<table>
<thead>
<tr>
<th>Office of Administrative Responsibility</th>
<th>Issuing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Advisor to the Provincial Blood Coordinating Program</td>
<td>Dr. Lucinda Whitman</td>
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<td>Manager, Provincial Blood Coordinating Program</td>
<td>Daphne Osborne</td>
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<td>Author</td>
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<tr>
<td>Effective Date</td>
<td>2019-02-17</td>
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<td>Version</td>
<td>5.0</td>
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<td>Review Due Date</td>
<td>2021-02-17</td>
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Overview

Inter-hospital transfer supports inventory management through the transfer of blood components and blood products from one transfusion site to another to reduce the amount of wastage due to expiration.

Policy

1. All blood components and blood products shall be shipped in such a manner that they are maintained within specified conditions at all times.
2. All containers used shall be validated before use to ensure that the proper transport temperature is maintained.
3. All blood components and blood products shall be traceable from collection to final disposition.
4. All blood components and blood products shall be inspected for abnormal appearance immediately before packing for transport, and this inspection shall be documented.
5. Blood components and blood products that do no pass visual inspection shall be quarantined and possibly discarded and the action documented.
6. Blood Components and blood products shall be shipped in accordance with the Transport of Blood Components and Blood Products from Facility to Facility policy.
7. Transportation time shall not exceed the validated limits of the shipping container, unless there is a temperature monitoring device that can ensure appropriate temperature was maintained past the validation time.
8. The shipping container shall have an outer label that meets provincial/territorial and federal transport regulations. The label shall identify the shipping facility, the receiving facility and that the contents are human blood components.
9. If unable to ship at designated time, the shipping site shall notify the receiving site so that the receiving site's inventory is not negatively impacted.
10. RBC units selected for transfer shall have a minimum of 10 days prior to the expiry date, unless receiving hospital agrees to accept a shorter date.
11. Blood components and blood products other than RBC shall have a minimum of three (3) months prior to the expiry date, unless receiving hospital agrees to accept a shorter date.
Guidelines

Visual inspection of blood components and blood products

Procedure

Notification Policy

Quality Control

1. A constant temperature-monitoring device. The documented temperature during transport ensures the temperature specifications were maintained.
2. The certificate of validation on the shipping containers.

Key Words

Inter-hospital transfer
Supplemental Materials

Process Flow/Algorithm

Shipping Site Process Flow
Receiving Site Process Flow

Receive Fax Notification

Receive Incoming Shipping Container

Inspect Shipping Container

Document Receipt Information on Form

Remove Temperature Data Recorder and Download Data (if used)

Was Temperature Acceptable Upon Receipt?

Yes

Inspect Red Blood Cells Upon Receipt

Document Inspection

No

Quarantine Red Blood Cells for Destruction as Per Laboratory Policy

Place Red Blood Cells in Inventory

Complete Documentation
References

