



# RIVERSIDE MEDICAL CENTER, INC.



**METRO PACIFIC HEALTH**  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Nursing Service Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-SURGCOM-CHEMO-P003 (01)	
<b>TITLE/DESCRIPTION:</b>  <b>PROTOCOL ON OUTPATIENT BLOOD TRANSFUSION</b>			
<b>EFFECTIVE DATE:</b> June 16, 2025	<b>REVISION DUE:</b> June 15, 2028	<b>REPLACES NUMBER:</b> DEM-QP-33	<b>NO. OF PAGES:</b> 1 of 8
<b>APPLIES TO:</b> Chemotherapy Unit, MSD		<b>POLICY TYPE:</b> Internal	

**PURPOSE:**

1. To ensure safe and appropriate use of blood and blood products to outpatient.
2. To ensure proper disposal of wastes in accordance to the RMCI waste management.

**DEFINITIONS:** N/A**RESPONSIBILITY:**

Chemotherapy Staff Nurse and Physicians

**POLICY:**

1. Blood transfusion for outpatients shall be available Mondays to Saturdays from 8:AM to 5:00 pm
2. Only platelet concentrate(s) and/or one unit packed RBC shall be allowed for transfusion.
3. Schedule for blood transfusion shall be arranged with the Chemotherapy Nurse at least a day before the procedure. Patient for PRBC transfusion shall be in the OPD before 12:00 NN.
4. Patients for blood transfusion shall obtain a written order from their physician.
5. A signed consent shall be obtained by the Chemotherapy Nurse before the procedure/
6. Proper blood typing shall be obtained from the hospital laboratory.
7. All medicines and equipment shall be obtain only from the hospital pharmacy.
8. OPD resident on-duty shall assess the patient before and after the procedure.
9. Blood and Blood products shall be administered by the Chemotherapy Nurse on-duty.
10. Chemotherapy Nurse shall assess, monitor, and document the procedure.
11. Chemotherapy Nurse shall fill out the Blood Transfusion Sheet and forward it to laboratory for filing.
12. Chemotherapy Nurse shall fill out the Medication and Treatment Record form.
13. Adverse reactions shall be filled and reported by the Nurse-on-duty.
14. PRBC if not consumed after six hours from start of transfusion shall be discarded. Reasons for non-consumption of blood unit shall be included in the documentation as well.
15. Isolation precautions shall be practiced as ordered.
16. One watcher policy shall be strictly implemented.
17. Chemotherapy Nurse and all personnel involved in the blood transfusion procedure shall observe general safety precautions through utilization of PPE.
18. All wastes shall be labeled properly and disposed in accordance with the RMCI's waste management program.
19. Hospital policy on blood transfusion shall be strictly adhered to.





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## PROCEDURE (SOP):

1. Patient presents physician's order for blood transfusion.
2. Patient's watcher fills out the admission draft and proceeds to the admitting section.
3. Chemotherapy Nurse secured a consent signed by the patient.
4. Chemotherapy Nurse assists the patient to the Transfusion Room and positions the patient comfortably.
5. Chemotherapy Nurse takes baseline vital signs and records it in the patient chart.
6. Chemotherapy Nurse then prepares the necessary supplies and equipment needed for the procedure. Appropriate blood transfusion set is used for transfusion. (e.g Red Cell Blood Set for PRBC, Platelet Blood Set for platelet transfusion).
7. Resident on-duty assess the patient and notifies the Attending Physician before the procedure.
8. Chemotherapy Nurse or Resident on-duty starts an IV mainline access of Normal Saline Solution and sets it on KVO rate.
9. Chemotherapy Nurse prepares three drugs for blood transfusion and administers it as ordered.
10. Chemotherapy Nurse monitors the vital signs and documents it.
11. Chemotherapy Nurse fills out the necessary information on the Medication and Treatment Record form.
12. Chemotherapy Nurse observes for signs of adverse reactions and anaphylaxis and makes proper documentation and reporting.
13. After the procedure, the Chemotherapy Nurse notifies the Resident on-duty to assess the patient.
14. Resident on-duty informs the Attending Physician that the procedure has ended.
15. Chemotherapy Nurse removes the IV access line and takes vital signs.
16. Patient is observed for any untoward reactions for at least one hour after the procedure.
17. Chemotherapy Nurse encodes discharge and patient's bill.
18. Chemotherapy Nurse prepares the going home instructions.
19. Patient's watcher proceeds to the Billing Department to settle patient's account and secures a clearance slip.
20. Clearance slip is presented to the Chemotherapy Nurse.
21. Chemotherapy Nurse discharges the patient and calls the auxiliary to assist the patient to the exit.
22. Chemotherapy Nurse files the patient's chart.
23. Chemotherapy Nurse labels and dispose wastes.





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<b>APPLIES TO:</b> Chemotherapy Unit, MSD		<b>POLICY TYPE:</b> Internal	

## WORK INSTRUCTION:

KEY TASKS	PERSON RESPONSIBLE
1. Presents physician's order for blood transfusion.	Patient
2. Fills out the admission draft and proceeds to the admitting section.	Patient's watcher
3. Proceeds to the Billing Department to settle patient's account and secures a clearance slip.	
4. Present clearance slip.	
5. Secured a consent signed by the patient.	Chemotherapy Nurse
6. Assists the patient to the Transfusion Room and positions the patient comfortably.	
7. Takes baseline vital signs and records it in the patient chart.	
8. Prepares the necessary supplies and equipment needed for the procedure. Appropriate blood transfusion set is used for transfusion. (e.g Red Cell Blood Set fr PRBC, Platelet Blood Set for platelet transfusion).	
9. Prepares thee drugs for blood transfusion and administers it as ordered.	
10. Monitors the vital signs and documents it.	
11. Fills out the necessary information on the Medication and Treatment Record form.	
12. Observes for signs of adverse reactions and anaphylaxis and makes proper documentation and reporting.	
13. Starts an IV mainline access of Normal Saline Solution and sets it on KVO rate.	
14. Notifies the Resident on-duty to assess the patient after the procedure.	
15. Removes the IV access line and takes vital signs.	
16. Observed for any untoward reactions for at least one hour	Chemotherapy Nurse



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after the procedure.	
17. Encodes discharge and patient's bill.	
18. Prepares the going home instructions.	
19. Discharges the patient and calls the auxiliary to assist the patient to the exit.	
20. Files the patient's chart.	
21. Labels and dispose wastes.	Resident on-duty
22. Assess the patient and notifies the Attending Physician before the procedure.	
23. Informs the Attending Physician that the procedure has ended.	



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Nursing Service Division

**POLICY NUMBER:**

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**REVISION DUE:**

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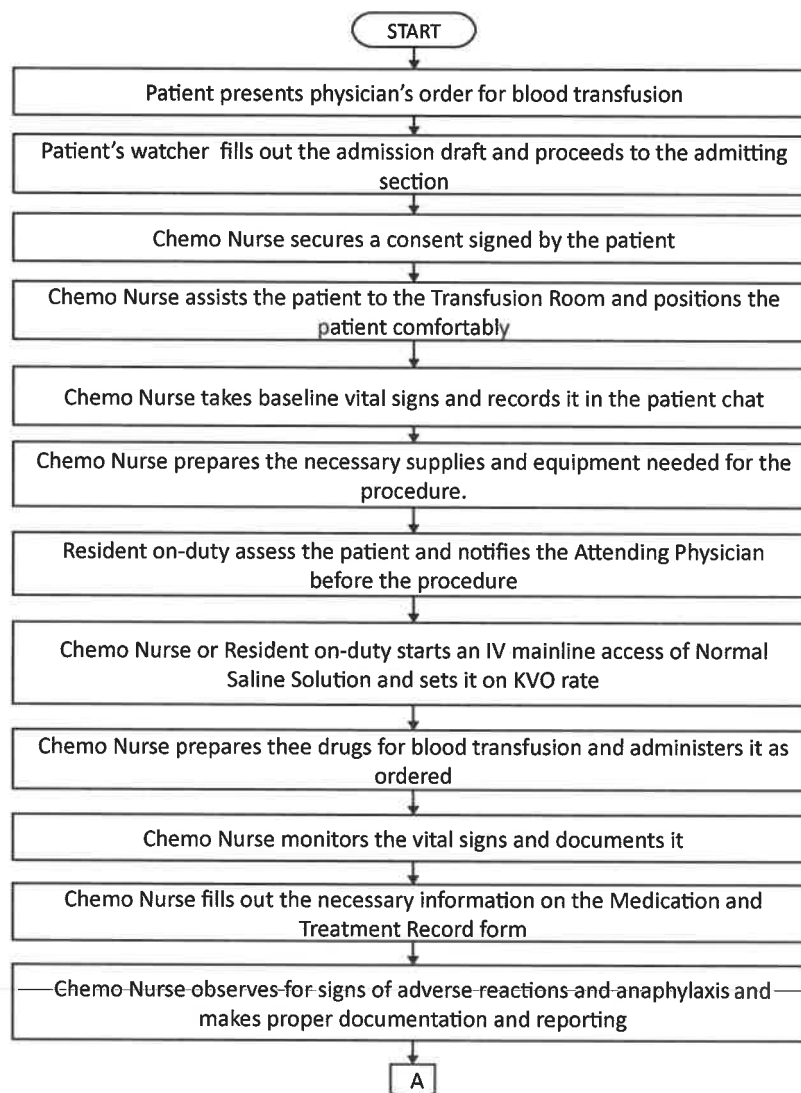
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**NO. OF PAGES:** 5 of 8

**APPLIES TO:** Chemotherapy Unit, MSD

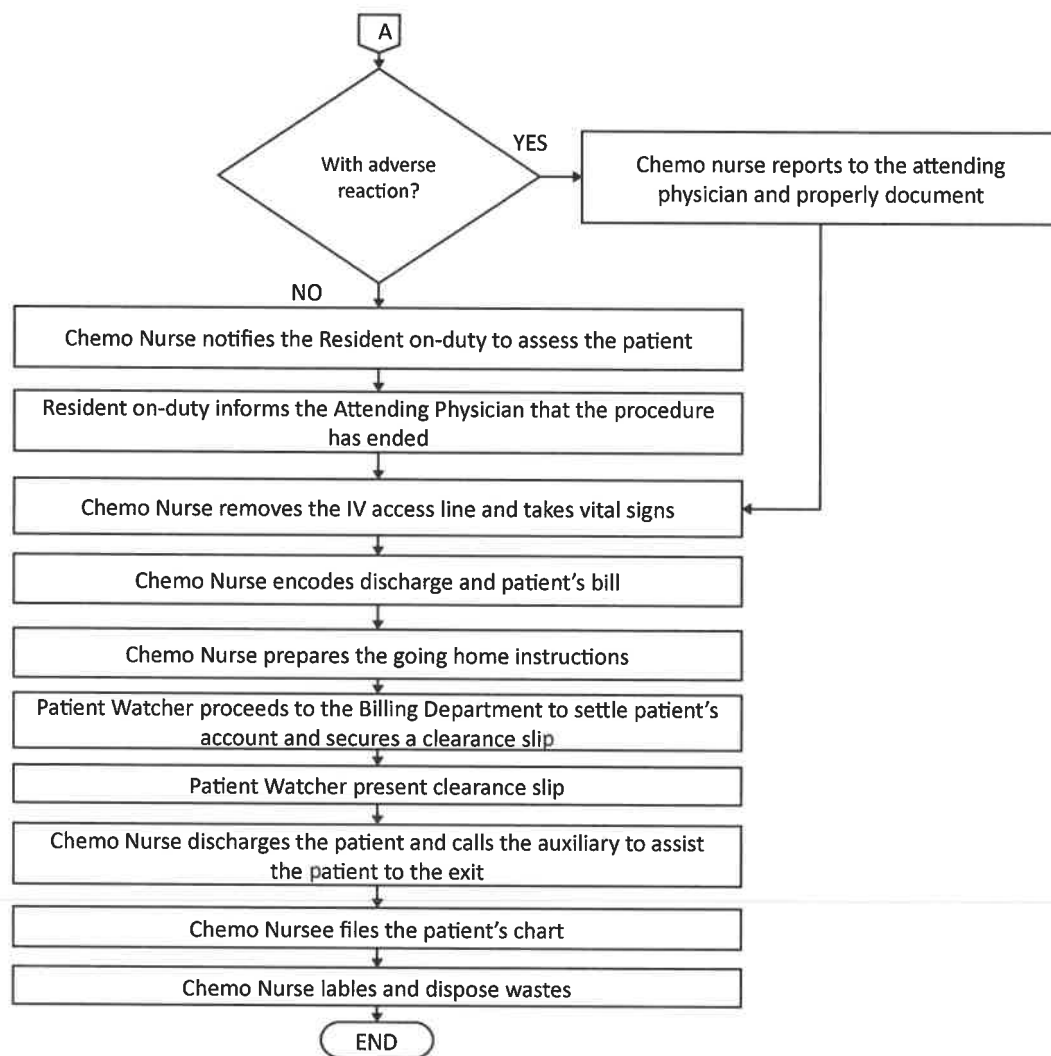
**POLICY TYPE:** Internal

**WORK FLOW:**

MASTER COPY



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<b>FORMS:</b> 1. ADMTG-F003 (01) -Patient Consent Admission Form
<b>EQUIPMENT:</b> N/A
<b>REFERENCES:</b> N/A





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APPROVAL:				
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