New Blood Component/Product Planning Tasks:

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

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| **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** |  |  |  |

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| **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 inventory  Ramp up new blood component/product inventory |  |  |  |
| **Transfusion Committee Approval of the Plan** |  |  |  |

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