APPENDIX V

Guidelines for the specification, implementation and management of IT systems in hospital transfusion laboratories
Gap Analysis

This is a simple gap analysis tool to allow laboratories to assess their own compliance with the main recommendations and record an action plan as required.

Section	Criteria	Compliance Y N N/A	Comments/Action Required	To be completed by:
Planning and implementing system change	A formal process of change control is essential when implementing a new IT system.			
	Management plan for the critical information on legacy systems is available			
	Maintenance requirements are covered by suitable service level agreements			
Operational Use of IT systems	Electronic Transfer of data is recommended to ensure patient safety.			
	Electronic and Remote issue should only be used if all criteria identified in the relevant sections in these & other relevant guidelines are met.			
	The IT system should use configurable logic rules to support good transfusion practice (based on current guidance). These should also control the issue of			

	components where patients have special requirements.			
	Processes must be in place to ensure that patient identification data are consistent and accurate across all interlinked systems. Special consideration should be given to the interface between the transfusion system and external systems to ensure changes in the external systems cannot automatically update the transfusion system			
	There must be a method available to merge/link duplicate records in a way which ensures the integrity of the transfusion record and maintains traceability.			
	Wherever possible information should be entered in a structured manner (i.e. coded) to ensure data is easily retrieved and auditable. This should include the clinical indication for transfusion.			
Electronic Blood Transfusion (Tracking) Systems	Electronic tracking systems have proven patient safety benefits. The on-going requirements of user support and equipment maintenance should be considered when the systems are being procured and implemented			

Recording Administration/Final Fate Information	Mechanisms must be in place to ensure the final fate of each component is captured			
Information Management	Have a standard clinical transfusion data set and to code clinical information such as the *indication* for transfusion and the *reason* for transfusion			
	The LIMS must be able to extract data for statistical analysis such as billing, audit and monitoring of Key Performance Indicators (KPIs).			
System Management	All transfusion laboratories must have an effective business continuity plan which allows safe continuation of service provision in the event of an IT system failure.			
	All IT systems including EBTS must have an appropriate back up strategy that safe guards system data and supports system recovery to minimise the time the business continuity plan needs to be in operation.			
	Any updates or amendments to the system must be controlled through the Quality system using a formal change control and validation process			

	Access and security of the system must be controlled in line with the Trust and National IT policies and recommendations. This should also include levels of access being appropriate to role.			