1. **Principle**

A standardized card that identifies patients who require special measures when a blood component is required will help minimize delays in patient care and improve patient safety. These patients should be encouraged to enroll in the Medic Alert program where their information is submitted and stored in a database that is accessible any time by all first responders and healthcare professionals that may be involved in the care of these patients. Special needs can be identified as:

* Irradiated components
* CMV negative components
* Antigen negative for patients with known red cell or platelet antibodies
* Washed components
* HLA matched components
* IgA deficient components
1. **Scope and Related Policies**
	1. There shall be a mechanism in place where patients that are to receive special blood products like irradiated RBC units are notified that all future transfusions may require special handling.9.1
2. **Specimens – N/A**
3. **Materials**

**Supplies:** Special Needs Letter Template

Special Needs Card Template

Information Sheet for red cell antibody – non maternal

Information Sheet for red cell antibody - maternal

Information Sheet for platelet antibody

Information Sheet for CMV sero-negative

Information Sheet for Irradiated cellular components

Information Sheet for HLA matched components

1. **Quality Control – N/A**
2. **Procedures**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Patient identified as needing special requirements for blood product therapy
 | 1. Verify and document request for special needs for blood components.

|  |  |
| --- | --- |
| ***If*** | ***Then*** |
| Identification is from physician or delegate | 1. Review Request form or equivalent for accuracy.
2. Review the clinical details of the request.
3. Ensure that required follow up testing has been completed and documented.
4. Proceed to next step.
 |
| Notification is through laboratory testing | 1. Review that the testing information has been verified and signed by appropriate staff.
2. Proceed to next step.
 |
| Patient presents special needs card for pre transfusion testing | 1. Ensure patient identification is complete.
2. Proceed to next step.
 |

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| 1. Document Special Needs Requirements
 | 1. Ensure that the information is documented electronically (LIS) or manually (TM record card) in the patient’s laboratory record.
 |
| 1. Information should include:
* Reason for special requirement
* Duration of special requirement (if applicable)
* Name of requesting physician
* Follow up testing date and result
 |
| 1. Complete the Special Needs Letter
 | 1. Using information in the electronic file (LIS) or manual file (TM record card), generate a letter to the patient confirming their special needs.

**Note**: if they have presented a wallet card and there is no new requirement, there is no need to generate a new letter or card. |
| 1. Use Special Needs letter template or use an institution specific generated form letter and enter the relevant patient information and select the applicable indication / reason and special need. Obtain a template of the form letter at [www.transfusionontario.org/resources](file:///C%3A%5CUsers%5Ctcameron%5CDesktop%5Cwww.transfusionontario.org%5Cresources)
 |
| 1. Print letter.
 |
| 1. Include the Medic Alert brochure with the letter. See procedural note 8.1
 |
| 1. Include information ‘fact’ sheets for the specific special need. Obtain a template of these information sheets on the website [www.transfusionontario.org/resources](file:///C%3A%5CUsers%5Ctcameron%5CDesktop%5Cwww.transfusionontario.org%5Cresources)
 |
| 1. Complete the Special Needs Wallet Card
 | 1. A Special Needs Wallet Card template is available on the website [www.transfusionontario.org/resources](file:///C%3A%5CUsers%5Ctcameron%5CDesktop%5Cwww.transfusionontario.org%5Cresources) Download this and save. This card can be filled out electronically or manually.

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| --- | --- |
| ***If*** | ***Then*** |
| Preparing the card electronically | 1. Use Avery Business Card Product **# 55871™** card Size/Dim 2”x3½” (5.08 x 8.89cm) or similar size product.
2. Enter the information in all required sections of the card using existing file.

*Note: you may choose to batch print (e.g. print weekly or monthly) to save on card stock*. 1. Be sure to set printer up to accept card stock paper. Click File-Page Setup-Paper to ensure that the document is set up to print manually. Select Manually Tray 1 if it is not already selected. Ensure card stock paper is in the manual feed tray.
2. Select “Print document”.
3. If you need to make a new template be sure to use correct settings: Use Microsoft Word® Tools ►Letters and Mailings ►Envelopes and labels. ► Select Options and select Template 05371™ then OK►design new card and save
 |
| **Note**: *If you use a card with different dimensions, then you will have to set the document up using the Tools tab – Envelope and Labels option and select the appropriate product number. A copy of the card must be pasted to the new document and reformatted. Follow individual instructions that accompany the business card product for formatting details.* |
| preparing the wallet card manually | 1. Access the pre-printed wallet card
2. Hand write all required sections to be completed
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 |
| 1. Document Date sent
 | 1. Indicate on patient’s file (LIS or TM Card) the date that the information was sent to the patient.
 |

1. **Reporting – N/A**
2. **Procedural Notes**
3. Medic Alert can enhance patient safety and security in their overall health care. Information and registration forms can be obtained by visiting https://www.medicalert.ca/Healthcare-providers/Materials-Request or by calling 1-800-668-1507.
4. **References**
	1. CAN/CSA Z902-10 A National Standard of Canada Blood and blood components. Standards Council of Canada; February 2010: 11.7.3
5. **Revision History**

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| --- | --- |
| **Revision Date** | **Summary of Revision** |
| August 10, 2015 | * Revised name of manual
* Revised section 6.0
* Updated list of references to include most recent versions
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