



Pretransfusion Testing – Specimen Collection TRAINING GUIDE

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OVERVIEW

This training manual includes information about collection of pretransfusion testing specimens for patients attending collection facilities external to Calgary Laboratory Services. It is intended to be used by staff requiring direction about the collection of pretransfusion testing specimens to be tested at a CLS facility for patients who will be (potentially) transfused at an acute care site in Calgary.

LEARNING OBJECTIVES

At completion of training, the trainee will be able to:

- Demonstrate appropriate patient identification practices
- Demonstrate understanding and application of the Regional Transfusion Service Identification System (RTSIS)
- Collect the correct specimen type and volume
- Document specimen collection in compliance with current CLS policies and procedures.

SCOPE

This training guide applies to all persons collecting pretransfusion testing specimens to be tested at Calgary Laboratory Services.

DEFINITIONS

RTSIS

Regional Transfusion Service Identification System – the Blood Bank Identification (BBID) number used by Calgary Laboratory Services.

TUBE LABEL GHJ 0006

Transfusion Medicine Permanent Record

MRN/PHN: GHJ 0006
 Name: GHJ 0006
 Date: GHJ 0006
 Time: GHJ 0006

TUBE LABEL GHJ 0006

MRN/PHN: GHJ 0006
 Name: GHJ 0006
 Date: GHJ 0006
 Time: GHJ 0006

INSTRUCTIONS

1. Complete the tube label(s).
2. Complete the patient number, name and DOB on the "Permanent Record".
3. Dalk the wrist band insert.
4. Identify the patient. The person who identifies the patient must be different from the person who collects the specimen.
5. Complete the Pre-CP (blue) section if required.
6. Draw blood specimen: 5 mL lavender (2 preferred).
7. Peel tube label(s) and paste on tube(s).
8. Tear wrist band insert along perforation.
9. Push wrist band insert into bracelet and attach to patient.
10. Sign and date "Permanent Record".

PRE-CP ASSESSMENT CLABC ONLY:

Has the patient been transfused within the last three months?
 Yes No

Has the patient been pregnant in the last three months?
 Yes No

G.R. Date: _____ Signature: _____

Phlebotomist / Nurse Signature: _____
 Patient Identified By: HWH/Herself or: _____ (Signature)
 My signature indicates that I have checked that the patient's name and identification number on this form are the same as those appearing on the patient's identification. Specimens were labelled and the RTSIS band placed on the patient before leaving the patient.

Specimen Drawn By: _____ (Signature)
 Date: _____ Time: _____

If the patient has been transfused or pregnant within the last 3 months, the specimen must be collected within 4 days of the G.R. date.

Calgary Laboratory Services
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Regional Transfusion Service Identification System (RTSIS-PAC)

GHJ 0006 PAC COLLECTION DATE: _____

Consult Transfusion Medicine for expiry date

LIS

Laboratory Information System – a computer system used in laboratory operations: specifically, the system that generates accession labels.

ROLES AND RESPONSIBILITIES

Personnel collecting pretransfusion testing specimens to be tested by CLS Transfusion Medicine are expected to comply with the instructions provided in this document. Additional information can be found on the CLS Website. See [CLS Guide to Laboratory Services](#).

PROCEDURE INSTRUCTIONS

1. **Patient presents** with a CLS Pretransfusion Testing Requisition and RTSIS form (see above). The patient must have both items to proceed with the collection.

Photocopied RTSIS forms may not be used; the patient must have an original form in order to proceed with the collection.

The patient must also present with their provincial health care identification card.



2. **Compare the name and provincial health care number** on the provincial health care card with the requisition to ensure they match.



Discrepancies must be resolved before the specimen is collected. Refer the patient back to the preoperative clinic that supplied the requisition.

3. Enter the test in the LIS to **obtain labels**.
4. **Complete the tube labels and “Permanent Record” section on the RTSIS form.** Apply an LIS label to each of the “tube label” and the “permanent record” sections of the RTSIS form. If LIS labels are not available, transcribe the information from the

requisition. Write the date and time of collection on the tube labels if this does not appear on the LIS labels.



When hand writing information on tubes and/or the RTSIS form, print clearly and carefully. Discrepancies created by transcription errors or illegible labels will result in specimen rejection.

5. Date the wristband insert. Write the current date on the wristband insert at the bottom of the RTSIS form.

6. Identify the patient :

- a. Ask the patient to spell their full name. Compare to the information on the RTSIS form.
- b. Ask the patient their date of birth. Compare to the information on the requisition.



If there are discrepancies, do not collect the specimen. Refer the patient back to the preoperative clinic that supplied the requisition.

- c. **Check the box “Patient Identified by: him/herself”** on the RTSIS form.



If the patient is unable to identify themselves (younger than 14 years of age, language barrier, mental incapacity etc.) a friend or family member may identify them. The person who identifies the patient **MUST** sign the RTSIS form on the signature line next to “Patient Identified by: ”. Write the relationship of the identifier next to the signature (son, friend, mother etc.)

7. Check/complete the preoperative assessment section (light blue/pink shaded area) for completeness. If incomplete, ask the patient the questions and record the information. The pregnancy question only needs to be asked of women less than 55 years of age.



If the answer to either question is “yes”, testing is only valid for 96 hours (4 days). Continue to the next step only if the patient’s surgery is scheduled within 4 days. If surgery is scheduled more than 4 days following the current date, advise the patient to return for testing within 4 days of their scheduled surgery date.

8. Draw specimen. Two 6 mL draw EDTA (lavender) tubes are required for adults. See the CLS Guide to Laboratory Services for specimen requirements for pediatric patients.

9. Place the tube labels from the RTSIS form on the tubes, orienting the RTSIS number next to the tube stopper.
10. Remove the band insert from the RTSIS form, insert into the yellow band and **attach to the patient's wrist** (or ankle). Ensure that the band is not too tight as some patients may experience swelling.



Specimens received with corresponding RTSIS forms on which the band insert is still attached will be rejected

11. Sign and date the section “Specimen Drawn By:” on the “Permanent Record” section of the RTSIS form.
 - a. CLS Transfusion Medicine will attempt to obtain missing signatures. If they cannot be obtained, the specimen will require recollection.

12. Forward the requisition, specimens and completed RTSIS form to Calgary Laboratory Services – Foothills Medical Centre for testing.

NOTES



Errors in the collection procedure or discrepancies between the specimen label and accompanying documentation will usually require recollection. This is because collection or labeling errors can result in the death of the patient if they receive an incompatible blood transfusion as a result of a collection error.



The RTSIS is the BBID number used by Calgary Laboratory Services. Like all other BBID systems, it reduces the risk of incompatible transfusion by linking the patient to the specimen to the donor unit back to the patient. In order for it to be effective, it is crucial that the system be applied at the time of specimen collection.

REFERENCE INFORMATION

CLS Guide to Laboratory Services

<http://www.calgarylabservices.com/lab-services-guide/transfusion-medicine/pretransfusion-testing/specimen-collection.aspx>