

Workshop B – Cold Chain

Topic - Management of Satellite units

1. What do you need to do?

- Review the requirement to have a satellite fridge
- All steps undertaken in:
 - Buying a new fridge/freezer
 - Routine management of fridges/freezers
- Transport from fridge to clinical area
- Set up SLA/Technical agreement if fridge “off site” (i.e. outside the Trust)
- Agree responsibilities of both parties in respect of training, maintenance, calibration, removal of units, daily monitoring etc and who will perform.
- Supplying hospital will keep copies of all documentation

2. What Documentation would you put in place to support this?

- SOP for all stages for stocking and removal of components
- SOP for transfer of stock to and from satellite fridge
- Copies of:
 - Maintenance/servicing
 - Alarm testing
 - Daily monitoring
 - Charts
- Documented results of validation/calibration
- Training and competency records
- Audit records

3. What are the barriers

- Distance of satellite fridge, especially offsite
- Acceptance of the requirements by offsite personnel
- Training of Offsite staff
- Understanding at the clinical end the need to follow protocols with regard to storage of blood

4. What process would you introduce to manage deviations

- Training of all clinical staff
- Alarm reporting and actions taken to include “trending”
- Self inspections

5. What can OIG/BSMS do to help?

- Standards – see reference list
- Produce examples of model validation scripts/specifications/maintenance records
- Share documents