
 Pathology at Wigan and Salford		Blood Transfusion Department	
		Title: Information for users of the Blood Transfusion Laboratory	
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INFORMATION FOR USERS OF THE BLOOD TRANSFUSION LABORATORY

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1. LABORATORY LOCATION

(For Haematology Department please see Haematology Department Laboratory user handbook)

The Blood Transfusion Laboratory is part of Pathology at Wigan and Salford (PAWS). PAWS is an integrated pathology services between Salford Royal NHS Foundation Trust and Wrightington, Wigan and Leigh NHS Foundation Trust created in February 2013.

This service provides a comprehensive and wide ranging diagnostic, analytical, interpretive and clinical advisory services across the two Trusts and General Practitioners and regional services in several specialist areas.


Blood Transfusion has two main laboratory sites:

- Salford Royal (Turnberg Building, level 2) (See site map SRFT [Hospital Site Map](#))
- Royal Albert Edward Infirmary (RAEI) in Wigan (level 3) Essential Service Laboratory (ESL) ([Wigan Hospital Site Map](#))

Both laboratory's provide a comprehensive 24 hour 365 day analytical service for Salford Royal Hospitals NHS Foundation Trust (SRFT), and Wrightington , Wigan and Leigh NHS Foundation Trust (WWL).

There is also a satellite laboratory based at Wrightington Hospital, open Mon-Fri 9.00 until 17.00. (Excluding bank holidays)


Blood Transfusion is fully accredited by Clinical Pathology Accreditation (CPA) and is a member of the National External Quality Assurance Scheme (NEQAS) to ensure quality of service and laboratory results. All our qualified Biomedical Scientists are also registered with the Health and Care Professions Council (HCPC) to ensure high standards of service are maintained.

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2. KEY STAFF CONTACT DETAILS

Laboratories	Name	Telephone No.
Haematology Lab SRFT	09:00-17:30 ONLY out of hours Bleep 3077	0161 206 4981
Haematology Lab RAEI	24/7	01942 82 2146
Haematology Lab Wrightington	09:00-17:00 ONLY out of hours call RAEI	01257 25 6311
Blood Transfusion SRFT	09:00-17:30 ONLY out of hours Bleep 3077	0161 206 4994 0161 206 4997
Blood Transfusion RAEI	RAEI 24/7	01942 82 2145
Blood Transfusion Wrightington	09:00-17:00 ONLY Mon - Fri out of hours call RAEI	01257 25 6338
Medical Staff	Name	Telephone No.
Consultant and Laboratory Lead	Dr Simon Jowitt (SRFT)	0161 206 4984
Consultant & Lab Lead (WWL)	Dr Hitesh Patel (WWL)	01942 82 2139
Consultant	Dr Sonya Ravenscroft (SRFT)	0161 206 4985
Consultant	Dr Rowena Thomas-Dewing (SRFT)	0161 206 4986
Consultant	Dr Claire Barnes (SRFT)	0161 206 0207
Consultant	Dr Chris Gregory (WWL)	01942 82 2140
Consultant	Dr Usman Ahmad (WWL)	01942 77 3316
Specialist Registrars	SRFT	0161 206 4987
Specialist Registrars	WWL	01942 77 3350
Scientific Staff	Name	Telephone No.
Haematology and Blood Transfusion manager	Mrs Deborah Seddon	0161 206 4996 01942 82 2138
Deputy Haematology and Blood Transfusion manager	Mr Jim Wesson	0161 206 4992 01942 82 2138
Transfusion Practitioner SRFT	Mrs Lydia Baxter	0161 206 2137
Transfusion Practitioner WWL	Sister Louise McCreery	01942 77 3182
Nursing Staff	Name	Telephone No.
Specialist Nurse SRFT	Sister Catherine Redshaw	0161 206 2173
Specialist Nurse SRFT	Sister Lisa Crabtree	0161 206 0210
Specialist Nurse SRFT	Sister Linda Ryan	0161 206 2173
Specialist Nurse WWL	Anticoagulation	01942 82 2964
Specialist Nurse WWL	Sister Louise McCreery (Transfusion)	01942 77 3182
Specialist Nurse WWL	Sister Susan Gee (VTE)	01942 77 3331
Secretarial Support	Name	Telephone No.
Secretary SRFT (Dr Thomas-Dewing)	Mrs Debbie Connelly	0161 206 4982
Secretary SRFT (Dr Jowitt & Dr Ravenscroft)	Mrs Linda Burns	0161 206 4983
Secretary WWL (Dr's Ahmad, Gregory, Patel)	Christine Hesketh	01942 77 3329
Secretary WWL (Dr's Ahmad, Gregory, Patel)	Jackie Livings	01942 82 2139

**** Please note that the internal numbers do not work between the two Trusts ****

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3. LABORATORY OPENING TIMES

Routine laboratory opening hours are Monday to Friday from 09:00 until 17:30 but the department has qualified scientific staff on-site at SRFT and RAEI at all times. Haematology Medical staff are available for advice at all times. During normal working hours they can be contacted using the phone numbers provided above and via switchboard at all other times.

Out of core hours the department runs a continuous processing work shift system (CPW).

Main Laboratory SRFT

Between 17:30 and 22:00 Monday to Friday the core laboratory is staffed by two BMS staff and a minimum of two MLA's/AP's. At weekend one BMS is on-site between 17:00 and 21:45.

One BMS covers both Haematology and Blood Transfusion each night of the week between 21:45 and 09:00. One MLA staff cover 06:00 – 09:00 Monday to Friday. On a Weekend one MLA/AP cover 09:00 – 12:45.

ESL RAEI

Between 17:30 and 20:30 Monday to Friday the core laboratory is staffed by one BMS staff and one MLA/AP. At weekend one BMS is on-site only.

One BMS covers Haematology and Blood Transfusion each night between 20:00 and 07:30

Wrightington Hospital


The Laboratory is only open 09:00 – 17:00 Monday to Friday (excluding bank holidays) Outside these times this site is covered by the ESL RAEI

4. TRANSPORTING SAMPLES

At both SRFT and RAEI an air-tube pod system is also available from certain locations within the Trust's for transporting samples to the laboratory. There are regular transports between RAEI and SRFT during core hours (provided by SRFT Royal Transport Department). All sample requests should be delivered to Central Pathology Reception. Any urgent X-match requests must be phoned through to the blood bank and the request handed to a member of staff in central reception.

At SRFT a collection/delivery service for other hospitals is operated by SRFT transport department ([see the Timetable](#)) and there is a messenger service for non-urgent samples within Salford Royal Hospital ([see Messenger service](#)). Salford CCG commissions transport providers for Salford GP surgeries.

At WWL a collection service for GP surgeries and the Dave Whelan Centre (DW) is operated by WWL transport department. There are regular transports to RAEI from Wrightington Hospital, Leigh Infirmary and the Thomas Linacre Out-Patients centre provided by WWL transport department.

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5. HEALTH AND SAFETY REQUIREMENTS

5.1 Collection, labelling and dispatch of specimens

Staff responsible for the collection of specimens and transporting them to the laboratory for investigation are responsible under the Health & Safety at work Act and the COSHH regulations to do so in a safe manner.

A common high standard of Health and Safety must be applied to all samples. This includes using appropriate specimen containers and sealing the container in the bag attached to the request card.

Strict national (DOH) and international (WHO) regulations are applied to the transportation of infectious materials (including clinical specimens) by road or post.


5.2 High Risk specimens

Specimens from individuals known, or suspected of Blood Borne Viruses (BBV) eg. Hepatitis B or HIV should have the following information included on the Specimen(s) and Request Card:

- A 'Danger of Infection' label attached to each specimen and on the accompanying request card.
- Clinical details on the request form should be adequate to convey information of the suspected hazard to the staff who handle the specimens.
- To maintain patient confidentiality during transit to the laboratory, it is recommended to seal the specimen and request in a suitable envelope.

Specimens presenting a risk of BBV Include:

- Blood
- CSF
- Urine and other body fluids

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6. INSTRUCTIONS FOR COMPLETING SAMPLE DETAILS & REQUEST FORMS

Each request accepted by the laboratory for examination(s) shall be considered an agreement.

It is the responsibility of the requesting clinician to ensure that samples are correctly labelled and request forms completed to the agreed standard.


Standard operating procedures for the receipt of samples and request forms are put in place to ensure the safety of the patient. They are intended to ensure that the appropriate investigation is performed on each sample. **Clinical details must also be provided.**

Before accepting a clinical specimen, laboratory staff must ensure certain minimum criteria for sample identification are met.


The table below outlines the acceptable **minimum** required information to identify a Blood Transfusion specimen on receipt in the laboratory.

Without this minimum information the **sample will not be processed.**

Sample	Request form
Minimum required	Writing must be legible Minimum data required must include
<ul style="list-style-type: none"> ➤ Surname & Forename in full ➤ Date of Birth ➤ Hospital Number (hospital patients) ➤ Hospital number or address or NHS number (GP patients) ➤ Signature of person taking sample ➤ Date and time sample taken ➤ Location 	<ul style="list-style-type: none"> ➤ Surname & Forename in full ➤ Date of Birth ➤ Hospital Number (hospital patients) ➤ Hospital number or address or NHS number (GP patients) ➤ Name & signature of person making the request (not initials)/designation & contact number ➤ Date & time of request ➤ Test(s) and blood products required ➤ Reason for request ➤ Location for report ➤ Name/signature of person collecting transfusion sample, designation & contact number

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- Positive identification of the patient **MUST** take place at the time of sampling –ask the patient to state name/DOB or use wrist band if they are unable to do so.
- Do not pre-label tubes, bleed and label one patient at a time.
- Sample tubes **MUST** always be labelled immediately after filling at the patient’s side by the person that obtained the sample
- **SAMPLES DETAILS MUST BE HAND WRITTEN. ADDRESSOGRAPH LABELS MUST NOT BE USED ON TRANSFUSION SAMPLES.**
- **THE BLOOD TRANSFUSION LABORATORY OPERATES A ZERO TOLERANCE POLICY.**
- **REQUESTS AND SAMPLES THAT DO NOT COMPLY WITH THE ABOVE CRITERIA WILL NOT BE TESTED.**
- **O NEGATIVE BLOOD WILL BE SUPPLIED IN AN EMERGENCY UNTIL AN ACCEPTABLE SAMPLE AND FORM IS RECEIVED.**
- **BOTH SAMPLE AND REQUEST FORM MUST BE CORRECT FOR THE SAMPLE TO BE ACCEPTED.**
- **IT IS THE RESPONSIBILITY OF THE REQUESTING MEDICAL OFFICER TO ENSURE THE REQUEST MEETS THE ABOVE CRITERIA.**

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7. SAMPLE ACCEPTANCE CRITERIA

The following samples **WILL NOT** be accepted:

- 7.1 Expired sample bottles.
- 7.2 Leaked samples.
- 7.3 Clotted samples.
- 7.4 Diluted samples from an infusion site.
- 7.5 Samples greater than 24 hours old.
- 7.6 Grossly haemolysed samples – except Autoimmune Haemolytic Anaemia and ?transfusion reaction
- 7.7 Less than 2 mls of blood if sample for group & screen, 3 mls if sample for cross match.
- 7.8 Addressograph or any other label that is not an integral part of the sample bottle.
- 7.9 Illegible details on the sample.
- 7.10 Samples will not be processed in any way if the request form is unsigned.


8. CLINICAL ADVICE AND INTERPRETATION

Haematology Medical staff are available to give clinical advice, advice on the use blood and blood product requirements and result interpretation at all times. They can be contacted via telephone during the normal working day and via switchboard at all other times.

9. SERVICE DESCRIPTION

The department treats patients referred within the North West sector of Greater Manchester (Bolton, Wigan and Salford). Haematology at Salford and RAEI provides a Level 2 haemato-oncology service treating leukaemias, lymphoma and myeloma.

The laboratory provides blood and blood products for transfusion. In addition coagulation products are available such as Prothrombin Complex Concentrate (PCC).

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10. TIME LIMITS FOR BLOODS TRANSFUSION SAMPLES

For Blood Transfusion the following restrictions apply:

Where a patient has no historic record of their blood group on Telepath (pathology system), a second Group & Save (G&S) sample will be requested to confirm the ABO group prior to transfusion. The second sample must be taken at a different time and preferably by a different person to the first sample.


NB. This should not impede the delivery of urgent blood products as the process of cross-matching should begin based on the first sample taken. A second sample will still be required to be drawn before transfusion begins. If a medic chooses to overrule this their name and designation must be recorded and this will be audited.

When a crossmatch is required the G&S sample must have been taken / collected no more than 3 days in advance of the actual transfusion.

In summary,

- If there is no historical record of a patient's blood group held by the blood bank, a second sample will be needed for confirmation of the ABO group prior to transfusion.
- When a crossmatch is required the G&S sample must have been taken no more than 3 days in advance of the actual transfusion.


In situations where patients are being repeatedly transfused, a fresh sample should be taken for antibody screening and re-crossmatching every 72 hours.

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11. TEST REPERTOIRE, PRODUCTS AVAILABLE AND IMPORTANT INFORMATION


TEST REPERTOIRE

TESTS	SPECIMEN REQUIRED		TURNAROUND TIMES	SPECIAL INSTRUCTIONS	KEY FACTORS AFFECTING TEST PERFORMANCE OR INTERPRETATION
	SRFT	WWL			
Blood Group & Antibody screen	4.5 ml EDTA in blue topped Monovette	7.5 ml EDTA in red topped Sarstedt	4 hours	WWL minimum 2 mls blood for G&S. Minimum 3mls for Crossmatch	Samples must be filled to line & <12 hours old. Haemolysed samples will not be accepted
Blood Group, Antibody screen & Crossmatch	4.5 ml EDTA in blue topped Monovette	7.5 ml EDTA in red topped Sarstedt	15 mins to 24 hours	WWL at least 2 mls blood for G&S. At least 3mls for Crossmatch	Samples must be filled to line & <12 hours old when first tested. Haemolysed samples will not be accepted
Neonatal blood group &/ or DAT	1.2ml paediatric EDTA red topped		4 hours		Samples must be filled to line & <12 hours old.
Investigation of Haemolytic Disease of Newborn	4.5 ml EDTA in blue topped Monovette (Mother) 4.5 ml EDTA in blue topped Monovette (cord blood – baby)	7.5 ml EDTA in red topped Sarstedt (Mother) 1.2ml or 7.5 (Cord Blood) ml EDTA in red topped Sarstedt (baby)	4 hours	Sample for referral to NHSBT must be accompanied by an NBTS form	Samples must be filled to line & < 4 hours old
Investigation of a suspected haemolytic transfusion reaction	Suspected unit with giving set Remainder of all transfused products 2 x 4.5 ml EDTA in blue topped Monovette First urine sample Completed Investigation of Transfusion Reaction Form (available from Lab)	Suspected unit with giving set Remainder of all transfused products 7.5 ml EDTA in red topped Sarstedt First urine sample Completed Investigation of Transfusion Reaction Form (available from Lab)	4 hours	By arrangement with Haematologist or Transfusion Laboratory. These tests are only necessary if a true haemolytic transfusion reaction is suspected with a rise in body temperature of >39°C or a rise >2°C However all transfusion reactions should be reported to the Transfusion Laboratory	Samples must be filled to line & <2 hours old

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Direct Antiglobulin Test (DAT)	4.5 ml EDTA in blue topped Monovette	7.5 ml EDTA in red topped Sarstedt	4 hours	Sample should be half filled	Sample should be < 4 hours old.
Kleihauer & Estimation of FMH	3.4 ml red topped EDTA Sarstedt		48 hours	Test only performed at RAEI	Sample should be <12 hours old. Haemolysed samples will not be accepted
HLA typing/ HLA disease association NHSBT	2 X 4.5 ml EDTA in blue topped Monovette	7.5 ml EDTA in red topped Sarstedt	6 days	Samples for referral to NHSBT must be accompanied by an NHSBT form	Samples must be filled to line & <12hours old. Haemolysed samples will not be accepted
HLA/HPA/HNA antibodies NHSBT	2 X 4.5 ml EDTA in blue topped Monovette 1x 7.5 ml clotted sample in brown topped Monovette	7.5 ml EDTA in red topped Sarstedt 7.5 ml clotted sample in brown topped Sarstedt	6 days	Samples for referral to NHSBT must be accompanied by an NHSBT form	Samples must be filled to line & <12hours old. Haemolysed samples will not be accepted
Platelet investigations NHSBT	4.5 ml EDTA in blue topped Monovette	7.5 ml EDTA in red topped Sarstedt	7 days	Samples for referral to NHSBT must be accompanied by an NHSBT form	Samples must be filled to line & <12hours old. Haemolysed samples will not be accepted
Red Cell Serology/ Antibody Investigations NHSBT	2 x 4.5 ml EDTA in blue topped Monovette	7.5 ml EDTA in red topped Sarstedt	6 days	Samples for referral to NHSBT must be accompanied by an NHSBT form	Samples must be filled to line & <12hours old
Other investigations	Please check with laboratory			Sample for referral to NHSBT must be accompanied by an NHSBT form	Samples must be filled to line By arrangement with the Laboratory

Turnaround times are from receipt of sample in the laboratory to production of laboratory report

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BLOOD PRODUCTS AVAILABLE

PRODUCT AVAILABLE	SPECIAL INSTRUCTIONS	SPECIAL REQUIREMENTS
Red blood cells	Patients with known antibodies require advance notice for selection and preparation of blood by the NHSBT.	CMV- and irradiated blood must be ordered from the laboratory before 11.45 am for preparation by the NHSBT and pm delivery
Whole blood for neonatal exchange transfusion	Requires advance notice for selection and preparation of blood by the NHSBT.	
Platelets	Requestor may be referred to Haematologist	CMV- and irradiated platelets must be ordered from the laboratory before 11.45 am for preparation by the NHSBT and pm delivery HLA matched platelets require 48 hours notice.
Paediatric platelets packs	Not kept as stock, lab will order from NHSBT	
Fresh Frozen Plasma (FFP)	Standard dose 1litre (4 bags)	Allow at least 30 minutes for preparation
Methylene blue treated FFP for neonates, children and any adult born since 01.01.1996		Allow at least 30 minutes for preparation
Cryoprecipitate	Standard dose 2 pools (2 bags)	Allow at least 30 minutes for preparation
Octaplas	By arrangement with Consultant Haematologist only.	Allow at least 45 minutes for preparation
Human Albumin Solution 4.5%	Available as 500ml	
Human Albumin Solution 20%	Available as 100ml	
Anti -D SRFT ONLY	500iu ONLY	
Prothrombin Complex Concentrate (PCC)	May be ordered through the laboratory. Requestor may be referred to the Consultant Haematologist	
Coagulation factors	By arrangement with the Consultant Haematologist only	
C1Esterase Inhibitor	May be ordered from laboratory for known patients	
Anti-Tetanus Immunoglobulin 250iu	May be ordered from laboratory	

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TESTS REFERRED TO OTHER HOSPITALS


TEST	SAMPLE REQUIREMENTS		TURNAROUND TIME	REFERRED TO
	SRFT	WWL		
Red Cell Serology	2 x 4.5 ml blue topped EDTA	2 x 7.5 ml red topped EDTA	6 days	Liverpool NHSBT
Estimation of FMH	2 x 3.4 ml red topped EDTA		72 hours	Liverpool NHSBT
Granulocyte Immunology	2 x 4.5 ml blue topped EDTA	1 x 7.5 ml red topped EDTA	6 days	Bristol NHSBT
HLA/HPA/HNA Type	2 x 4.5 ml blue topped EDTA	1 x 7.5 ml red topped EDTA	6 days	Sheffield NHSBT
HLA/HPA/HNA Antibody screen	2 x 4.5 ml blue topped EDTA 1x7.5 ml clotted in brown topped tube	1 x 7.5 ml red topped EDTA 1x7.5 ml clotted in brown topped tube	6 days	Sheffield NHSBT
HLA & Disease association	2 x 4.5 ml blue topped EDTA	1 x 7.5 ml red topped EDTA	6 days	Sheffield NHSBT
Platelet Investigations	2 x 4.5 ml blue topped EDTA	1 x 7.5 ml red topped EDTA	8 days	Bristol-Filton NHSBT

ADDRESSES OF NHSBT REFERENCE LABORATORIES

- Address:**
NHS Blood & Transplant-Liverpool
FAO: Red Cell Immunohaematology
14 Estuary Banks
Speke
Liverpool
L24 8RB

Contact Numbers:
RCI Office 0151 268 7146/7148
Fax 0151 268 7152
Centre Switchboard 0151 268 7000
RCI Laboratory 0151268 7149
On-call BMS 0151 268 7170 (19.00h-7.00h)
- Address:**
NHS Blood & Transplant-Sheffield
FAO: Histocompatibility & Immunogenetics
Longley Lane
Sheffield
S5 7JN

Contact Numbers:
Laboratory 0114 358 4839
Fax 0114 358 4850

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3. **Address:**
NHS Blood & Transplant-Filton
500 North Bristol Park Northway
Filton
Bristol
BS34 7QH

Contact Numbers:
Laboratory 0117 912 5728
Fax 0117 912 5731

12. ADDITIONAL BLOOD TRANSFUSION INFORMATION

12.1 Additional information can be obtained from the following Trust Transfusion Policies located on the Intranet.

SRFT	WWL
Blood Transfusion Policy	Blood Transfusion Policy
Major Haemorrhage Policy	Management of Major Haemorrhage
Indications for Transfusion	Indication Codes for Transfusion
Neonatal and Paediatric Transfusion	Blood Products available through Blood Bank
Emergency Reversal of Oral Coumarins	Clinical Applications of Blood Components
Refusal of Blood Transfusion Policy	Procedures for Ordering, Collection & Administering Blood/Blood Components including Patient Identification
Use of the Transfusion Record Sheet	Adverse Effects of Transfusion
Surgical Blood Order Schedule	Guidelines for Obstetrics
Emergency Blood Stocks Management	Transfusion of Infants & Neonates
Guidance for the Performance of Acute Normovolaemic Haemodilution	Anticoagulation Guidelines (includes reversal)
	Emergency Blood Stocks Management
	Intra-operative Cell Salvage

12.2 Additional Information can be obtained from the following External Links


[Hand Book of Transfusion Medicine](#)

[RCN Right Blood Right Patient Right Product](#)

[BCSH Guidelines for Blood Transfusion](#)

[Guidelines for Blood Transfusion Services in the UK](#)

[Blood Transfusion NICE guideline](#)

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12.3 Patient Information Leaflets

[Will I Need a Blood Transfusion?](#)

[Will I Need a Platelet Transfusion?](#)

[Anaemia – Patient Information](#)

[Iron in the Diet](#)

[Information for Patients Requiring Irradiated Blood Products](#)

[Fresh Frozen Plasma \(FFP\) and Cryoprecipitate](#)

[Hepatitis E virus – factsheet for patients](#)

[Will my baby need a blood transfusion?](#)

[Information for Parents of Babies & Children Requiring a Plasma Transfusion](#)

[Platelet Groups and Antibodies in Pregnancy](#)

[Blood Groups and Red Cell Antibodies in Pregnancy](#)

[Information Leaflet for Children Needing a Blood Transfusion Billy Blood Drop](#)

The above patient information leaflets are available from NHSBT – National Blood Service contact your SRFT or WWL Transfusion Practitioner for copies of the leaflets.

12.4 Information for Health Care Professionals

[Factsheet – Irradiated Blood Components](#)

[Factsheet – Standard Fresh Frozen Plasma \(FFP\)](#)

[Guidance for the use of Blood Components – NBTC Indication Codes for Transfusion](#)

[Patient Blood Management – Optimising the care of patients who may need Transfusion](#)

[Hepatitis E virus \(HEV\) negative blood components](#)

The above fact sheets/information for Health Care Professionals are available from NHSBT – National Blood Service, contact your SRFT or WWL Transfusion Practitioner for copies.