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#### **Change Description:**

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DIAG THOD MRTC	DSP USR MRTC	SSCD SMS NBC
DSP CSM IBTS	PROD OP NBC	SSCD THOD NBC

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8-1

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Read Only	Procedural training

#### **SmartSolve Document Category**

Category	Mobile	Cryobiology	Website	GDP
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# TITLE: ONLINE BLOOD ORDERING SYSTEM - USER GUIDE

#### **1 INTRODUCTION**

This User Guide is designed for individuals who will be responsible for ordering blood products using the Irish Blood Transfusion Service's Online Blood Ordering System.

The IBTS Online Blood Ordering System has been designed to allow users at hospitals to submit electronic blood orders to the Irish Blood Transfusion Service.

When an order has been placed, the Despatch department at the IBTS will automatically be notified of the order and will begin fulfilling the order in a timely fashion.

#### **Order Types**

The system supports the following order types:

- Standard
- Stock
- Emergency
- Standing Order

#### **Product Groups**

The system will only accept orders for the Product Groups of: Red Cells, Paediatric Red Cells Platelets, Plasma and Derivatives. For each Product Group, the system will maintain a list of Components available, as detailed in Attachment 4.1.

#### 2 **RESPONSIBILITIES**

Responsibilities for this procedure are described in the following table by role.

ve.	Role	Responsibilities	
2	Ordering Hospital	1. Place the order online	
		<ol><li>Check that the acknowledgement received from the IBTS is correct and contact the IBTS if any discrepancy is noted</li></ol>	n
		<ol> <li>Contact the IBTS if there is an undue delay in receiving the receipt acknowledgement from th IBTS</li> </ol>	ıe
		<ol> <li>Alert the IBTS by telephone when placing an emergency order</li> </ol>	
		5. Accept amended orders if required	
		<ol><li>Cancel standing orders when no longer required and inform the IBTS of the cancellation</li></ol>	d,
	DSP CSM IBTS/DSP	1. Check the online order screen, print any orders	
	CSS NBC/DSP SO	logged, and immediately remove them from the	е
	INDC/USP I TUU	printer	

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MRTC/DSP USR	2. Giv	e those orders requiring	Scientific Staff input	
MRTC/PROD OP	to	the Scientific Staff on dut	y	
NBC/PROD SPVR	3. Sel	ect products to fill the or	der where the order	
NBC	do	es not require Scientific St	taff input	
	4. Ret	rieve those orders requir	ing Scientific Staff	
	inp	ut from the Scientific Sta	ff on duty	
	5. Dis	tribute the products to co	omplete the order	
	6. Pei	form the required checks	s on all orders	
	7. Arr	Amend orders if necessary		
			0.1	
DIAG MS MRTC/	1. Ch	eck the online order scree	en, print any orders	
DIAG SMS MRTC/	log	ged, and immediately rer	nove them from the	
DIAG THOD MRTC/	pri	printer		
SSCD MS NBC/	2. Sel	ect product to fill orders	where the Despatch	
SSCD SMS NBC/	sta	staff are not authorised to select		
SSCD THOD NBC	3. Pei	form the required checks	s on relevant orders	
	4. To	alert hospitals of an EOS	system failure	
	5. To	respond to reports from	hospitals of EOS	
	sys	tem failures		
	6. An	end orders if necessary		

### 3 USER GUIDE

#### 3.1 Access

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Access to the IBTS Online Blood Ordering System is restricted. There are a number of steps that must take place in order for users at a hospital to gain access to the system.

The IBTS IT Department will send a digital certificate to one user at your hospital. This will usually be the department head. Each user of Online Blood Ordering System will need to have a copy of the digital certificate on their desktop computer. Each hospital only needs one digital certificate which can be shared amongst all other users at the hospital.

The digital certificate will expire after three years and the IBTS IT Department will send a replacement digital certificate before the expiry date of the original digital certificate.

#### 3.2 Accessing the IBTS Online Blood Ordering System

The IBTS Online Blood Ordering System can be accessed using a web browser, by typing the following URL into the address bar in your browser: <u>https://orders.ibts.ie/</u>

The system will automatically recognise your hospital, you do not need to enter your hospital details.

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Please note that the application will timeout after 20 minutes. This means that if you have not finished submitting an order you will have to start entering the order from the beginning, if the application times out.

#### 3.3 Creating an Order

#### Overview

Submitting an order using the Online Blood Ordering System follows the same basic set of user friendly steps regardless of the Product Group that you tive 15 Februar are ordering.

- . Create Order
- Start Order
- . Order Details Entry
- Add Order Line
- View Order Summary
- . Send Order for Processing

The following steps outline how to create an order

- 3.3.1 From the main menu select 'Create Order'
- 3.3.2 Enter your name
- 3.3.3 Enter the order type (You will be given three options Stock, Standard, Emergency)
  - If you select **Standard** you can expect delivery the same day
  - . If you select Stock, you can expect the delivery on the next IBTS scheduled delivery
  - If you select **Emergency**, this indicates that the order is required urgently and must be fast-tracked within the IBTS. When you place an Emergency Order you must also verbally confirm that you have done so by contacting the IBTS.

If you select Standing you can expect delivery on the scheduled days NB: You will be asked to enter your mode of delivery as part of the order entry process outlined in the next section. You will be given an opportunity to enter a specific mode of deliverv.

- 3.3.4 Enter the Hospital Reference [This information is optional and is intended for hospital use only e.g. Purchase Order Number. This field will not be used by the IBTS to reference your hospital.]
- 3.3.5 Press the 'Start Order' button and this will bring you to the Order entry page.

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Fig 3.1 Creating an order



#### 3.4 How to start an Order

The first step in creating an Order is to select the 'Product Group'. Red Cells, Paediatric Red Cells, Platelets, Plasma and Derivatives are available to order on the Online Blood Ordering System.

Depending on the 'Product Group' that is selected there are different items to be entered on the system and these will be detailed in the following sections.

Most of the examples given in this user guide outline an order for one single product.

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The system will allow any combination of Product Groups and associated Products to be submitted as one overall order. In other words an order may be comprised of one or more entry lines.

#### Fig 3.2 Starting an order

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#### 3.5 How to Order Red Cells

- 3.5.1 Select 'Red Cells' as the Product Group
- 3.5.2 Select the Red Cell Component from the Product dropdown list. The Red Cell components that can be ordered on the system are detailed in Attachment 4.1
- 3.5.3 Enter the quantity to be ordered. This can be a whole number from 1 to 9999.
- 3.5.4 Select the ABO Group to be ordered
- 3.5.5 Select the Rh Group

Fig 3.3 Ordering Red Cells

- 3.5.6 Indicate whether or not the units need to be CMV Negative
- 3.5.7 Indicate whether or not the units need to be irradiated.
- 3.5.8 You will be able to enter one or more Phenotypes, from the list of negative antigens. When no antigens are required, you can leave this field blank.
- 3.5.9 You can *optionally* enter a Comment regarding the order line, providing additional information.
- 3.5.10 Click 'Add Order Line' to add the order

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After you have clicked 'Add Order', you will be able to see the order at the bottom of the ordering form.

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3.5.11 To proceed with submitting the order click the 'View Order Summary Button'



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After clicking View Order Summary, the Order Summary Page is displayed.

3.5.12 To submit the order for processing by the IBTS click 'Send Order for Processing'

Fig 3.5 Ordering Red Cells (continued)

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When the order has been successfully submitted for processing you will be able to print the order.

An email will be sent by the system when the order has been accepted by the Irish Blood Transfusion Service.

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Fig 3.6 Ordering Red Cells (continued)

#### 3.6 How to order Paediatric Red Cells

There are a number of different Paediatric Red Cell components available for ordering on the IBTS Online Blood Ordering System. Each component carries different usage instructions. When ordering Paediatric Red Cells, the system displays the appropriate usage instructions for the component that is being ordered. This information is detailed in **Attachment 4.1** of this document.

#### 3.6.1 Select 'Paediatric Red Cells' as the Product Group

- 3.6.2 Select the Paediatric Red Cell Component from the Product dropdown list. The Paediatric Red Cell components that can be ordered on the system are detailed in Attachment 4.1.
- 3.6.3 The usage message is displayed. Click 'Accept' to accept the usage instructions and proceed with the order.

#### Fig 3.7 Ordering Paediatric Red Cells

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- 3.6.4 Enter the quantity to be ordered. This can be a whole number from 1 to 9999.
- 3.6.5 Select the ABO Group to be ordered
- 3.6.6 Select the Rh Group.
- 3.6.7 Indicate whether or not the units need to be irradiated.
- 3.6.8 Indicate the number of splits to be irradiated.
- 3.6.9 You will be able to enter one or more Phenotypes, from the list of negative antigens. When no antigens are required, you can leave this field blank.
- 3.6.10 You can *optionally* enter a Comment regarding the order line, providing additional information.
- 3.6.11 Click 'Add Order Line' to add the order

# Fig 3.8 Ordering Paediatric Red Cells (continued)



After you have clicked 'Add Order', you will be able to see the order at the bottom of the ordering form.

To add further Product Groups to the order you can repeat steps 3.6.1 to 3.6.9 until you have completed your order.

3.6.12 To proceed with submitting the order click the 'View Order Summary Button'

Fig 3.9 Ordering Paediatric Red Cells (continued)

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Fig 3.10 Ordering Paediatric Red Cells (continued)

After clicking View Order Summary, the Order Summary Page is displayed. If you would like to add additional products to the order click 'Continue Ordering'.

3.6.13 To submit the order for processing by the IBTS click 'Send Order for Processing' 00

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When the order has been successfully submitted for processing you will be able to print the order.

An email will be sent by the system when the order has been accepted by the Irish Blood Transfusion Service.

Fig 3.11	Ordering	<b>Paediatric Red</b>	Cells	(continued)
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#### 3.7 How to order Platelets

In order to improve service and have the required platelets available please give as much notice as possible for platelet orders. The order can be cancelled up to the time of distribution from the NBC and MRTC. Please note that an order cannot be cancelled once it has left the NBC or MRTC.

Please Note: If you have any concerns please contact your haematologist who can at any time discuss and seek advice from the doctor in IBTS.

#### 3.7.1 Platelets

- 3.7.1.1 Select 'Platelets' as the Product Group
- 3.7.1.2 Select the Platelet Component from the Product dropdown list. The Platelet components that can be ordered on the system are detailed in Attachment 4.1. Some examples of Platelet Components are given for illustrative purposes in the sections that follow.
- Should you require platelets without any specific requirements Select 'Platelets' from drop down menu and continue.
- 3.7.1.3 Enter the quantity to be ordered. This can be a whole number from 1 to 9999.
- 3.7.1.4 Select the ABO Group to be ordered
- 3.7.1.5 Select the Rh Group to be ordered
- 3.7.1.6 Indicate whether or not the units need to be CMV Negative
- 3.7.1.7 Enter the Use by Date / Time. A calendar will pop up when you click on the date field. You may make a selection by clicking on the date. This date must be later than or equal to the current date
- 3.7.1.8 Select the Transport Method
- 3.7.1.9 In the event that we are unable to provide the requested group the system will display an alternative group dropdown menu.
- 3.7.1.10 You can *optionally* enter a Comment regarding the order line, providing additional information.
- 3.7.1.11 Click 'Add Order Line' to add the order

#### Fig 3.12 Ordering Platelets

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#### 3.7.2 Apheresis

- 3.7.2.1 Select 'Platelets' as the Product Group
- 3.7.2.2 Select the Apheresis Component from the Product dropdown list,
- 3.7.2.3 Enter the quantity to be ordered. This can be a whole number from 1 to 9999.
- 3.7.2.4 Select the ABO Group to be ordered
- 3.7.2.5 Select the Rh Group to be ordered
- 3.7.2.6 Indicate whether or not the units need to be CMV Negative
- 3.7.2.7 Enter the Use by Date / Time. A calendar will pop up when you click on this field. You may make a selection by clicking on the date.

## N.B. This date must be later than or equal to the current date

- 3.7.2.8 Select the alternative groups.
- 3.7.2.9 Select the Transport Method
- 3.7.2.10 You can *optionally* enter a Comment regarding the order line, providing additional information.
- 3.7.2.11 Click 'Add Order Line' to add the order

#### Fig 3.13 Ordering Apheresis Platelets

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	Home						
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Step 3.7.2.1- 3.7.2.6 enter the various details for be order	Product Group Product Quantity ABO Group	Platelets V Platelets V 1 Select Blood Group V		Click	Alternative Groups		
	Rh Group CMV Negative Irradiated Use By Date Use By Time Transport <u>Comments</u>	Select Rh Group V	99 	ADD Alternative Groups:	B B B B B B B B B B B B B B B B B B B	A calendar pup when you this field. ay make a on by clicking date.	
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#### 3.7.3 Neonatal

- 3.7.3.1 Select 'Platelets' as the Product Group
- 3.7.3.2 Select the Neonatal Component from the Product dropdown list.
- 3.7.3.3 Enter the quantity to be ordered. This can be a whole number from 1 to 9999.
- 3.7.3.4 Select the ABO Group to be ordered
- 3.7.3.5 Select the Rh Group to be ordered
- 3.7.3.6 Enter the Use by Date/ Time. A calendar will popup when you click on this field. You may make a selection by clicking on the date.

#### N.B. This date must be later than or equal to the current date

- 3.7.3.7 Select the Transport Method
- 3.7.3.8 Enter the Patient Name
- 3.7.3.9 Enter the DOB
- 3.7.3.10 Enter the MRN
- 3.7.3.11 In the event that we are unable to provide the requested group the system will display an alternative group menu.
- 3.7.3.12 You can *optionally* enter a Comment regarding the order line, providing additional information.
- 3.7.3.13 Click 'Add Order Line' to add the order

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### Fig 3.14 Ordering Neonatal Platelets

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various details for the order	ABO Group 0	J 42.00	Atemative Groups: B+ V REMOVE):	
	Rh Group Positive V		Patient Details Patient Raby Mumby	Step 3.7.3.7-3.7.3.9
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	Use By Date 08/11/2017 >	× November, 2017 →	MRN/H CRN H222333	
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	Step 3.7.3.11 Click 'Add Order Line' to add the			● * *

## 3.7.4 HLA Matched Platelets

- 3.7.4.1 Select 'Platelets' as the Product Group
- 3.7.4.2 Select the HLA Matched Component from the Product dropdown list.
- 3.7.4.3 A warning message is displayed: To continue with the order click 'Accept'

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Fig 3.15 Ordering HLA Matched Platelets

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Step	Home <u>Create Order</u> Cancel Order Amended Orders	Order Search Standing Orders	
3.7.4.1- 3.7.4.2 Select	Crder Details Standardup Product Section Platelats Product Plat. Matched If this is the first HLA order, or more than 2 weeks have elapsed since this patient's last		
Platelets,	platelet transfusion, a clinician must contact a medical registrar at the IBTS. Phone Number: (01) 432 2800		
HLA	To continue to order this product, Click the 'Accept' button to acknowledge that you accept and understand the usage directions for the product. To cancel, select a different product to order or proceed to complete the order.		
	Accept View Ordee Summary		
	Comments		
	Step3.7.4.4 Click 'Accept'	Second Intranet	<u></u>

- 3.7.4.4 Enter the quantity to be ordered. This can be a whole number from 1 to 9999.
- 3.7.4.5 Select the ABO Group to be ordered
- 3.7.4.6 Select the Rh Group
- 3.7.4.7 Indicate whether or not the units need to be CMV Negative
- 3.7.4.8 Enter the Use by Date/Time. A calendar will popup when you click on this field. You may make a selection by clicking on the date.

**N.B. This date must be later than or equal to the current date** 3.7.4.9 Select the Transport Method

- 3.7.4.10 Enter the Patient Name
- 3.7.4.11 Enter the DOB and MRN
- 3.7.4.12 You can *optionally* enter a Comment regarding the order line, providing additional information.
- 3.7.4.13 Click 'Add Order Line' to add the order

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	Page 23 of 39

### Fig 3.16 Ordering HLA Matched Platelets (continued)

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	Click 'Add Order	V.				
	Lino' to add the					👦 🧌 🤨 🌓 07/11/2017

3.7.4.14 To submit the order for processing by the IBTS click 'Send Order for Processing'

# Fig 3.17 Ordering HLA Matched Platelets (continued)

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ID Product Group Product Qty	ABO Rh CMV Group Status Irradiated Ph	enotype Use By By Tra Date Time	ansport Comments Patien	ent Patient Patient Patient ne DOB Gender MRN	
<u>Delete</u> 1 Platelets Matched 1	O Positive	11/11/2017 AM De	ivery Smit	h 23/11/1950 H123456	
		Step 3.7.4.14 To proceed with submitting the order click 'Send	2.30		

#### 3.7.5 HPA1a/Other Platelets

- 3.7.5.1 Select 'Platelets' as the Product Group
- 3.7.5.2 Select the HPA1a/Other Component from the Product dropdown list.
- 3.7.5.3 Enter the quantity to be ordered. This can be a whole number from 1 to 9999.
- 3.7.5.4 Select the ABO Group to be ordered
- 3.7.5.5 Select the Rh Group to be ordered
- 3.7.5.6 Enter the Use by Date/ Time. A calendar will popup when you click on this field. You may make a selection by clicking on the date.

#### N.B. This date must be later than or equal to the current date

- 3.7.5.7 Select the Transport Method
- 3.7.5.8 Enter the Patient Name
- 3.7.5.9 Enter the DOB
- 3.7.5.10 Enter the MRN
- 3.7.5.11 In the event that we are unable to provide the requested group the system will display an alternative group menu.
- 3.7.5.12 You can *optionally* enter a Comment regarding the order line, providing additional information.
- 3.7.5.13 Click 'Add Order Line' to add the order

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### Fig 3.18 Ordering HPA1a/Other Platelets



#### 3.8 Granulocytes

- 3.8.1 Select 'Granulocytes' as the Product Group
- 3.8.2 A warning message is displayed: To continue with the order click 'Accept'

	Fig 3.19 Ordering Granulocytes         IBTS Order Form - Microsoft Internet Explorer provided by Irish Blood Transfusion Service         IBTS Order Form - Microsoft Internet Explorer provided by Irish Blood Transfusion Service         Image: I	🕽 🗶 🍂 Live Search	
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Step 3.8.1- 3.8.2 Select Granulocytes, Granulocytes	Home         Create_Order         Cancel Order         Amended Orders         Order Search         Standing Orders           Order_Details         Standardt         Product Group         Granulocytes         Image: Control or Control		
	Step 3.8.3 Click 'Accept' 3.8.3 Enter quantity of pools 3.8.4 Select ABO Group	Secol Intranet	· · · · · · · · · · · · · · · · · · · ·

- 3.8.4 Select ABO Group
- 3.8.5 Select Rh Group
- 3.8.6 You will be able to enter one or more phenotypes from the list of negative antigens.
- 3.8.7 Enter all patient details
- 3.8.8 You can optionally enter a comment regarding the order line
- 3.8.9 Click 'Add Order Line' to add the order

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Fig 3.20 Ordering Granulocytes (continued) S Order Form - Microsoft Internet Explorer provided by Iris 🚱 🗢 🙋 https://orderstraining.bts.ie/ 💌 🔒 😝 🗙 🦉 Live Sea 2 File Edit View Favorites Tools Help X 🕅 👷 Favorites | 🎭 🔊 Catalyst Advent Calendar - ... 🖉 Manager Tools 🖉 Interview Creation Tool Ma... 🖉 Web Sice Galery 🔹 🔊 Coreases 🖉 SMS Clent 🖉 UCD Michael Smurft Gradua... 🖉 Government Networks Conf... 🔏 IBTS Order Form 🏠 • 🔝 - 📑 🖶 • Page • Safety • Tools • 🕢 • Platelet Transfusions | Contact Us | Help Home > Create Order Irish Blood Transfusion Service **IBTS Online Blood Ordering** C- C-E-Fya-Fyb-Order Details (Standard) Granulocytes V Product Group ¥ Product Step 1 Quantity Step 3.8.7 Enter the 3.8.3-3.8.6 Patie DOB MRN/HCRN Select Blood Group 💌 Patient Details BO Group enter the h Group Select Rh Group 👻 Patient Gender Patient Blood Group Select Blood Group various Select Patient Gender 🔽 **CMV Negative** details for Inadiated the order Use By Date Click C Selected Andi to E ADD Fys bodies Anti Fyb (Click Select Transport Method 💌 Transport Clinician Name Comments View Order Summary Add Order Line Step 3.8.10 Click Verity when in Use. 'Add Order Line' 😪 Local intranet 🛛 🖓 - 🔍 90% 🔹 ,

#### **3.9 Medicinal Products**

- 3.9.1 Select 'Derivatives' as the Product Group
- 3.9.2 Select the derivative/medicinal product required from the dropdown menu.

The derivatives/medicinal product that can be ordered are detailed in Attachment 4.1 of this document.

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#### 3.10 How to Cancel an Order

It is quite straightforward to cancel an order by following the steps detailed in this section.

When an order is cancelled the system will mark the order as cancelled and record by whom and when the cancellation took place.  $\searrow$ 

### Fig 3.22 Cancelling an order

	0.1 From the H	omepage select 'Ca	ncel Order'	~
Fig 3.22 Cancelli	ng an order			
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- 3.10.2 Enter your name in the text box so that the system can associate the cancelled order with the person submitting the cancellation
- 3.10.3 Select the order that you are requesting to be cancelled by ticking the box at the leftmost side of the order line.
- 3.10.4 Click 'Cancel Order'

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3.10.5 A confirmation message will be displayed at the bottom of the page, indicating the order number that has been cancelled as a result of your request.

Fig 3.23 Cancelling an order (continue
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er your name reth	the name of the Person can	celling the order must be	entered in order to proceed	1.)			
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D174	26/	05/2011 09:44:43	Gareth	Standard	Gareth		
D17	26/	05/2011 15:36:38	Gareth	Standard	Gareth		
D17	26/	05/2011 15:37:50	Gareth	Standard	Gareth		
D17	26/	05/2011 15:48:45	Gareth	Standard	Gareth		
D19	31/	05/2011 09:23:51	Deirdre	Standard	123123		
D19	31/	05/2011 09:48:09	Deirdre	Standard	11232		
D21	03/	06/2011 12:27:54	Gareth	Standard	Gareth		
D21	03/	06/2011 12:30:32	Gareth	Standard	Gareth		
D21	03/	06/2011 15:41:52	John Doe	Standard	Hosp Ref01		
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- 3.10.6.1 Create a new order
- 3.10.6.2 Fill in detail
- 3.10.6.3 In "Comments Section" reference the D/C number of the order you wish to cancel

#### 3.11 How to Amend Orders

- 3.11.1 In the event that we are unable to fill your order we will call you.
- 3.11.2 We will discuss available stock with you.
- 3.11.3 When we have agreed per phone what you will accept, The IBTS will amend the order on the Electronic Ordering System.
- 3.11.4 The order will be sent back to you via the Electronic Ordering System with the agreed changes.
- 3.11.5 You can review the amended order by clicking on 'Amended Orders' tab in the Electronic Ordering System (figure 3.24).

#### Fig 3.24 Amending an order 3.11.5

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Order Reference Select 0228507 17/12/2012 12:19:25	Order Created By Test amendment	Order Type Hospitz Standard Amend test	d Reference		Step 3.11.5 Select the order that you are amending.
(S <sup>2</sup>				A CONTRACT	
Step 3.11.2 Enter your name to confirm that you are accepting the amended order.					
					24

- 3.11.6 You can review the amended order is as agreed per phone. Click on the 'Accept Amendment' button to accept the amended order. To reject the order completely, click on the 'Reject Amendment' button.
- 3.11.7 A confirmation email will be sent by the system. Please note that a new order number is assigned to the order when you click on the 'Accept Amendment' button.

When the 'Reject Amendment' button is clicked, the order is cancelled out of the system.

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# Fig 3.25 Amending an order 3.11.6

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#### 3.12 How to Search for an order

- 3.12.1 From the Homepage select 'Order Search'
- 3.12.2 Click on 'From' box and select date.
- 3.12.3 Click on 'To' box and select date.
- 3.12.4 Select search to display the orders for the date range that you have selected.

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#### 3.13 How to place Standing Orders

It should be noted that all Standing Orders must be agreed with the IBTS before being set up on EOS.

3.13.1 Select Create order in the menu bar.



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3.13.2 Enter your name, select 'Standing' as the order type.

#### Fig 3.28 Placing a standing order



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3.13.3 Select Product and Product group.

#### Fig 3.29 Placing a standing order

Irich Blood				Les Ma		So Su	
Transfusion	Service	<b>IBTS</b> Onli	ine Blood Orde	ering			
oma	Create Order	Cancel Order	Amended Orders	Order Search	Standin	g Orders	1
rder Details							
(Standing) duct Group	Paediatric Red Cells 🗸			- Ch			
duct	C7429V00 RC LD in AS fc	or NNU for first 5 days	~	St St	ep 3.13.3	22	
be used for larg	ge volume transfusion in the	context of surgery for infant	ts aged up to 12	56			
ins (e.g. Paeda vn.	atric cardiac surgery, ECMO	) but must be within first 5 d	lays from date	pr	oduct and	877	
					a alternation and		
continue to orde	er this product. Click the 'A	ccept' button to acknowled	Ide that you	pr	oduct		
continue to orde	er this product, Click the 'A tand the usage directions i	ccept' button to acknowled for the product. To cancel, s	ige that you select a different	pr gr	oduct oup		
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- 3.13.4 Enter the details of the product you are ordering.
- 3.13.5 Enter the days of the week that you require the product. The system will automatically generate the order for the days of the week you have selected.
- 3.13.6 Click View order summary

# Fig 3.30 Placing a standing order

	Home						1 All to	^
Step3.13.4 Enter the details of the product you are ordering	Order Details       (Standing)       Product Group       Product       Quantity       ABO Group       Rh Group       CMV Negative       Irradiated       Mon     Tree       Transport       Sele	Paediatric Red Cells ✓ C7429V00 RC LD in AS 1 Select Blood Group ✓ Select Rh Group ✓ Wed Thur Fn ✓ hct Transport Method ✓	for NNU for first 5 days	Step 3.13.5 Enter the days of the week that you require the product	Phenotypes C- Fya- Fya- Jka- K- (Clock IC REMOVE): C- C- C- Phenotypes C- C- (Clock REMOVE): C- C- C- REMOVE	Step 3.13.6 Click view order summary		100 100 100 100 100 100 100 100 100 100
	Add Order	Line	and a	View Order Summary	<u>.</u>	100		
	Edit Delete 1 F	Product Oty ABC Group C7429V00 Rect10 in Rect10 in Rect1	P Rh CMV Group Status Irradiat	ted Phenotype Use By By Date Time	Transport Comments Patient P Name Scheduled Delvery	atient Patient Patient Splits		~
	3 6 C							, [

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# 3.13.7 Click send order for processing.

# Fig 3.31 Placing a standing order

> Create Order		Plateio Transfusions	d J <u>Contact Us J</u> <u>Help</u> Version 4	
Irish Blood Transfusion Service	IBTS Onl	ine Blood Ordering		
ome <u>Create Order</u>	Cancel Order	Amended Orders Order Searc	h Standing Orders	
der Sum mary Inding Order for My Test Hospital god By Marian Continue Ordering		Send Order for Processing		
ID Product Product Qty A	30 Rh CMV Group Status Irradiate	rd Phenotype Use Use By By Date Time Transport Comments N	atient Patient Patient Patient Splits	
C7429V00 RCLD h Detete 1 Paediatric AS for 1 0	Negative YES	K-HbS-C- Scheduled		
C7429/00 RCLDin Rediatric AStor 1 O Red Cells NUU for 1 O first 5 days	Negative YES	K-HbS-C- Scheduled E- Detwery	, °	

3.13.8 The order summary is displayed. The schedule for the order is displayed.

# Fig 3.32 Placing a standing order

	Print Order	Back to Menu		der							6. x.	0.23
rour	Order has been suc rish Blood Transfusion Servi erbhis Fulaistrüchlin na hÉire	IBTS OI TRAINII	the IRISH BLO NG ENV	de IR	RANS Pr ON	SFUSION S		he reference	e number for y	our ord	er is D33365	
Ord Ord Ord Hos Cre Sch	der Reference pital er Owner er Type pital Reference ated edule	Number D N S O T	33365 y Test Hospital arian tanding 7/11/2017 14:22 Je Fri	:11								
Line	Product Group	Product		Qty	ABO	RH	CMV	Irradiated	Phenotype	Use	Transport	
1	Paediatric Red Cells	C7429V00 RC LD in AS for days	NNU for first 5	1	0	Negative	YES		K- HbS- C- E-	-,	Scheduled Delivery	
·		Patient Details							Comm	ents		
		The sche the c displ	dule for rder is aved									

#### **4 ATTACHMENTS**

- 4.1 Product Groups Available
- 4.2 Troubleshooting Guide
- 4.3 Checklist

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# Product Groups available

## **Red Cell Components**

Product Description	Usage Direction
Red cells in	Red Cells / Red Cells, Irradiated, are used to
A.S.leucodepleted CPD	augment the oxygen delivery capacity of the
SAGM	blood where this is critically impaired.
Red cells leucodepleted, washed	Red Cells, Washed / Red Cells, Washed, Irradiated are used to augment the oxygen delivery capacity of the blood where this is critically impaired in patients with significant reaction to plasma. Red Cells, Washed / Red Cells, Washed, Irradiated (protein content < 0.5g/unit) are not designated for the transfusion of patients with IgA deficiency.
latelet Components	

# **Platelet Components**

	Product Description	Usage Direction
	Platelets	To provide platelet replacement where deficiency or
		functional abnormality is causing significant
	5	haemostatic problems.
	Apheresis	To provide platelet replacement where deficiency or
	50	functional abnormality is causing significant
		haemostatic problems.
	Neonatal	To provide platelet replacement where deficiency or
	11	functional abnormality is causing significant
		haemostatic problems.
	Washed	To provide platelet replacement where deficiency
	P2:	or functional abnormalities causing significant
	(e <sup>c</sup> )	haemostatic problems, in patients with significant
/	2	reactions to plasma.
		Washed platelets (protein content < 0.5g/unit) are
		not designated for the transfusion of patients with
		IgA deficiency.
	HLA Matched	If this is the first HLA order for this patient, you must
		contact a medical registrar at the IBTS for you to be
		able to order this component. If this is the second or
		subsequent order please proceed.
	PAS	To provide platelet replacement where deficiency or
		functional abnormality is causing significant haemosta
		problems.

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Product Description	Usage Direction
HPA1a Neg	This product is indicated for the treatment of
	thrombocytopenia in babies with a suspected or
	confirmed diagnosis of FNAITP.(Foetal-neonatal
	alloimmune thrombocytopenia.HPA1a negative
	platelets are issued following authorisation by the
	IBTS Consultant/ Registrar.

ediatric Red Cell Components	$2^{k}$			
Product Code & Description	Usage Direction			
E8210V00 RC leucodepleted	Red cells leucodepleted are prepared on request for us			
for IUT (CPD)	for intra – uterine transfusion Haematocrit adjusted to			
	requested value prior to issue. Irradiated and issued for			
	immediate use.			
E8215V00 RC Plasma	1. Acute (large volume) transfusion in Neonates /			
Reduced LD NNU for 1st 5	small infants.			
days	2. Exchange transfusion of neonates. Product			
	should be irradiated provided this does not			
	unduly delay transfusion.			
	<ol><li>Product <u>must</u> be irradiated if the recipient has</li></ol>			
	had previous intrauterine transfusion.			
(	4. If irradiated, this product must be used within			
5	24h of irradiation.			
C7429V00 RC LD in AS for	May be used for large volume transfusion in the conte			
NNU for first 5 days 🔗	of surgery for infants aged up to 12 months (e.g.			
CO*	Paediatric cardiac surgery, ECMO) but must be within			
23	first 5 days from date drawn			
C7429VAO-C7429VEO Red	Red cells AS-LD are used for augmenting the oxygen			
cells in AS leucodepleted for	carrying capacity of the blood where this is critically			
NNU (S1-S5)	reduced in infants requiring repeated small volume			
B.	transfusions with in a 4 to 5 week period. It is			
official	recommended that the first satellite bag should be			
1	transfused with in 5 days from the date bled and			
	subsequent bags from the same donation may be			
	transfused. Suitable for infants up to 12 months.			

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#### Granulocyte Components

Order	Product Description	Usage Direction
1	Granulocytes	Leucocytes obtained from 3 to 5 units of whole blood within 24 hours of venepuncture by centrifugation, the removal of the buffy coat and pooling the buffy coats. This component contains granulocytes as a major cellular component suspended in anticoagulated plasma. Granulocytes may only be ordered through an IBTS medical consultant / registrar, by a hospital clinician.

### Derivatives

		nospital clinician?
Derivativ	/es	e s
Order	Product Description	Usage Direction
1	Octoplas	
2	Fibrinogen / Fibryga	
	in Use. St	

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# **Troubleshooting Guide**

The IBTS will accept telephone orders in the event of an outage.

In the unlikely event that you experience a difficulty with EOS please place a manual order using the telephone.

If there is a general outage affecting all hospitals, you will be notified by the IBTS. If you have already been notified by the IBTS, please do not complete the checklist.

To assist you in identifying the issue, we have created the following checklist.

If you experience difficulties, please close your browser before following any of the steps in the checklist.

This form should not be used for the purposes of communicating change requests to the existing version of the IBTS EOS.

If you need assistance with any of the instructions detailed in the checklist, please work with your local IT Department.

If the problem still remains, please contact the IBTS.

Please remember to submit orders retrospectively when access to EOS has been restored. Please remember to state that you have received the product so that IBTS Hospital Services do not send a duplicate shipment. i.e. Retrospective order – product received.

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# Checklist

Hospital: \_\_\_\_\_\_

Name:\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

			0.01	
Step	Description		A	
1	Please identify which version of	🗖 Live	🗖 Train	
	the EOS is problematic	https://orders.ibts.ie	https://orderstraining.ibts.ie	
2	Can you access the EOS	T Yes	□ No	
		Please proceed to step 5	Please proceed to the next step.	
3	Have you entered the correct	T Yes	No	
	address (URL) for the EOS	Please proceed to the next step	Please enter the correct URL for EOS	
4	Please confirm that you can access	🗂 Yes	No No	
	the internet by connecting to a commonly used website such as http://www.google.ie	Please proceed to the next step	Please inform your <b>Local</b> IT Department.	
5	Are you receiving the following	Tes	No No	
	403 - Forbidden: Access is denied. You do not have permission to view this directory or page using the credentials that you supplied.	to using please ensure the digital cert is installed. For information on how to do this, please refer to page 4 of the digital certificate installation guide.	Please proceed to the next step.	
6 /	Are you receiving the following message: 404 - File or directory not found. Or Page cannot be displayed The resource you are looking for might have been removed, had its name changed, or is temporarily unavailable.	Yes Please check the website address, if this does not resolve the issue, please proceed to the next step	No Please proceed to the next step.	
7	Please provide a brief descriptio	n of the issue:		

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DC: Public		DRP	: N/A	Med	ium: Hardcopy