New Blood Component/Product Planning Tasks:

**What We Should Do before a New Blood Component or Product is Introduced**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Most Responsible Person** | **Planned Completion Date** | **Actual Completion Date** |
| **Consult with your TC to:*** Inform
* Obtain feedback/expertise
 |  |  |  |
| **Determine Inventory Levels:** |
| Current component/product |  |  |  |
| New blood component/product |  |  |  |
| **Determine Storage:** |
| Temperature |  |  |  |
| Capacity |  |  |  |
| **Determine the Clinical Urgency** (when product is required) |  |  |  |
| **Develop Clinical Guidelines** |  |  |  |
| **Develop the In-House Blood Product Monographs/ Administration Guidelines** |  |  |  |
| **Develop the Laboratory SOPs** |  |  |  |
| **Input the New Product and Order Codes into the IS** |  |  |  |

iii

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Most Responsible Person** | **Planned Completion Date** | **Actual Completion Date** |
| **Train/educate:** |
| MLTs and laboratory staff |  |  |  |
| Nurses and clerical staff |  |  |  |
| Physicians |  |  |  |
| **Investigate the Possibility of a Redistribution Program** (for the new blood component/product) |  |  |  |
| **Transition the Inventory:**Reduce and/or phase out current inventoryRamp up new blood component/product inventory |  |  |  |
| **Transfusion Committee Approval of the Plan** |  |  |  |

iv