WA Haemovigilance reporting

Instructions for completing Transfusion Reaction Investigation Form

Before you begin:

- This form is an **electronic** form for use in recording of information related to a transfusion reaction event.
- The transfusion reaction data entered on this form can be exported into a data file (WA Haemovigilance template reporting spreadsheet) to assist with collation of local haemovigilance information.
- This form may require advice from nursing, medical and/or laboratory staff for details of the transfusion and the patient.
- Can be completed using any Microsoft Word version from 2007 – can be completed electronically by transfusion staff, or other, as determined locally by the hospital/health service.

How to use this form:

- The form has a number of fields to fill in; click on each field and enter the required details.
- Dates should be written using the format dd/mm/yyyy (e.g. 30/06/2015)
- Times should be written using the 24 hour format hh:mm (e.g 17:35)
- A number of fields have drop down menus for you to select the appropriate response. Clicking on the field where the data are to be entered will display the drop down menus.
- Page 2 is an optional section for inclusion of laboratory data. This section of the form does not export data to the WA Haemovigilance template reporting spreadsheet but may be kept on file by the laboratory.
- Forms can be completed, then saved in Word format onto local drive, with own unique record number (local decision as to numbering system). This ensures that a word version record is kept of the information.

How to export data:

- Data should be exported only when the form is fully populated – that is, only after all required information is entered on the form. This includes assigning values for severity and imputability.
- If you try to import the data twice (ie. when not finished) two entries will be created in the haemovigilance reporting spreadsheet
- Once the form has been fully populated and the information validated, the form should be sent to the local haemovigilance coordinator (determined locally – may be the transfusion nurse, transfusion coordinator or safety and quality coordinator) who is coordinating entry of data into the WA Haemovigilance template reporting spreadsheet. This is the person who keeps and maintains the Excel spreadsheet for reporting purposes.
• You must close the Excel reporting spreadsheet before importing the data from the transfusion reaction form (Word document)

• To import data the form must be in the same folder on the computer system as the WA Haemovigilance template reporting spreadsheet.

• To export data, the haemovigilance coordinator opens the form and scrolls to the end of page 1. The coordinator clicks on the ‘Write to Excel’ button on page 1 of the form to export the data.

• A message box indicating ‘Done’ will appear when the data import is successful.

• The spreadsheet can then be saved to keep the data.

**To obtain a copy**

• The form is available as part of the WA haemovigilance reporting ToolKit.

• To obtain a copy of the ToolKit please contact the Office of the Chief Medical Officer, Department of Health WA (email: bloodmanagement@health.wa.gov.au).