



Division of Cellular Therapy

DOCUMENT NUMBER: ABMT-EQUIP-001 JA1**DOCUMENT TITLE:**

Quality Control of Scale JA1

DOCUMENT NOTES:

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Document Information**Revision:** 03**Vault:** ABMT-Equipment-rel**Status:** Release**Document Type:** ABMT**Date Information****Creation Date:** 09 Jun 2020**Release Date:** 30 Oct 2020**Effective Date:** 30 Oct 2020**Expiration Date:****Control Information****Author:** MC363**Owner:** MC363**Previous Number:** ABMT-EQUIP-001 JA1 Rev 0; **Change Number:** ABMT-CCR-285

ABMT-EQUIP-001 JA1 QUALITY CONTROL OF SCALE

1 PURPOSE

- 1.1 To describe the procedural steps for performing quality control (QC) of the scale used for whole blood collection and therapeutic phlebotomy for patients requiring supportive care.

2 INTRODUCTION

- 2.1 A patient may require whole blood collections and therapeutic phlebotomy for many reasons.
- 2.2 The Adult Blood and Marrow Transplant (ABMT) provider teams generally schedule patients for whole blood collections and therapeutic phlebotomy due to the patient's high hematocrit (HCT).
- 2.3 To assure that the scale is attaining the volume of blood accurately, a QC of the scale must be performed before each use.

3 SCOPE AND RESPONSIBILITIES

- 3.1 The ABMT nursing staff will be responsible for performing the QC of the scale before each use.

4 DEFINITIONS/ACRONYMS

- 4.1 ABMT Adult Blood and Marrow Transplant
- 4.2 Gm Gram
- 4.3 HCT Hematocrit
- 4.4 QC Quality Control

5 MATERIALS

- 5.1 Lint-free cotton glove

6 EQUIPMENT

- 6.1 Scale
- 6.2 500 grams (gm) Standard Weight

7 SAFETY

- 7.1 NA

8 PROCEDURE

- 8.1 Obtain the scale, lint-free cotton glove, and the 500 gm standard weight located in the ABMT medication room.
- 8.2 Obtain the ABMT-EQUIP-001 FRM3 *Scale Quality Control Record*.
- 8.3 Turn the dial on the scale so that the red indicator line is at zero.
- 8.4 Carefully put on the lint-free cotton glove before handling the 500 gm weight because oil from the hand will decrease the accuracy of the weight.
- 8.5 Place the 500 gm weight on the scale.
- 8.6 Document the weight noted on the ABMT-EQUIP-001 FRM3 *Scale Quality Control Record* in the Weight column and the current date in the Date column.
- 8.7 If the weight is 500 gm, circle the “Y” for yes in the Adjustment Required column and write your initials in the Initial column.
- 8.8 If the weight is not 500 gm, circle “N” for no in the Adjustment Required column, turn the adjustment nut located behind the scale plate until the scale reads 500 gm with the weight on it, document 500 gm in the Weight After Adjustment column, and then write your initials in the Initial column.

9 RELATED DOCUMENTS/FORMS

- 9.1 ABMT-EQUIP-001 FRM 3 Scale Quality Control Record
- 9.2 ABMT-EQUIP-001 Quality Control of Equipment

10 REFERENCES

- 10.1 NA

11 REVISION HISTORY

Revision No.	Author	Description of Change(s)
03	M. Christen	<p>Changed the font to Time Roman 12pt.</p> <p>Updated purpose and added therapeutic phlebotomy.</p> <p>Updated introduction to include therapeutic phlebotomy, why ABMT provider teams order it, and rephrased 2.3 for better understanding.</p> <p>Define acronyms throughout the SOP</p> <p>Added lint-free cotton glove into Section 5</p> <p>Further defined and reflected current practice in Section 8</p> <p>Added the MC document for the record</p> <p>Added information regarding documenting on the ABMT-EQUIP-001 FRM3.</p> <p>Added ABMT-EQUIP-001 to Section 9</p> <p>Added Section 11 Revision History</p>

Signature Manifest**Document Number:** ABMT-EQUIP-001 JA1**Revision:** 03**Title:** Quality Control of Scale JA1**Effective Date:** 30 Oct 2020

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ABMT-EQUIP-001 JA1 Quality Control of Scale JA1**Author**

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