

## Sample Project Implementation Plan

Task	Assigned To	Due Date	Completed
<p>1. Determine Whether ICCBBA Registration is Required</p> <p>a. Criteria for Registration:</p> <p>i. All blood collection centers whether free standing or within a hospital, must register because their identification number will become an integral part of the unit identification on the label.</p> <p>ii. For Transfusion Services (facilities that do not collect but only transfuse blood products), registration and licensing with ICCBBA is required if they apply ISBT128 labels. This encompasses facilities that pool, aliquot or modify products and label them with ISBT128 bar codes.</p>			
<p>b. ICCBBA registration submitted</p>			
<p>c. Facility Identification Number received</p>			
<p>d. This registration must be renewed yearly.</p> <p>i. Renewal completed by:</p> <p>ii. Registration information on file in:</p>			
<p><b>2. Obtain Educational Materials</b></p> <p>a. ICCBBA Documents</p> <p>b. US Consensus Standard</p> <p>c. Product code mappings</p> <p>d. Computer Specification</p> <p>e. Others</p>			
<p><b>3. Discuss Relevant Issues with Medical Director</b></p> <p>a. Issues discussed with Medical Director</p> <p>i. AABB ISBT128 documents</p> <p>ii. Timeline</p> <p>iii. Email information when available</p>			

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<p><b>4. Select an Implementation Team</b></p> <p>a. Representatives from the following departments:</p> <ol style="list-style-type: none"> <li>1. Blood Bank</li> <li>2. Nursing</li> <li>3. Laboratory Information System</li> <li>4. Medical Records</li> <li>5. Laboratory Administration</li> <li>6. Purchasing</li> <li>7. Risk Management</li> <li>8. Donor Center Representative</li> <li>9. Others as deemed necessary</li> </ol>			
<p><b>5. Notify Other Departments</b></p> <p>a. LIS director notified</p> <ol style="list-style-type: none"> <li>i. AABB ISBT128 documents</li> <li>ii. Timeline</li> <li>iii. included on all emails</li> </ol>			
<p>b. Hematology supervisor: QC of products</p>			
<p>c. Microbiology supervisor: bacterial contamination of components involved in transfusion reactions.</p>			
<p>d. Blood Bank supervisors notified:</p> <ol style="list-style-type: none"> <li>i. (day shift)</li> <li>ii. (evening shift)</li> <li>iii. (midnight shift)</li> </ol>			
<p>e. Other areas of the laboratory will be affected at this time.</p>			
<p>f. Facility Administration</p>			
<p>g. Transfusion Committee</p>			
<p>h. Facility Wide Announcement</p>			
<p>i. Others</p>			

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<b>6. Get Approval from Laboratory Administration</b>			
a. Discuss system changes and/or allocation for additional resources			
b. Budget for costs including system upgrades			
c. Help in assessing computer system to determine capabilities to read ISBT128 bar code symbology			
d. Help in assessing interfaces to ensure information can be transferred accurately			
<b>7. Notify Anesthesiology, Nursing, Medical Records and Other Ancillary Services</b>			
a. Evaluate nursing forms (flowsheets, operative notes, etc.) for accommodation of longer unit numbers and product codes			
b. Schedule training to coincide with nursing training rotation			
c. Consider having "boxes" or other tools on forms to assist in documenting every digit in the unit identification number (include individuals involved in the documentation of blood administration)			
<b>8. Identify Capital Equipment Needs</b>			
a. Barcode readers			
b. Label printers			
c. LIS Programs/Upgrades			
<b>9. Obtain Funding</b>			
<b>10. Design New Processes</b>			
<b>11. Perform a Risk Analysis</b>			
<b>12. Define Quality Assurance Plan</b>			

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<p><b>13. Evaluate Supply and ordering issues</b></p> <p>a. Order blood product face labels</p>			
<p>b. Determine current inventory of unit tags – adjust re-orders as needed prior to revisions</p>			
<p>c. Review unit tag forms and check for revisions needed by the new donor unit number.</p>			
<p>d. All labels that are used for blood products must be changed to ISBT128 bar codes:</p> <ul style="list-style-type: none"> <li>i. Self Print or Pre-Printed             <ul style="list-style-type: none"> <li>1. Stock supply of donation identification printed labels</li> <li>2. on-demand or pre-printed for component modification</li> </ul> </li> </ul>			
<p>e. Bar code scanners</p> <ul style="list-style-type: none"> <li>i. Scanners</li> <li>ii. Able to read ISBT128</li> <li>iii. Have access to valid and invalid bar codes for validation</li> <li>iv. Ability to scan bar codes for concatenation</li> </ul>			
<p>f. Bar code printers</p> <ul style="list-style-type: none"> <li>i. The ISBT128 donor numbers will be 19 characters, codabar is 10 to 12 characters</li> <li>ii. Printer is able to print ISBT128 bar codes</li> <li>iii. Need different label stock to print larger bar codes             <ul style="list-style-type: none"> <li>liia. contact label supplier</li> </ul> </li> </ul>			

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<ul style="list-style-type: none"> <li>g. Label ordering               <ul style="list-style-type: none"> <li>i. Since the year is now included as an integral part of the unit number, the schedule for ordering labels must be able to accommodate the collection of units labeled W XXXX 06 XXXXXX in the year 2006</li> <li>ii. A grace period of one month has been established to reduce wastage of labels. The unit identification labels that include "07" may be used between December 1, 2006 and January 31, 2007</li> <li>iii. Evaluate how many unit numbers are used within a defined period (allow for an unexpected mass influx of donors)</li> </ul> </li> </ul>			
<p><b>14. Notify FDA if necessary</b></p>			
<p><b>15. Submit new label to FDA for licensed facilities</b></p>			
<p><b>16. Validate Computer Changes transition to ISBT128</b></p> <ul style="list-style-type: none"> <li>a. The new label:           <ul style="list-style-type: none"> <li>i. The unit number is now a 13-digit number, which may necessitate lengthening the space or the number of characters allowed by the computer system</li> <li>ii. The component code has increased in length, and is now an 8-digit code</li> <li>iii. The "field" for the expiration date now includes the time of expiration</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>b. Verify transfer of information to computer reports (operational, statistical, workload, billing etc)</li> </ul>			
<ul style="list-style-type: none"> <li>c. Validate data from donor system to blood bank system and vice versa</li> </ul>			
<ul style="list-style-type: none"> <li>d. Verify that data structures are decoded and interpreted correctly for all bar code types (donation identification, component code and expiration date/time)</li> </ul>			
<ul style="list-style-type: none"> <li>e. Verify that components (including aliquots, splits, pools, irradiation, leukoreduction, etc.) are billed correctly</li> </ul>			

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<p><b>17. Validate Equipment</b></p> <p>a. Follow protocols for implementation and validation of equipment – such as bar code readers – related to the use of ISBT128 bar code symbology</p>			
<p>b. Bar code scanners and printers should be validated prior to ensure they can be used with the new bar codes or they must be replaced with a different product</p>			
<p><b>18. Validate Processes</b></p> <p>a. Verify that applicable processes have been considered:</p> <p>i. Collection</p>			
<p>ii. Aliquoting</p>			
<p>iii. Pooling</p>			
<p>iv. Unit labeling</p>			
<p>v. Sample tube labeling</p>			
<p>vi. Component modification by washing, irradiation, leukoreduction, etc.</p>			
<p>vii. Others</p>			
<p><b>19. Revise and Initiate SOP's</b></p> <p>a. SOP's may contain examples of labels, forms, reports, job aids</p>			

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<p><b>20. Modify Forms in the Transfusion Service</b></p> <p>a. Determine where the blood unit identification number is recorded:</p> <p>i. BDR</p>			
<p>ii. Transfusion Reaction Reports</p>			
<p>iii. Downtime forms</p>			
<p>iv. Disease marker sample shipping forms</p>			
<p>v. Washing / deglycerolizing logs</p>			
<p>vi. Supplier return forms</p>			
<p>vii. Emergency Release forms</p>			
<p>viii. Outside refrigerator Emergency RBC forms</p>			
<p>ix. Lookback forms</p>			
<p>x. Others</p>			
<p><b>21. Staff Training</b></p> <p>Documentation of Competency for all departments impacted</p>			
<p><b>22. Determine what inventory issues may arise during the transition process</b></p> <p>a. Every facility will need to be able to “read” both Codabar and ISBT128 bar code symbology for an extended period of time</p> <p>i. FFP</p> <p>ii. Frozen RBCs</p> <p>iii. Rare units – frozen</p> <p>iv. Cryoprecipitate</p>			
<p><b>23. Implementation</b></p>			
<p><b>24. Post Implementation Evaluation</b></p>			