 <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-S18
	Effective Date:	08-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Blood Bank Section
	Document Title:	RECORDING AND REPORTING OF COLLECTION, STORAGE, ISSUED AND SHARED BLOOD AND BLOOD PRODUCTS

PURPOSE:

To document all blood units collected, stored, and issued.

SCOPE:


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

PERSON RESPONSIBLE:

Medical Technologists


GENERAL GUIDELINES:

1. A system for recording and reporting the collection, storage, and distribution of blood and blood products shall be available.
2. All collected blood units from voluntary blood donors shall be recorded on the "Serial Number Logbook" provided and encoded on the Blood Bank E-System.
3. All blood units stored in the blood bank shall be included in the daily inventory and documented on the provided logbook.
4. All blood units shall be stored at the specified temperature. Blood units shall not be left outside of designated temperature storage areas for more than 30 minutes. Otherwise, it will be considered wastage.
5. All issued blood components to the station shall be documented in the tracer logbook provided.
6. Blood Bank shall have monthly, quarterly, and annual reports on the collection, storage, and issue of blood units for transfusion. Blood Bank shall provide a copy of the reports to the Lead Blood Service Facility and to the Department of Health (DOH).



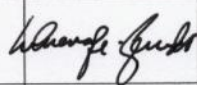

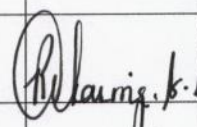
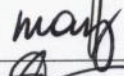

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PROCEDURE:

1. The Medical Technologist logs all collected blood units in the "Blood Serial Number" logbook.
2. The Medical Technologist does daily inventory of blood units stored in the Blood Bank, logs them on the "Daily Inventory Logbook" according to blood type, and takes note of the name of the patient, serial number, expiration date, component, and blood center from which the blood was obtained.
3. The Medical Technologist issues the blood units for transfusion. The Medical Technologist and the Nurse-in-Charge check the label and details on the blood unit if they coincide with the cross-matching and transfusion forms of the blood to be released.
4. The Nurse-in-charge logs on the tracer logbook provided for units released for transfusion.
5. The Medical Technologist prepares monthly, quarterly, and annual reports on blood collection and units issued for transfusion.


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APPROVAL:


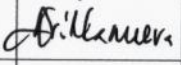
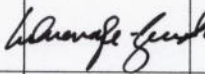

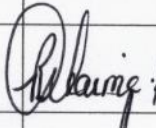
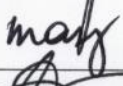

	Name/Title	Signature	Date
Prepared by:	MELISSA THERESE B. LABAYEN, RMT Blood Bank Section Head		09-06-2022
Verified by:	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Manager		9-6-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		9-6-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		9-06-2022
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		9-13-22
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		10/4/22

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KEY TASKS	PERSON RESPONSIBLE
1. Logs all collected blood units in the "Blood Serial Number" logbook.	Medical Technologist
2. Does daily inventory of blood units stored in the Blood Bank, logs them on the "Daily Inventory Logbook" according to blood type, and takes note of the name of the patient, serial number, expiration date, component, and blood center from which the blood was obtained.	Nurse-in-Charge
3. Releases the blood units to the nurse-in-charge.	Medical Technologist
4. Check the label and details on the blood unit if they coincide with the cross-matching and transfusion forms of the blood to be released.	Medical Technologist and the Nurse-in-Charge
5. Logs on the tracer logbook provided for units released for transfusion.	Nurse-in-Charge
6. Prepares monthly, quarterly, and annual reports on blood collection and units issued for transfusion.	Medical Technologist

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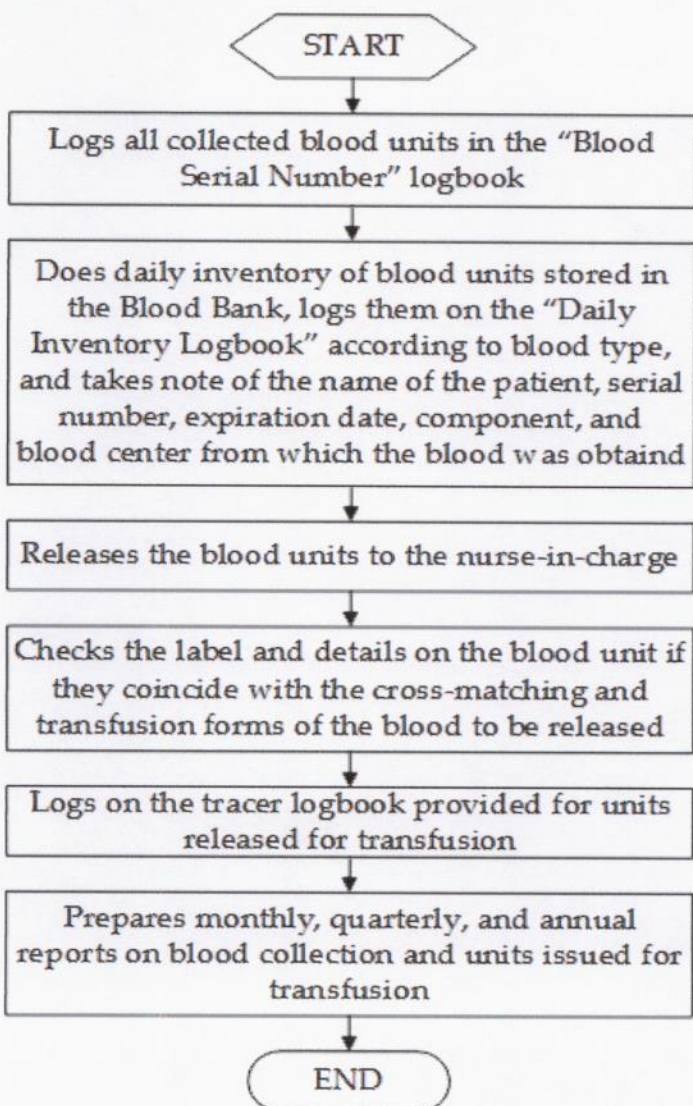



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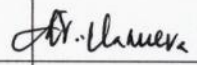
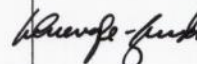

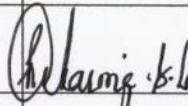
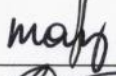
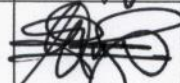
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FLOWCHART



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