Frequently Asked Questions
Immune Globulin Approval Process Change

General

1. **If I have more questions going forward about the process of requesting, who should I reach out to?**
   - For ordering or lab matters, contact Darcy Heron dheron@sharedhealthmb.ca
   - For clinical matters, contact the Transfusion Medicine (TM) physician on-call 204-787-2071

2. **How will patients be onboarded into this process?**
   For outpatients, starting December 14, 2020, the most recent prescriber document and Request for Release form must be sent to the blood bank approximately 1-2 weeks prior to infusion date, when possible. The request will then be reviewed by the TM physician on call and, if approved, product will be issued. For ongoing patients, a revised 6-month expiry date will be assigned following approval to issue product.

   For inpatients, starting December 14, 2020, a current admission prescriber document and Request for Release form must be sent to the blood bank for review and approval.

   It is important to send the most recent prescriber document with the Request for Release form- even if the document is from a clinic visit/telephone visit 3 or 5 months ago, it will still be viable.

3. **My prescriber document is a year old- can I just send the Request for Release form to the blood bank?**
   The blood bank requires both the most recent prescriber document, even if it is >6 months old, and the Request for Release form. If the prescriber document is older than 6 months, the TM physician will conditionally approve for up to 3 months pending patient reassessment.

4. **How will urgent inpatient requests be handled?**
   For all inpatients, the prescriber document and Request for Release is reviewed by the on call TM physician.

5. **Should the patient's weight be taken every visit?**
   Yes. It is important to check your patient's weight every visit as it may affect the prescribing dose.

6. **Are nurses expected to check dosage using the calculator for each treatment between the 6 months?**
   Yes, nursing and prescribing physicians should be confirming the dose requested for every request and not just for initial or 6 months follow up orders.

7. **How will we be notified of a dose change?**
   For outpatient requests, the prescriber document and RfR should be received by the blood bank approximately 1-2 weeks in advance. The request will be reviewed by the TM physician on call and if the calculated dose is lower than the requested dose, the blood bank will send a letter to the infusion

site/clinic and ordering physician on behalf of Transfusion Medicine. This letter will notify the physician of the change in dose prior to the patient infusion date. The adjusted dose will be issued unless the clinician has consulted with the TM physician and they have agreed that a higher dose is required.

For inpatients, the lab reviews all requests. If the requested dose is higher than the calculated dose, the lab will issue the calculated dose. A label will be provided to add to the patient record. In the event of a disagreement, the ordering physician can schedule a consult with Transfusion Medicine.

At the time of issue, the blood bank will provide a label indicating the change of dose along with the record of transfusion.

8. **How do we document dose changes with the issued sticker, when the site has electronic order entry?**
   Update patient record as per current process.

9. **Can I use the dose calculator if the patient is under 5 feet tall?**
   There are no restrictions in using the dose calculator for all adult patients. The dose calculator should not be used for patients who are less than 18 years of age.

10. **If the TM physician denies the request, who contacts the ordering physician?**
    If an order is denied, the TM physician reviewing the request will contact the ordering physician.

Request for Release (RfR) form

11. **For treatments over multiple days, does the ward need to send a fully completed request each time?**
    Yes, the RfR must be completed in full for every request. The prescriber document is only required with the initial RfR.

12. **In December, when we order product, do we still have to attach a letter from their last visit? Or just fill out the RfR form and then have a letter in the next 6 months?**
    As of December 14, 2020, the most recent prescriber document must accompany the RfR even if that document is greater than 6 months old.

13. **Have there been changes to the RfR of Red Cells?**
    No, there have been no changes to the current version of the RfR for Red Cells.

14. **If the RfR must be submitted 7 days prior to the patient's infusion appointment, but we are not able to obtain the height and weight until their appointment, what do we do?**
    If the height and weight is not included in the prescriber document, the clinical unit may request a self-reported height and weight from the patient. The height and weight should then be confirmed when the patient arrives for their appointment. If there is a large discrepancy, please communicate it to the blood bank.