


TMS Patient Identification and Sample Labelling Guidelines

- ◆ Use the **CareCard** or **BC Services Card** to register all outpatients and to verify their identity.
- ◆ **Facility identification (ID) band** must be attached to the person's body for all inpatients and ED patients. Do not collect sample if ID band is missing or attached somewhere other than the body (i.e. to bed).
- ◆ **TMS ID band** must be placed on patient at the time the sample is collected.
- ◆ Any patient who cannot communicate effectively must have their identity confirmed by an appropriate adult or caregiver.
- ◆ Resolve all discrepancies prior to blood collection.

1. Verify the patient's identity:

- ◆ Ask the patient to state his/her **first and last name** and **date of birth (DOB)**.
- ◆ Do **five-way comparison check** of all information:

<p>VERBAL: as stated by the patient</p> <ul style="list-style-type: none"> ✓ Full name ✓ DOB 	<p style="text-align: center;">All information must match exactly.</p> <p style="text-align: center;">Correct any discrepancies before collecting the sample.</p> 
<p>FACILITY ID band:</p> <ul style="list-style-type: none"> ✓ Full name ✓ DOB ✓ Personal Health Number (PHN) on the wristband (inpatient) or CareCard (outpatient) 	
<p>TMS ID band:</p> <ul style="list-style-type: none"> ✓ TMS Identifier number on wristband matches TMS Identifier number on TMS ID sheet 	
<p>TMS ID sheet:</p> <ul style="list-style-type: none"> ✓ Full name ✓ DOB ✓ PHN ✓ TMS ID band 	
<p>MEDITECH labels:</p> <ul style="list-style-type: none"> ✓ Full name ✓ DOB ✓ PHN 	
<p>“Unknown Patient” Identification:</p> <p>In critical situations where the patient's identity is unknown or cannot be verified, the patient will be identified by the following standard:</p> <ul style="list-style-type: none"> ▪ Assigned pseudonym, eg. “Unknown, Male KG 00100/14” or “Unknown, Female RI00101/14”. Refer to IH CTPS: 4.5 Patient Identity Unknown ▪ PHN, if possible ▪ TMS ID band must be attached to the patient. ▪ Tubes must be labelled with: <ul style="list-style-type: none"> • Assigned pseudonym • TMS ID number (Place sticker on all tubes collected, not just TMS tubes) • Date and time of collection, and collector's mnemonic 	

- ◆ Ask the patient if they have been:
 - transfused (with RBC's or Platelets) within the last three months
 - pregnant within the last three months
- ◆ Record answers on the TMS ID label sheet and sign the sheet. TMS ID label sheet must have the patient identification information on it. Meditech or Addressograph label containing this information may be used.
- ◆ If in doubt of the patient or sample identity, recollect the sample after confirming the patient's identity.

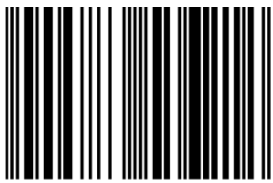

All improperly labelled samples for Transfusion Medicine are rejected, without exception.

2. Label the tubes:

- ◆ immediately after collection
- ◆ in the presence of the patient
- ◆ with the following information:
 - ✓ Patient's last name, first name (or assigned pseudonym for Unknown patients)
 - ✓ DOB
 - ✓ PHN
 - ✓ Collector's mnemonic
 - ✓ Date and time of collection
 - ✓ TMS ID number (sticker or handwritten) – must be on all TMS tubes

Acceptable method of labelling:

- ✓ Meditech barcode label (preferred) (self-adhesive sticker placed over blank tube manufacturer's label)
- ✓ Addressograph or other pre-printed label (self-adhesive sticker placed over blank tube manufacturer's label)
- ✓ Handwritten

TMS sample labelling requirements:		
Print legibly or use a pre-printed label or Meditech barcode label containing all required information	Patient Last Name, First Name Date of Birth (ddmmyyyy) Personal Health Number (PHN) Collection Date Collection Time Collector Mnemonic 	Add to preprinted label: Collection Date (if different from ordered date) Collection Time Collector Mnemonic
	Unique TMS ID number	Take stickers from TMS ID sheet and place one on each TMS sample tube
Example:		TMS ID number matches: TMS ID sheet TMS ID band on patient

3. Verify accurate labelling of the tubes by comparing the labels on all tubes with the patient facility identification band (inpatient) or BC Services Card (outpatient).