



NOTIFICATION AND FOLLOW-UP WHEN SENDING SAMPLES, BLOOD PRODUCTS AND BLOOD COMPONENTS	NLBCP-065
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Overview

When blood samples/components/products are transferred from one hospital to another, it is of utmost importance that the location in transit may be traceable at any given time. Most often the packages being transferred are time or temperature sensitive items that must arrive within a certain time frame. If a package does not arrive according to schedule, there shall be a process to locate the package before contents are unusable.

Policy

1. All Regional Health Authorities shall develop and implement policies, processes and procedures that comply with Provincial Blood Coordinating Program policy for notification and follow-up when sending packages from facility to facility.
2. The shipping hospital shall receive confirmation from the receiving hospital that the package will be accepted.
3. The shipping hospital shall provide the receiving hospital with:
 - 3.1. Contents of incoming package;
 - 3.2. Complete route of transportation for package; and
 - 3.3. Estimated time of delivery.
4. The receiving hospital shall:
 - 4.1. Confirm that the package will be accepted;
 - 4.2. Communicate to staff the shipping details regarding the incoming package;
 - 4.3. Send confirmation to shipping hospital when package is received.
5. Packages shall only be shipped to arrive during daytime work hours Monday to Friday. In the event a package with special storage conditions must be shipped outside this time, manager or designate approval must be obtained.
6. The receiving facility shall be responsible for final disposition documentation.

Procedure

Shipping Hospital

1. Call the receiving hospital to provide notification of incoming package.
2. Provide information to receiving hospital:
 - 2.1. Contents of the package;

- 2.2. Expected delivery time of the package;
 - 2.3. Mode of transportation of the package; and
 - 2.4. Tracking number, if available.
3. Document the name of hospital personnel notified about the package information.

Receiving Hospital

1. Confirm acceptance of the package.
2. Place the shipping documentation of all incoming packages in a designated area and inform all staff involved of the expected time of arrival.
3. In the event a package is expected to arrive on an off shift, outgoing staff must communicate to incoming staff, the expected time of arrival.
4. Upon receiving package, call or send a fax to shipping hospital to confirm package has arrived.

Key Words

Package, shipping, time, temperature, notification

Supplemental Materials

Notification Form

Phone number of shipping hospital: _____

Fax number of shipping hospital: _____

Item Shipped:

Package Description:

- Blood Product
- Blood Component
- Patient Sample

Shipping Information:

Sending hospital: _____ Contact name: _____

Date shipped: _____ Time: _____

Mode of Transport: _____ Tracking Information: _____

Other details: _____

Receiving hospital: _____ Name of contact notified: _____

Date and time of expected arrival: _____ @ _____

Receiving Information:

Date and time received: _____

Receiver name: _____

Date and time confirmation sent to shipping hospital: _____

References

Canadian Standards Association. (2015). Blood and blood components, Z902-15.
Mississauga (ON): Author.