April 1, 2013

To: Chiefs of Service, Attending Physicians, Housestaff, Nurses and Other Concerned Personnel

From: Eberhard Fiebig, M.D.  
Director, Clinical Laboratory
Zane Amenhotep, MD  
Division Chief, Hematology/Blood Bank

Re: Redesigned Transfusion Report Form

Effective April 10, 2013, the SFGH Clinical Laboratory Blood Bank will issue blood components with an updated transfusion report form; a two-copy tag attached to each blood unit.

The main features of the new design are:

1) The checker(s) attestation on the chart copy now lists transfusion order and patient consent checks among the expectations to be completed before the transfusion is started, and refers to the latest version of Nursing’s Blood Administration Policy and Procedure 3.1 for details on how to perform the pretransfusion check.

2) The check box for consent and the field for entering the size (gauge) of the needle or intracatheter through which the blood component is to be infused was deleted from the transfusion documentation template on the back of the chart copy. These items need not be documented on this form. (Documentation of needle size in nursing notes or other appropriate sections of the patient’s chart is still considered helpful and should continue.)

3) Abbreviated, at-a-glance instructions for the two-person pretransfusion check, transfusion administration, and actions to be taken in case of a suspected transfusion reaction are printed on the back of the “unit tag;” i.e., the last copy of the transfusion report form, which must remain attached to the unit until the transfusion is completed.

The new design was developed with input from representatives of the SFGH Nursing Quality Forum, whose suggestions and creativity are gratefully acknowledged. We hope the new features will make the form more user-friendly.

For questions or concerns, please contact Dr. Eberhard Fiebig by phone (x68588) or email (efiebig@ucsf.edu).

Thank you for your attention to this matter.