 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-52-P01-S02
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Blood Bank Section
	Document Title:	MANAGEMENT OF INVENTORY OF BLOOD PRODUCTS

PURPOSE:

To provide guidelines on the management of inventory of blood products to ensure that is being done in a correct manner. Inventory of blood product that is at a level sufficient to meet requirements and to ensure a sustainable supply to clinical demand. Physical and process control of product in the facility, to ensure efficient and effective handling to maintain availability and minimize wastage.

SCOPE:


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

PERSON RESPONSIBLE:

Medical Technologists

GENERAL GUIDELINES:


- 1 For the purpose of this SOP, the following terms are defined:
 - 1.1 **Inventory Management:** refers to the process of ordering, storing, using, and selling blood unit products.
 - 1.2 **Blood products:** is any therapeutic substance derived from human blood, including whole blood and other blood components for transfusion, and plasma-derived.
 - 1.3 **Product Availability:** having items available for emergency blood transfusions
 - 1.4 **Product Integrity:** the ability of a product to meet or exceed a customer's expectations for Quality, Reliability, and Performance over the life of the product.
- 2 Medical technologist in-charge in the blood bank shall monitor the number of blood products ordered, transfused, transferred and discarded everyday.
- 3 Medical technologist shall note the number of units and components of different blood types.

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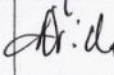
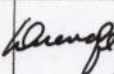

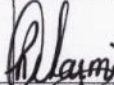


- 4 Medical Technologist shall take notice and monitor blood expiration date.
- 5 Medical Technologist shall ensure efficient and effective handling to maintain availability and minimize wastage.
- 6 Medical Technologist shall record all available blood and sort all near expiry units.
- 7 Medical Technologist shall encode and update inventory units using the NBB Nets everyday.


PROCEDURE:

1. Medical Technologist does daily inventory of blood units, logs on the "Daily Inventory logbook" according to blood type, takes note of the name of the patient, serial number, expiration date, component and blood center from which the blood was obtained.
2. Medical technologist takes note of the number of blood units stored by blood type and component.
3. Medical technologist takes note of the blood units that will expire within 5 days for red cell containing blood products and 3 days for platelet concentrate.
4. Medical technologist separates expired blood components and logs on the "Expired blood units" logbook provided. All expired blood units are then discarded and autoclaved.
5. Medical technologist encodes the number of units by blood type and component, and the near expiry blood units on NBB Nets provided by the National Voluntary Blood Services Program.


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APPROVAL:

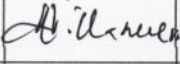
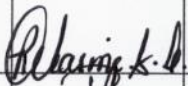
	Name/Title	Signature	Date
Prepared by:	MELISSA THERESE B. LABAYEN, RMT Blood Bank Section Head		07.07.2022
Verified by:	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Manager		7-7-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		7-7-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		7-7-2022
Recommending Approval by:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer		07.07.2022
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division		7/8/22
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		9/7/22

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KEY TASK	PERSON RESPONSIBLE
1. Does daily inventory of blood units, logs on the "Daily Inventory logbook" according to blood type, takes note of the name of the patient, serial number, expiration date, component and blood center from which the blood was obtained.	Medical Technologist
2. Takes note of the number of blood units stored by blood type and component.	
3. Takes note of the blood units that will expire within 5 days for red cell containing blood products and 3 days for platelet concentrate.	
4. Separates expired blood components and logs on the "Expired blood units" logbook provided.	
5. Encodes the number of units by blood type and component, and the near expiry blood units on NBB Nets provided by the National Voluntary Blood Services Program.	

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MELISSA THERESE B. LABAYEN, RMT Blood Bank Section Head		07-07-2022
Verified:	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Manager		7-7-2022
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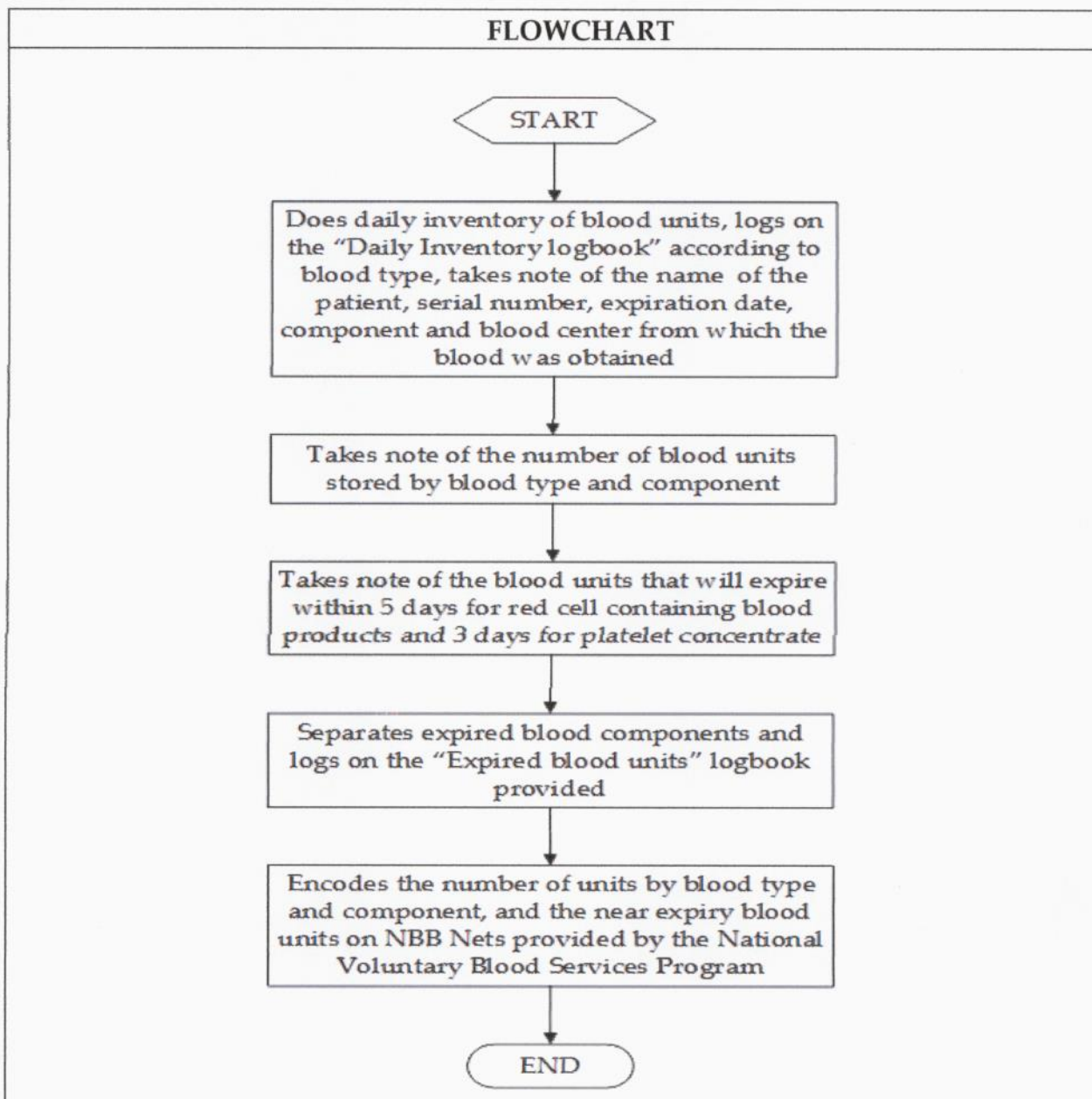



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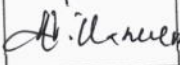


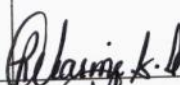


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FLOWCHART



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