

## DIRECTORATE OF LABORATORY MEDICINE

### Blood Transfusion

#### Communicating Information for Shared Care Patients

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## **1. INTRODUCTION**

### **1.1. Scope and purpose**

On behalf of the West Midlands Regional Transfusion Committee this document describes the procedure for Senior Staff of the Transfusion Laboratory on the Birmingham Heartlands Hospital (BHH), University Hospital Birmingham (UHB) and Birmingham Children's Hospital (BCH) sites. This procedure outlines the communication process for the bone marrow transplant (BMT) centres (BHH, UHB and BCH) to inform referral hospitals of patients requiring specialist blood components. At present the document is specific for BMT patients and does not cover shared care for Haemoglobinopathy patients.

### **1.2. Clinical Relevance and Principle of Examination**

Incorrect blood component transfused (IBCT) and special requirements not met (SRNM) continue to be a significantly reported category according to the Serious Hazards of Transfusion (SHOT) haemovigilance scheme. SHOT reports have identified those patients transferred between departments and hospitals are particularly at risk of receiving components which do not meet their special requirements and this is largely due to poor communication between the clinical teams and transfusion laboratories.

### **1.3. Responsibility**

The Laboratory Management Committee is responsible for ensuring the implementation and maintenance of this procedure in conjunction with the Blood Transfusion department of the Birmingham Heartlands Hospital. It is the responsibility of the transplant centres to share the information with referral hospitals and to inform all transplant centres of any changes to generic email addresses. All communication for shared care patients must be sent via nhs.net email accounts and not nhs.uk accounts.

### **1.4. References**

- CPA Standard: ISO 15189: 4.2; Quality Management System (document control).
- Shared care communications form (BB.F422)

## **2. HEALTH & SAFETY**

Only nhs.net accounts must be used when sharing patient information. No personal email accounts can be used under any circumstances.

## **3. SPECIMEN REQUIREMENTS**

No sample collection is required for this procedure.

## **4. EQUIPMENT**

PC and access to a generic email account. A list of the generic email accounts is described at the end of this document.

## 5. REAGENTS

N/A

## 6. QUALITY CONTROL

The shared care document sent out requires an email confirmation from the referral site to ensure the communication trail is complete and this is the responsibility of the transplant centre to chase up.

## 7. LIMITATIONS OF PROCEDURE

The quality of information distributed by the transfusion laboratory is based on accurate data received from the transplant coordinators at the respective sites.

This procedure is reliant on compliance across Trusts / hospitals and different groups of staff. Regular checks must be made to NHS.net email accounts or incoming information may be missed.

Any hospital which has not supplied an nhs.net account cannot receive shared care protocols.

## 8. METHODOLOGY

1. When the transplant protocol is published for a patient the transplant coordinator at the transplant centre must complete section 1 of the shared care communications document (BB.F422) and email the document and protocol to their transfusion laboratory via their key contacts or via the hospital NHS.net email account for action by their transfusion laboratory.

2. The transfusion laboratory at the transplant centre must complete section 2 of the shared care communications document using information from section 1 and the transplant protocol. This must then be updated on the patient's record in the LIMS system.

The shared care communications document is then be sent to the referring hospital NHS.net account.

3. On receiving the document and protocol, the referring hospital transfusion laboratory must update the patient's record on the LIMS system with relevant information and requirements.

- Patient is flagged for Irradiated components
- Patient is flagged that they are receiving a transplant at another hospital
- Patient is flagged for a full group at each request

- There is a note on the system advising laboratory staff to inform Transfusion Laboratory Senior / Manager in the event of new antibodies or requirements so the other shared care hospital site can be made aware.

4. The hospital receiving the shared care form must complete section 3 and send the form back electronically to the transplant centre via their nhs.net account to complete the audit trail.

5. Designated staff in the transfusion laboratories at both referring and receiving hospitals will check the 'inbox' and 'sent items' for new emails at regular intervals for new updates.

## 9. SPECIAL CONSIDERATIONS

It is the responsibility of the Transfusion Laboratory Seniors and Transplant Coordinators to check the designated email account on a regular basis for new and updated information. There must be a designated deputy for these roles to ensure continuity in the event of any absence especially for transplant co-ordinators.

## 10. Appendix

See below for a list of the generic email addresses for hospitals across the West Midlands region. Please note all hospitals have provided a generic email account and it is their responsibility to do so.

The shared care communications form (BB.F422) is also listed below.

## 10.1. West Midlands RTC - Shared Care e-mail (nhs.net) Addresses

Trust	E-mail address
Birmingham Children's Hospital NHS Trust	<a href="mailto:bch-tr.bchbloodscience@nhs.net">bch-tr.bchbloodscience@nhs.net</a>
Burton Hospitals NHS Foundation Trust	<a href="mailto:burton.hospitalsHTT@nhs.net">burton.hospitalsHTT@nhs.net</a>
Dudley Group of Hospitals NHS Trust	<a href="mailto:shared.care@nhs.net">shared.care@nhs.net</a>
George Eliot Hospital NHS Trust	<a href="mailto:uhc-tr.BloodTransfusion@nhs.net">uhc-tr.BloodTransfusion@nhs.net</a>
Heart of England NHS Foundation Trust	<a href="mailto:bhs-tr.Transfusion@nhs.net">bhs-tr.Transfusion@nhs.net</a>
Mid Staffordshire NHS Foundation Trust	<a href="mailto:staffordbloodbank@nhs.net">staffordbloodbank@nhs.net</a>
Sandwell & West Birmingham Hospitals NHS Trust	<a href="mailto:swb-tr.swbh-team-mhra@nhs.net">swb-tr.swbh-team-mhra@nhs.net</a>
Shrewsbury and Telford Hospital NHS Trust	<a href="mailto:sth-tr.sharedcare@nhs.net">sth-tr.sharedcare@nhs.net</a>
South Warwickshire General Hospitals NHS Trust	<a href="mailto:uhc-tr.BloodTransfusion@nhs.net">uhc-tr.BloodTransfusion@nhs.net</a>
The Royal Wolverhampton Hospitals NHS Trust	<a href="mailto:rwh-tr.TransfusionTeam@nhs.net">rwh-tr.TransfusionTeam@nhs.net</a>
University Hospital Birmingham NHS Foundation Trust	<a href="mailto:UHB-TR.bloodbank@nhs.net">UHB-TR.bloodbank@nhs.net</a> .
University Hospital of North Staffordshire	<a href="mailto:bloodbank.uhns@nhs.net">bloodbank.uhns@nhs.net</a> /
University Hospitals Coventry and Warwickshire NHS Trust	<a href="mailto:uhc-tr.BloodTransfusion@nhs.net">uhc-tr.BloodTransfusion@nhs.net</a>
Walsall Hospitals NHS Trust	<a href="mailto:mandeep.dhanda@nhs.net">mandeep.dhanda@nhs.net</a>
Worcestershire Acute Hospitals NHS Trust	<a href="mailto:wah-tr.bloodtransfusion@nhs.net">wah-tr.bloodtransfusion@nhs.net</a>
Wye Valley (Hereford)Hospitals NHS Trust	<a href="mailto:conshaem.advicewvt@nhs.net">conshaem.advicewvt@nhs.net</a>

**Disclaimer: The West Midlands Regional Transfusion Committee takes no responsibility for the accurateness of these e-mails, nor the e-mail security for sending patient details**

No nhs.net account has been supplied by: Birmingham Women's, Robert Jones & Agnes Hunt Orthopaedic and District Hospital NHS Trust, BMI Priory Hospital, Nuffield Wolverhampton, SPIRE Little Aston Hospital and SPIRE Parkway Hospital.

**SECTION 1 – this section must be completed by a member of the clinical team at the specialist treatment hospital and emailed to own NHS.net account.**

PATIENT DETAILS	TREATMENT DETAILS	DONOR/ RECIPIENT DETAILS	SPECIAL CLINICAL REQUIREMENTS
Full Name:	Referring hospital:	Patient ABO / D group:	Irradiated Y / N
NHS Number:	Specialist Treatment Hospital:	Donor ABO /D group:	
Transplant centre hospital number:			
D.O.B:	Diagnosis:	Section completed by:  Contact details:  Date completed:	
Address:	Transplant type:		
	Date received:		

**SECTION 2 – this section must be completed by the Transfusion laboratory at the specialist treatment hospital then emailed to the referring NHS.net email account**

ABO / D GROUP REQUIRED FOR TRANSFUSION:	ANTIBODY STATUS	ADDITIONAL SPECIAL REQUIREMENTS
Red cells:	Red cell antibodies: Current antibody screen positive? Y / N	Red cell phenotype:
Platelets:	HLA / HPA antibodies: Y / N Specificity:	Washed red cells Y / N
Plasma:	Current DAT:                      Date of testing:	Washed platelets Y / N
Section completed by:		Date completed:

**SECTION 3 – to be completed by the referring hospital Transfusion laboratory and sent back to the specialist treatment hospital NHS.net email account.**

Confirmation of receipt by the referring hospital Transfusion laboratory	Date:
Specialist requirements updated in patient record on LIMS Y / N	Section completed by: