


Name of Policy: <u>Recall and Disposition of Units Unsuitable for Transfusion</u>	
Policy Number: 3364-108-207	
Department: Pathology/Laboratory – Blood Bank	
Approving Officer: Chief Operating Officer - UTMC Director, Blood Transfusion Service	
Responsible Agent: Blood Transfusion Service Supervisor Administrative Director, Lab	
Scope: Pathology/Laboratory – Blood Bank	Effective Date: 03/20/2023 Initial Effective Date: 7/2004
<input type="checkbox"/> New policy proposal	
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

The Blood Transfusion Service has a procedure for recall/market withdrawals initiated by American Red Cross, with quarantine of blood and blood components when suitability for transfusion is questioned.

(B) Purpose of Policy

To provide adequate supplies of safe, viable blood and blood components.

(C) Procedure

1. The American Red Cross will notify the Blood Transfusion Service by phone when a recall or Market Withdrawal of blood or blood components is required. UTMC BTS will request all recall information to be faxed to BTS Fax (419-383-6676). The tech receiving the call will be responsible for retrieving the fax from the machine and proceeding as follows.
2. In BBIS, perform unit (inventory search) inquiry for all units listed on the fax. Document the current status of each unit on the fax. When a unit is found to be in “Issued” status, call the nursing unit or OR to determine if transfusion is complete. Request immediate return of the unit to the BTS if the transfusion is not initiated or complete. If the unit has been transfused, inform the BTS Medical Director immediately. **DO NOT ALARM THE NURSING STAFF OR PATIENT.** The BTS Medical Director will inform the attending physician when necessary and ensure appropriate clinical measures are taken.
3. **Update status of all units found in inventory or returned to BTS to Discard status with reason “Recall” (RCL).** All units must be tagged “Quarantined” and placed on the designated Quarantine shelf in the Blood Bank refrigerator until further instructions are received from ARC. ARC may release the units from quarantine, request documentation of destruction and discard at UTMC, or request return of units to ARC. ARC will send Return Authorization forms for units to be returned to ARC.
4. A second tech will compare the unit number on the fax with the unit numbers of blood placed on quarantine shelf. The second tech then performs unit inquiry for each unit listed on the fax and “Print screen” for the results of each inquiry. Compare unit number and disposition on the print-outs with the unit number and disposition on the fax. Each tech must initial and date the print out, verifying accuracy of information.
5. Notify ARC of unit dispositions by return fax. Units not found in the UTMC BBIS may be listed in error. Notify ARC of the possible error to enable further investigation of unit disposition.
6. ARC will send a follow-up letter regarding the final disposition of units involved in market withdrawal/recall. The BTS supervisor or designee will complete the documentation and forward to the BTS Medical Director for review. The completed form is returned to ARC and a copy is maintained in the UTMC BTS Market Withdrawal file.

