

WORKSHOP D – BEST PRACTICE IN INVENTORY MANAGEMENT

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Tips for the Blood Ordering Process

- Make an accurate assessment of maximum and minimum stock levels to inform ordering
- Assess any requirements for 'special' blood e.g. phenotyped, CMV etc.
- Take into account what is in the issue fridge when assessing the order
- Make an assessment of the most appropriate time or times for dereservation
- Make sure that returns are carried out at an appropriate time and regularly
- Make use of IT rather than a visible check when considering the order
- Use theatre lists for guidance on requirements
- Ensure a SOP is available

Tips for Good Inventory Management Practice

Stock management

- Be aware of stock level guidance (maximum/minimum)
- Development of a tool for calculating appropriate stock level
- Develop an IT solution to stock management
- Ensure stock rotation – especially from Satellite fridges
- Carry out dereservation at weekends as well as weekdays
- Ensure standardisation of practice in the laboratory – regular hours and out of hours
- Report ward wastage
- Report hospital blood transfusion laboratory wastage
- Develop partnerships with other hospitals whenever possible

Fridge management

- Short dated stock at the front of the fridge
- White board on the fridge identifying outdates

Crossmatch requests

- Take into account the patient's Hb before proceeding with transfusion request
- Refer to Haematologists if order considered inappropriate
- Ask for details of cancelled surgery
- Ensure good communication between the laboratory and clinical units
- Use Pre op assessment clinics if they are available
- Crossmatch at appropriate times - Don't "tie up" blood Monday to Friday
- Regular assessment of MSBOS

Training

- Inventory management ownership – specific staff trained in stock management have ownership for making it work
- Ensure that staff are trained in stock management