 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-52-P01-S17
	Effective Date:	08-30-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Blood Bank Section
	Document Title:	ISSUANCE OF BLOOD AND BLOOD PRODUCTS

PURPOSE:

To ensure traceability of all blood components and blood products from the time of issue to the final disposition.

SCOPE:


Applies to all the Blood Bank Section Staff of the Laboratory Department of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Staff Nurses, Medical Technologists, Physicians

GENERAL GUIDELINES:

1. The releasing of blood shall be done only by a trained laboratory staff on duty.
2. The Staff-on-duty shall present the cross-matching result and Blood Transfusion Sheet to the healthcare worker who will pick up the blood.
3. The Attending Physician/Staff Nurses/Nursing Attendant shall sign the cross-matching logbook and tracer logbook before the blood is taken and after the transfusion is completed.
4. All cross-matched blood shall be properly signed out, indicating the time and date when the blood is released.
5. The Transfusion Reaction Sheet shall be properly filled out by the Staff Nurse and shall be returned to the Blood Bank Section soon after the transfusion is completed.

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PROCEDURE:

1. The Staff-on-duty informs the Nurse-in-charge on the availability of the blood units.
2. The nurse-in-charge presents a card with complete details of the patient.
3. Staff-on-duty releases the blood units to the nurse-in-charge. All blood components and blood products issued must be documented prior to release from the Blood Bank Section.
4. The Staff-on-duty reviews the label of the blood and blood products to be issued.
5. The Staff-on-duty packs the blood unit for transport to the Station.
6. The Nurse-in-charge returns immediately to the Blood Bank Section the blood products if the decision is made not to transfuse them.
7. The Staff-on-duty checks the specific criteria of the returned blood components or blood products before returning them to inventory for re-use.
8. If blood components or blood products are left out of temperature-controlled storage for more than thirty (30) minutes, the on-duty staff disposes of the blood products in accordance with facility policy.

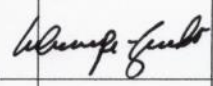
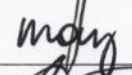



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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MELISSA THERESE B. LABAYEN, RMT Blood Bank Section Head		09.06.2022
Verified by:	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Manager		9-6-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		9-6-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		9-10-2022
Recommending Approval by:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer		09-06-2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		9-18-22
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		10/4/22

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KEY TASKS	PERSON RESPONSIBLE
1. Informs the Nurse-in-charge on the availability of the blood units.	Medical Technologist
2. Presents a card with complete details of the patient.	Nurse-in-Charge
3. Releases the blood units to the nurse-in-charge. All blood components and blood products issued must be documented prior to release from the Blood Bank Section.	Medical Technologist
4. Reviews the label of the blood and blood products to be issued.	
5. Packs the blood unit for transport to the Station.	
6. Returns immediately to the Blood Bank Section the blood products if the decision is made not to transfuse them.	Nurse-in-Charge
7. Checks the specific criteria of the returned blood components or blood products before returning them to inventory for re-use.	Medical Technologist
8. Disposes of the blood products in accordance with facility policy if blood components or blood products are left out of temperature-controlled storage for more than thirty (30) minutes.	

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Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		9-06-2022
Recommending Approval by:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer		09.06.2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		7-13-22
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		10/4/22

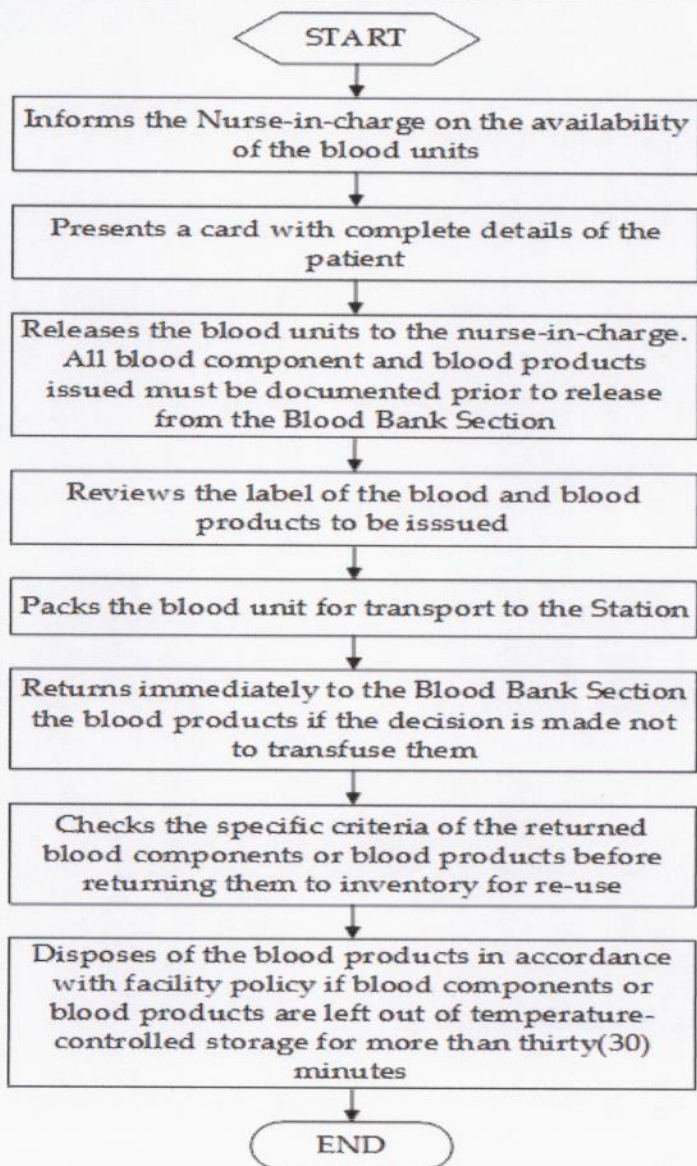



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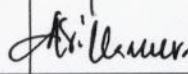
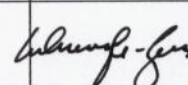

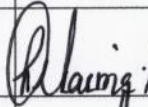
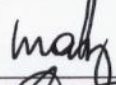
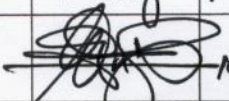
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FLOWCHART



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Recommending Approval:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer		09.06.2022
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