

POLICY FOR THE DOCUMENTATION OF PROCEDURAL INFORMATION FOR THERAPEUTIC APHERESIS PROCEDURES

REASON FOR ISSUE: New Policy

1. PURPOSE

To establish a standardised method of documenting procedural information relating to Therapeutic Apheresis Procedures and to ensure that this information is readily available for all clinical staff within NZBS and the DHB.

2. SCOPE

This policy covers all Therapeutic Apheresis procedures undertaken by NZBS either in the DHB hospital or in the Blood Collection Centre

3. KEY RESPONSIBILITIES

The person who performs the therapeutic apheresis procedure is responsible for ensuring that all relevant information that is required before commencement of the procedure is collected and recorded prior to commencement of the procedure.

The person who performs the therapeutic apheresis procedure is responsible for ensuring that the information required is recorded both in the patient records and in the NZBS records.

4.0 INFORMATION TO BE RECORDED PRIOR TO THE COMMENCEMENT OF THE PROCEDURE.

4.1 Patient consent to undertake the procedure must be recorded on the Therapeutic Apheresis Consent form prior to commencement of the procedure.

4.2 Prior to commencement of the procedure the physician responsible for the management of the patient or the NZBS Medical Officer or Transfusion Medicine Specialist must record the following information in the patient clinical note or on the prescription sheet in a format that is appropriate for the respective DHB.

- Patient Identification details
- Clinical diagnosis and other relevant information
- Procedure required
- Fluid volume prescription solution and type
- Special instructions if required
- Provision of emergency treatment, if required
- Specific laboratory tests required for both pre and post procedure

4.3 The person who performs the therapeutic apheresis procedure must record the following information on the apheresis prescription sheet/patients clinical note.

- The apheresis machine that is used
- Details of the disposables that are used, including the type of pack used and the lot number
- The lot number and expiry date of all fluids and anticoagulants that are used
- The name of the person who performs the procedure.

POLICY FOR THE DOCUMENTATION OF PROCEDURAL INFORMATION FOR THERAPEUTIC APHERESIS PROCEDURES

5.0 INFORMATION TO BE RECORDED DURING THE PROCEDURE

- 5.1** The person performing the procedure must record the following information on the procedure (fluid balance) sheet.
- Procedure parameters
 - Procedure collection statistics for each cycle. For continuous flow machines, these must be collected at regular intervals
 - Total volume of anticoagulant used
 - Total volume of replacement fluid used and the nature of those fluids
 - Total volume of fluid removed or component collected
 - Final fluid balance
 - Vascular access including information about the lumen locking solution if used
 - Adverse Reactions or complications and the treatment given
 - The name of the person primarily involved in the procedure
 - The name of any other person involved in the procedure

6.0 POST PROCEDURE DOCUMENTATION

- 6.1** The person performing the procedure must record a summary of the procedure on the patient's clinical note and it should contain the following information.
- Nature of the procedure
 - Vascular access used
 - Volume exchanged
 - Patient's tolerance to the procedure
 - Any drugs that are administered
 - Procedure Statistics Summary
- 6.2** All the original documents including the consent form, fluid chart and the prescription sheet must be inserted in the patient's clinical note (DHB notes)
- 6.3** A photocopy of all the information that has been documented in the patient's files must be made and stored in the NZBS.
- 6.4** This process for documentation of therapeutic apheresis procedures must be followed for each procedure.