



## ADULT AND PEDIATRIC BLOOD AND MARROW TRANSPLANT PROGRAM

**DOCUMENT NUMBER:** APBMT-COMM-041

**DOCUMENT TITLE:**

Processing Facility Notification for Cellular Product Request

**DOCUMENT NOTES:**

### Document Information

**Revision:** 02

**Vault:** APBMT-Common-rel

**Status:** Release

**Document Type:** APBMT

### Date Information

**Creation Date:** 03 Oct 2022

**Release Date:** 13 Mar 2023

**Effective Date:** 13 Mar 2023

**Expiration Date:**

### Control Information

**Author:** MC363

**Owner:** LYNCH006

**Previous Number:** APBMT-COMM-041 Rev 01 **Change Number:** APBMT-CCR-239

# **APBMT-COMM-041**

## **PROCESSING FACILITY NOTIFICATION FOR CELLULAR PRODUCT REQUEST**

### **1 PURPOSE**

- 1.1 To describe the process of the processing facility's notification of the cellular product requested through the National Marrow Donor Program (NMDP).

### **2 INTRODUCTION**

- 2.1 All cellular therapy products are ordered through NMDP and received by the Stem Cell Lab (STCL).
- 2.2 All cellular therapy product information input in the select data entry sites are available for review and reference by the STCL.

### **3 SCOPE AND RESPONSIBILITIES**

- 3.1 The recipient's physician and/or Medical Director is responsible for choosing the cellular product to be used.
- 3.2 The recipient's physicians transplant coordinator (TC) and/or nurse clinician (NC) communicates to the program specialist (PS) or the donor coordinator (DC) the chosen cellular product.
- 3.3 The PS or the DC are responsible for ordering the chosen cellular product through the NMDP MatchSource software.
- 3.4 The STCL is responsible for accepting, processing, and/or distributing the chosen cellular product for administration.

### **4 DEFINITIONS/ACRONYMS**

- 4.1 ABMT Adult Blood and Marrow Transplant
- 4.2 BMT Blood and Marrow Transplant
- 4.3 CBU Cord Blood Units
- 4.4 DC Donor Coordinator
- 4.5 EMR Electronic Medical Record
- 4.6 GRID Global Registration Identifier for Donors
- 4.7 MRN Medical Record Number
- 4.8 NC Nurse Clinician
- 4.9 NMDP National Marrow Donor Program
- 4.10 PBMT Pediatric Blood and Marrow Transplant
- 4.11 PBSC Peripheral Blood Stem Cells

- 4.12 PS Program Specialist
- 4.13 RID Recipient Identification Number
- 4.14 STCL Stem Cell Laboratory
- 4.15 TC Transplant Coordinator

## **5 MATERIALS**

- 5.1 NA

## **6 EQUIPMENT**

- 6.1 NA

## **7 SAFETY**

- 7.1 NA

## **8 PROCEDURE**

- 8.1 The recipient's physician and/or Medical Director chooses the cellular product to be used.
- 8.2 The recipient's physicians TC and/or NC communicates to the PS or the DC the chosen cellular product using designated NMDP number from the NMDP confirmatory results/search report.
- 8.3 To order the chosen cellular product, the PS or DC will enter the cellular product's information into the NMDP MatchSource software system.
- 8.4 The ordered cellular product's information is then entered into the NMDP Product List located in SharePoint and the Blood and Marrow Transplant (BMT) tab located in the electronic medical record (EMR).
- 8.5 The entered cellular products information includes but not limited:
  - 8.5.1 Recipient's name, medical record number (MRN), and the Recipient Identification Number (RID)
  - 8.5.2 NMDP's Global Registration Identifier for Donors (GRID), Donor Identification Number (DID), and/or Cord Blood Units (CBU)
  - 8.5.3 Cellular product's MRN
  - 8.5.4 Cellular product type and distribution:
    - 8.5.4.1 Peripheral Blood Stem Cells (PBSC)
    - 8.5.4.2 Harvested Bone Marrow
    - 8.5.4.3 Umbilical Cord Blood Unit
  - 8.5.5 Cellular product arrival date
- 8.6 The DC and/or PS provides the STCL, as needed, a detailed donor information report from MatchSource which contains:

- 8.6.1 Recipient's and donor's demographics
- 8.6.2 Blood and HLA typing
- 8.6.3 Infectious Disease, including CMV status

## 9 RELATED DOCUMENTS/FORMS

9.1 NA

## 10 REFERENCES

10.1 NA

## 11 REVISION HISTORY

Revision No.	Author	Description of Change(s)
02	Mary Christen	<ul style="list-style-type: none"> <li>• Updating Acronyms and Definitions</li> <li>• Make Purpose more readable</li> <li>• Further define scope &amp; responsibilities</li> <li>• Update procedure to reflect current software used through NMDP</li> <li>• Update procedure to reflect current communication between the Donor Coordinators/Program Specialist, STCL, and the APBMT Programs</li> </ul>

**Signature Manifest****Document Number:** APBMT-COMM-041**Revision:** 02**Title:** Processing Facility Notification for Cellular Product Request**Effective Date:** 13 Mar 2023

All dates and times are in Eastern Time.

**APBMT-COMM-041 Processing Facility Notification for Cellular Product Request****Author**

Name/Signature	Title	Date	Meaning/Reason
Mary Beth Christen (MC363)		28 Feb 2023, 11:56:25 AM	Approved

**Management**

Name/Signature	Title	Date	Meaning/Reason
Nelson Chao (CHAO0002)		28 Feb 2023, 12:08:14 PM	Approved

**Medical Director**

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		28 Feb 2023, 12:16:32 PM	Approved

**Quality**

Name/Signature	Title	Date	Meaning/Reason
Bing Shen (BS76)		28 Feb 2023, 11:01:49 PM	Approved

**Document Release**

Name/Signature	Title	Date	Meaning/Reason
Betsy Jordan (BJ42)		01 Mar 2023, 07:44:17 AM	Approved