Guideline 6

Patient Required Health Record Documentation of Blood, Blood Products and Plasma Protein Products (Derivatives)

Purpose

6.0 To provide best practice guidelines for nurses that align with the standards set forth by the American Association of Blood Banks (AABB), Accreditation Canada (AC) Transfusion Services, Canadian Standards Association (CSA) and the Canadian Society for Transfusion Medicine (CSTM) for health record documentation of blood components and blood products.

6.1 The standards state that an order from a physician/authorized practitioner is required for the administration of all blood, blood components, and/or derivatives. The decision to use blood, blood components, and/or derivatives should permit optimal patient care while fostering prudent clinical use of the allogeneic blood supply.

6.2 The responsibility of the transfusionist shall include confirmation that the physicians/authorized practitioner order accurately identifies the recipient name, identification number, blood component or blood product, rate of infusion, date and time and all other items.

Policy for Health Record Documentation of Blood Components and Blood Products

6.3 Health care facilities/Regional Health Authorities (RHA) in Manitoba must have policies in place to ensure appropriate documentation of blood product administration.

Documentation

6.4 The **Patient Health Record** shall include the following:

- ✓ Transfusion order
- ✓ Documentation of patient consent
- ✓ Name of component/ product, donation identification number/ lot number and sequence number
- ✓ Date and time of administration
- ✓ Pre-transfusion, intra-transfusion, and post-transfusion vital signs
- ✓ Amount transfused
- ✓ Initials of transfusionist and second person verifying product prior to administration
- ✓ *If applicable*, transfusion related adverse events

Refer to Guideline 7 Transfusion Reaction - Identification, Management And Reporting

Documentation of Blood Components and Plasma Protein Products

6.5 Forms:

- ✓ Physicians order
- ✓ CBPR (Cumulative Blood Product Record)
- ✓ ROT (Record of Transfusion)
- ✓ IPN (Integrated Progress Notes)

Procedure for Form Documentation

6.6 Document on the **CBPR**:

- ✓ Date and time of transfusion
- ✓ Baseline VS
- ✓ Assessment
- ✓ Two initials are required to identify the 2 person verification.
- ✓

Important (CBPR) is a **mandatory** regional health cord form for facility staff to complete when blood and blood products are being transfused on an in-patient or an out-patient setting. This form must become part of the permanent patient health record and retained in the facility.

6.7 Document in the **Integrated Progress Notes:**

- ✓ Specific details regarding the consent process, education provided to patient and family
- ✓ Patient response to transfusion

Refer to Appendix 7 Cumulative Blood Product Record Completion Guide

6.8 Sign and date the ROT and return to Blood Bank according to facility RHA procedure.

Refer to Appendix 8 Record of Transfusion sample

Did You Know?
The Record of Transfusion (ROT) comes with each unit of blood and blood components. This document must be completed with the date and start time of transfusion and returned to the blood bank after the first 15 minutes of the infusion is complete. In the event of a transfusion reaction this allows the same donor units to be tracked and quarantined until the reaction can be investigated

6.9 A facility base quality improvement system or process should be in place to monitor appropriate processing of treatment orders, patient identification with correct product, appropriate utilization of blood and blood products and proper consent processes.

Notes/Special Considerations

6.10 Electronic health records where they exist should have the capacity to include all of the same required elements as described above.