 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-52-P01-S11
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Blood Bank Section
	Document Title:	<b>RECEIVING OF BLOOD FROM THE BLOOD CENTER</b>

**PURPOSE:**

To outline the steps involved in receiving blood from the Blood Center for proper documentation.

**SCOPE:**


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

**PERSON RESPONSIBLE:**

Medical Technologist (Medical Laboratory Scientist), Nurses, Clerks


**GENERAL GUIDELINES:**

- 1 Impervious gloves and proper protective equipment (PPE) / clothing shall be worn in adherence to Infection Prevention and Control Unit Protocol.
- 2 All blood products shall be considered as biohazard material.
- 3 Endorsed blood unit shall have a Blood Reaction Form from the Blood Center indicating the blood unit was screened and tested negative for the 5 Transfusion Transmissible Infections and includes patient's name, serial number of the blood, expiration date, component and its volume.
- 4 Laboratory Personnel shall check the details of the blood unit if it coincides with the details written on the form.
- 5 An acknowledgment receipt on the blood unit received shall be issued.
- 6 Nurse in charge shall be informed immediately of the details of the blood unit received.

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### **PROCEDURE:**

- 1 The Medical Technologist checks. the condition of the blood product endorsed from the Blood Center.
- 2 The Medical Technologist check the following data labeled on the blood unit/s and written in the reaction form/s provided:
  - 2.1 Name of patient
  - 2.2 Age
  - 2.3 Gender
  - 2.4 Serial number
  - 2.5 Expiration date
  - 2.6 Blood component
  - 2.7 Results of the serological tests done for Transfusion Transmissible Infections (TTI)
- 3 The Medical Technologist confirms with the person who endorsed the blood unit if the data written on the form are correct.
- 4 The Medical Technologist then fills up Acknowledgment Receipt Form containing the following information:
  - 4.1 Date and time received
  - 4.2 Name of patient
  - 4.3 Room number
  - 4.4 Blood type
  - 4.5 Blood component
  - 4.6 Serial number
  - 4.7 Expiration date
  - 4.8 Number of units
  - 4.9 Blood center
  - 4.10 Name and signature of patient's representative who endorsed the blood unit


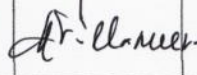


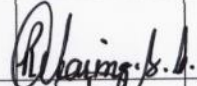

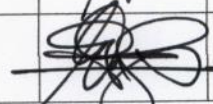
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- 4.11 Relationship to the patient of the one who endorsed the unit
- 4.12 Name and signature of the Laboratory Personnel who received the blood unit
- 5 The Medical Technologist issues an acknowledgment receipt to the person who endorsed the blood. A copy must be kept by the Blood Bank for documentation.
- 6 The Medical Technologist labels the blood unit with complete patient's name, date received and indicate PS (Patient Stock)
- 7 The Medical Technologist records received unit/s on the "Blood from outside" logbook provided.
- 8 The Medical Technologist stores the received blood unit/s at Blood Bank refrigerator with a temperature of 2-8 °C.
- 9 The Medical Technologist informs the Nurse-in-charge of the blood unit/s received.
- 10 The Medical Technologist checks condition of the units of blood for hemolysis after 1-4 hours.




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**APPROVAL:**


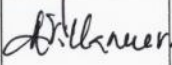




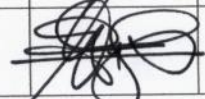
	Name/Title	Signature	Date
Prepared by:	<b>MELISSA THERESE B. LABAYEN, RMT</b> Blood Bank Section Head		07-07-2022
Verified by:	<b>MONICA B. VILLANUEVA, RN, RMT, PhD</b> Laboratory Manager		7-7-2022
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology		7-7-2022
Reviewed by:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		07-07-2022
Recommending Approval by:	<b>ROSARIO D. ABARING, MAN, PhD</b> Ancillary Division Officer		07-07-2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7-8-22
Approved by:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/7/22

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KEY TASKS	PERSON RESPONSIBLE
1. Checks the condition of the blood product endorsed from the Blood Center.	Medical Technologist
2. Checks the data labeled on the blood unit/s and written in the reaction form/s provided.	
3. Confirms with the person who endorsed the blood unit if the data written on the form are correct.	
4. Fills up Acknowledgment Receipt Form	
5. Issues an acknowledgment receipt to the person who endorsed the blood.	
6. Labels the blood unit with complete patient's name, date received and indicate PS (Patient Stock)	
7. Records received unit/s on the "Blood from outside" logbook provided.	
8. Stores the received blood unit/s at Blood Bank refrigerator with a temperature of 2-8 °C.	
9. Informs the Nurse-in-charge of the blood unit/s received.	
10. Checks condition of the units of blood for hemolysis after 1-4 hours.	

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**APPROVAL:**

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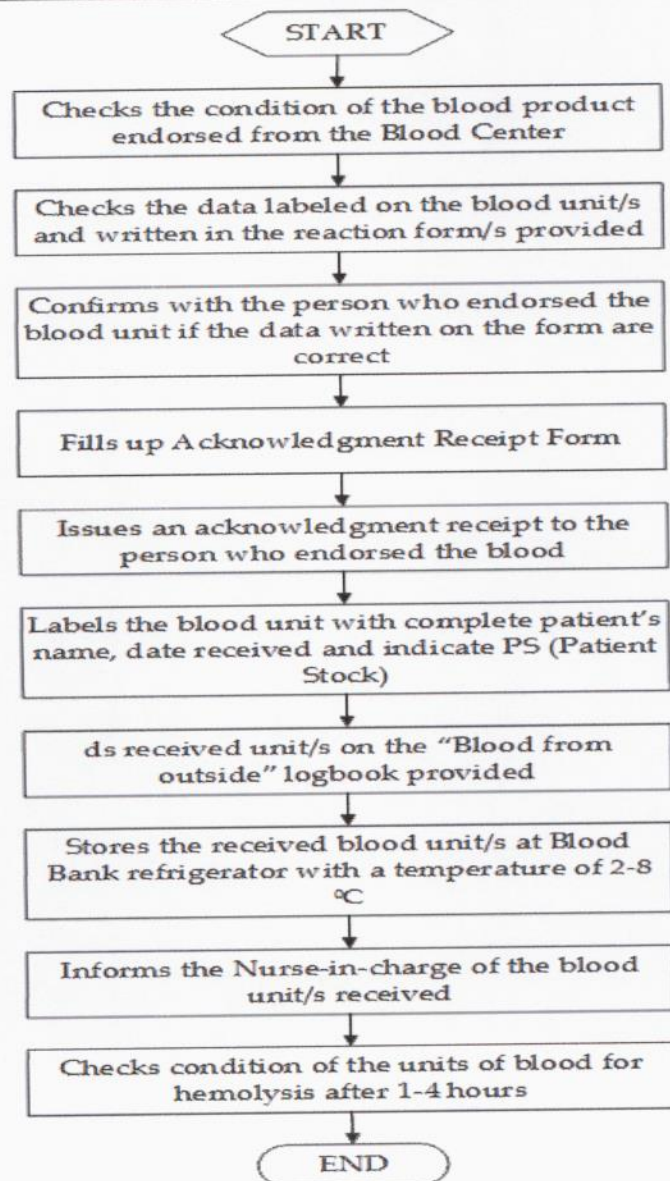



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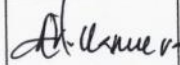
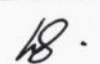

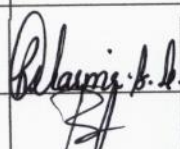

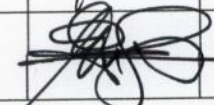
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## FLOWCHART



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**APPROVAL:**

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