Canadian Blood Services
Société canadienne du sang

Canadian Blood Services plans to implement ISBT 128 by May 2009. This checklist is to help hospitals plan for ISBT 128 implementation. It is meant as a guide only and, while every effort has been made to ensure the information is complete, each hospital is responsible to develop their own plan to successfully implement ISBT 128.

This guide is not intended to take the place of communication and planning between hospitals, their vendors and Canadian Blood Services.

| | Task | Assigned To | Due Date | Completed |
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| **1** | **Convene Implementation Team** | | | |
| 1.1 | The implementation team should be a multi-departmental, cross-functional team. The team should consist of representatives from, at minimum, the following groups:<br>• Transfusion Medicine/Blood Bank<br>• Laboratory Administration<br>• Laboratory Information Services<br>• Nursing<br>• Medical Records | | | |
| **2** | **Review ISBT 128 Material and Register with ICCBBA** | | | |
| 2.1 | Assemble and review information documents and materials:<br>• ICCBBA documents (ICCBBA.org)<br>• Blood supplier communications<br>• Computer system specifications<br>*Links to ICCBBA and blood supplier information is available on transfusionmedicine.ca* | | | |
| 2.2 | Understand changes included in the new ISBT 128 labelling standard. Be sure you understand the changes and how they may affect your site's operations.<br>*Refer to ICCBBA ISBT 128 Introduction booklet available on transfusionmedicine.ca and other ICCBBA documents.*<br>*Consult local Canadian Blood Services Hospital Liaison Specialist.* | | | |
| 2.3 | Review product labelling changes with functional areas to identify impacts and to provide awareness of the ISBT 128 labelling standard:<br>• Transfusion service director<br>• Other lab supervisors (impact on forms, equipment, etc)<br>• Lab administrators (impact on forms, budget, information transfer, etc)<br>• Nursing and clinicians (impact on forms, training, etc.) | | | |

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| 2.4 | Register with ICCBBA and obtain facility registration, if required.<br>*For information about who needs to register and fees, refer to Registration and Licensing at ICCBBA.org.* | | | |
| **3** | **Create Project Plan** | | | |
| 3.1 | Initiate change management process, if applicable for your site. | | | |
| 3.2 | Create a project plan listing specific tasks, responsibilities and timeframes for completion. ISBT implementation at Canadian Blood Services is planned for May 2009 so work back from there.<br>*Canadian Blood Services plans to use an 'extended' ISBT 128 label that will have critical bar code information in both ISBT 128 and Codabar format for a transition period to allow hospitals some additional time to become ISBT 128 compliant. The duration of this transition period has not yet been determined.* | | | |
| 3.3 | Determine hospital implementation/conversion date<br>• Decide if transition to ISBT 128 will occur in phases, and if so how will the phases be defined, e.g. upgrade bar code scanners, upgrade systems, implement new procedures, etc... | | | |
| **4** | **Communication Plan** | | | |
| 4.1 | Develop a communication plan to adequately inform all areas potentially impacted by ISBT 128, including:<br>• Senior management (e.g. CEO, Hospital Administrator, Medical Director/Pathologist, IT Manager, Transfusion Committee)<br>• Other hospital departments (e.g. Nursing, Medical Records, Anaesthesiologists, Clinicians)<br>• Other laboratories<br>• Transfusion Medicine/Blood Bank staff<br>• Others …<br>*Anyone who touches a blood bag must understand changes to the label.*<br>*Anyone who scans an IBST 128 bar code (tubes or bags) must also understand changes to the label.*<br>*Any system that exchanges information electronically with the blood bank software may be impacted by ISBT 128 changes.* | | | |
| 4.2 | Communicate regularly through the life of the project. | | | |

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| **5** | **Budget & Purchasing** | | | |
| 5.1 | Develop a budget including costs associated with:<br>• Software development or upgrade<br>• Upgrade/replacement of bar code scanners<br>• Upgrade/replacement of printers<br>• Revision of forms, labels and procedures<br>• Training<br>• Validation | | | |
| 5.2 | Obtain budget approval. | | | |
| 5.3 | Order capital equipment. | | | |
| 5.4 | Order supplies:<br>• Forms<br>• Labels<br>• Training materials<br>• Other … | | | |
| **6** | **Procedures, Forms and Labels** | | | |
| 6.1 | Create new or revise current procedures:<br>• New/Revised processes<br>• Lookback/inventory retrieval/recall process<br>• Manual contingencies | | | |
| 6.2 | Update manual contingency procedure<br>• Update procedures to manage receipt, modification and issue of blood when blood bank system is unavailable. | | | |
| 6.3 | Create or revise forms (forms must accommodate longer donation number and product code).<br>*Any form where the donation number or product code are recorded may require revision:*<br>*1) 13-16 character donation number*<br>*2) 8 character product code* | | | |
| 6.4 | Revise labels:<br>• Determine how modified components (e.g. pools, splits) will be labelled<br>• Develop labels (in-house or software vendor) or purchase pre-printed labels<br>*Refer to ICCBBA's ISBT 128 Standard Technical Specifications, Section 7.4 for information about ISBT 128 label format.* | | | |
| 6.5 | Create or revise other materials:<br>• Pre-printed labels<br>• Other … | | | |
| 6.6 | Obtain necessary approvals. | | | |

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| **7** | **Training** | | | |
| 7.1 | Develop a training plan and training schedule (training for new label, equipment, forms, procedures):<br>• Blood bank staff<br>• Transfusionists/anaesthesioligists/clinicians<br>• Nurses<br>• Other …<br>*A training plan and schedule is required for anyone who handles blood products, scans blood product bar codes and/or, enters donation numbers or product codes into a system or on a form.* | | | |
| 7.2 | Develop training materials.<br>*Refer to transfusionmedicine.ca for material that may be useful for training purposes.* | | | |
| 7.3 | Begin staff training to allow time to educate all persons involved but not too far removed from the actual implementation date: Consider use of:<br>• Information sessions<br>• Posters<br>• In-service, if required<br>*Refer to transfusionmedicine.ca for presentations that may assist with training and communicate with your local Hospital Liaison Specialist.*<br>*Communicate with software vendor(s )who may be willing to assist with training.* | | | |
| **8** | **Computer System Impact*** | | | |
| | *** Hospitals without a blood bank computer system or LIS may also be impacted by ISBT 128 if medical records, reporting systems, etc. are managed by a computer program.** | | | |
| 8.1 | If system is believed already ISBT 128 compliant, the vendor should be contacted to confirm and to obtain written verification of compatibility. | | | |
| 8.2 | Determine impacted system(s):<br>• Blood bank system<br>• Laboratory system<br>• Medical records<br>• Other …<br>*Any system that uses the donation number, product code, blood group, expiration date.* | | | |

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| 8.3 | Order and receive software upgrade(s), if required:<br>a. Ensure upgraded system can read, translate, store and process ISBT 128 information:<br>• 13 to 16 character donation number<br>• 8 character product code<br>• Blood group<br>• Expiration date and time<br>• Special testing (e.g. CMV)<br>*Examples of valid and invalid ISBT 128 bar codes are available on transfusionmedicine.ca* | | | |
| | b. Ensure system can manage both Codabar and ISBT 128 concurrently.<br>*When ISBT 128 is implemented the system must be still be able to receive and manage Codabar labelled components as well as ISBT 128 labelled components (plasma components have a shelf life of 1 year, frozen red cells up to 10 years).* | | | |
| 8.4 | Ensure interfaces and interface systems can manage data (both Codabar and ISBT 128):<br>• Laboratory equipment<br>• Reports (workload, operational, statistics)<br>• Medical Records<br>• Patient Identification<br>• Other … | | | |
| 8.5 | Perform system(s) upgrade or configuration change, if required:<br>• Run preliminary checks to ensure software is loaded correctly and system is accessible. | | | |
| 8.7 | Update ISBT 128 tables in system:<br>• Determine who will perform table updates (in-house or vendor)<br>• Determine which Product Codes will be used<br>• Input ISBT 128 Product Codes<br>• Input other codes, as required by software<br>*Consult with system vendor and Canadian Blood Services* | | | |
| 8.8 | Ensure equipment can read ISBT 128 bar codes:<br>• Bar code scanners<br>• Printers<br>• Lab equipment (e.g. blood bank, haematology, microbiology, chemistry)<br>*Equipment should be able to read both ISBT 128 and Codabar bar codes.* | | | |
| **9** | **Validation** | | | |
| 9.1 | Develop a validation plan. | | | |
| 9.2 | Validate hardware/software changes:<br>• hardware and software (systems)<br>• equipment (scanners, printers, test equipment) | | | |

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| 9.3 | Perform process validation:<br>• Changes to process for collections, aliquots, pools, modifications<br>• SOPs (Work instructions)<br>• Forms | | | |
| 9.5 | Perform Final Readiness Check:<br>• Perform final checks/tests prior to conversion | | | |
| **10** | **Implementation** | | | |
| 10.1 | Identify resource(s) to provide 24/7 implementation support:<br>• Transfusion medicine/blood bank<br>• Laboratory Information Services<br>• System vendor(s) | | | |
| 10.2 | Perform post-implementation monitoring:<br>• Track errors and accidents<br>• Make post implementation changes as required | | | |