bag or cooler by TML staff for transport. Care must be taken to ensure patient confidentiality is maintained throughout the transport.</li> <li>The blood product must be transported to the requesting unit within 10 minutes of pickup, and presented to nursing staff on the unit immediately upon arrival.</li> <li>Blood products must never be placed in any refrigerator outside of TML, nor should they be placed near any heat source.</li> <li>Good hand hygiene practices must be maintained after handling blood products.</li> <li>If a decision is made to delay or cancel transfusion, blood products must be returned in person to Transfusion Medicine within 60 minutes from the time listed on the transfusion slip. <b>Blood products <u>cannot</u> be returned to Transfusion Medicine using the pneumatic tube system.</b></li> </ol>
<p><b>Administration of Blood Components and Products</b></p>	<p>For administration information please view the Policies and Procedures: Nursing Manual # <u>1141 BLOOD, BLOOD COMPONENTS and PLASMA PROTEIN PRODUCTS – ADMINISTRATION OF</u></p>

## References

<sup>i</sup> SaskBlood. Guideline SK 8; Selection of Blood Products and Specialized Product Usage Criteria. Saskatchewan Transfusion Resource Manual. Version September 29, 2011.

<sup>ii</sup> Standards for Diagnostic Accreditation Alliance (WCDA). Transfusion Medicine. TM6.4.2. Version 5: 2017.