



Government of Newfoundland and Labrador  
Department of Health and Community Services  
Provincial Blood Coordinating Program

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<b>NOTIFICATION AND FOLLOW-UP WHEN SENDING SAMPLES, BLOOD COMPONENTS AND PLASMA PROTEIN AND RELATED PRODUCTS</b>	<b>NLBCP-065</b>
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## Overview

When blood samples, blood components and/or plasma protein and related products (PPRP) are transferred from one hospital to another, it is of utmost importance that the location in transit 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 NL Health Services facilities shall develop and implement policies, processes and procedures that comply with NL 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. Mode of transportation for package; and
  - 3.3. Estimated time of delivery.
4. The receiving hospital:
  - 4.1. Confirms that the package will be accepted;
  - 4.2. Communicates to staff the shipping details regarding the incoming package;
  - 4.3. Confirms to shipping hospital that package is received.
5. Packages should be shipped to arrive during daytime work hours Monday to Friday. In the event a package with special storage conditions must be shipped outside daytime hours, manager or designate approval must be obtained.
6. If notification of receipt of the package has not been received the sending hospital checks with the receiving hospital and tracks the package if required.
7. The receiving facility shall be responsible for final disposition documentation when the shipment is for blood inventory purposes.

## 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 in a designated area and inform staff of the expected time of arrival (if known).
3. In the event a package is expected to arrive on an off shift, communicate to incoming staff, the expected time of arrival.
4. Upon receiving package, acknowledge receipt.

### 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: \_\_\_\_\_

- PPRP \_\_\_\_\_
- 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: \_\_\_\_\_

Confirmation sent to shipping hospital: \_\_\_\_\_

## References

Canadian Standards Association. (2020). *Blood and blood components*, Z902-20. Mississauga (ON): Author.