

ISBT 128 Implementation Plan

The following example plan was meant to be comprehensive, and not all steps may be needed by all facilities. Therefore, facilities should use it as a guide or checklist of things to consider rather than attempting to follow it precisely.

For questions or comments about any of the steps shown below, please contact our help desk at iccbba@iccbba.org.

Step	Activity
1.	Form team <ol style="list-style-type: none"> a. Identify leader b. Identify team members (IT, Quality, Laboratory, Processing, Recovery/Collections, Product Management)
2.	Register with ICCBBA <ol style="list-style-type: none"> a. Obtain FIN b. Obtain password to access to all documents and databases c. Subscribe to update notification service
3.	Become familiar with resources and identify changes that are needed. <ol style="list-style-type: none"> a. Explore ICCBBA Website b. Assemble and review documents and implementation tools c. Utilize ICCBBA help desk (iccbba@iccbba.org)
4.	Identify equipment/software needs <ol style="list-style-type: none"> a. Determine specifications b. Assess current software and equipment against needs c. Determine if organization will need to upgrade or replace software and equipment d. If new software or equipment is needed, analyze alternatives
5.	Obtain funding <ol style="list-style-type: none"> a. Determine resources needed and their cost b. Create budget plan c. Request funding
6.	Upgrade or purchase equipment/software, if needed
7.	Develop and approve plans <ol style="list-style-type: none"> a. Project/implementation/change control plan(s) b. Transition plan <ol style="list-style-type: none"> i. Determine how dual-labeled inventory will be managed ii. Determine how conversion will be coordinated with testing laboratory and facilities that will receive products c. Validation plan

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Step	Activity
8.	<p>Perform IT-related operational steps</p> <ul style="list-style-type: none">a. Plan product coding<ul style="list-style-type: none">i. Map products from current coding to ISBT 128ii. Request new codes where appropriate codes are not availableb. Populate computer tablesc. Validate software, equipment, processes, and labels
9.	<p>Update/create/approve documentation</p> <ul style="list-style-type: none">a. Label designb. SOPs and work instructionsc. Quality pland. Training materials for staffe. Educational materials for those who will receive products
10.	<p>Communicate</p> <ul style="list-style-type: none">a. Notify testing laboratories and other affected suppliers of the changes to sample and product identificationb. Train staffc. Provide educational sessions for those who will receive productsd. Notify competent authorities, if required
11.	<p>Implement ISBT 128</p>
12.	<p>Assess results and opportunities for improvement</p>