

STANDARD OPERATING PROCEDURE

Chapter	<#>	Protecting Health Unit	< date>
Section	<#>	Biological Depot	< chapter, section, subject number>
Subject	<#>	Ordering Immune Globulins (IG) For Public Health Cases	Page X of X
Approved by	_____		_____
	<Name, Title>, PH		Date
Applies To:	Biological Depot Staff		

INTRODUCTION

There are various immune globulins (IG) available in Nova Scotia, including; Rabies Immune Globulin (RIG), Tetanus Immune Globulin (TIG), GamaSTAN (IG), HyperHEPB (HBIG) and VariZIG (VZIG). Immune Globulins are ordered in cases where the Medical Officer of Health has deemed them necessary. There are two processes for ordering Immune Globulin: 1) Canadian Blood Services provides IG, HBIG and VZIG to the provincial biodepot for use throughout the public health system. In order to minimize outdated and waste of these products all stock of these products are maintained through CBS. Other immune globulins such as rabies immune globulin (RIG) and tetanus immune globulin (TIG) are ordered through the Provincial Biodepot and kept at the Zone BioDepot with their vaccine inventory.

The purpose of this SOP is to outline the process for ordering IG products in public health cases where the Medical Officer of Health has deemed it necessary (GamaSTAN (IG), HyperHEPB (HBIG), VariZIG (VZIG), RIG or TIG).

PROCESS

Public Health:

1. Public Health determines the urgency (Routine/ASAP/STAT) of administering the immune globulin **FOR PUBLIC HEALTH CASES ONLY** in consultation with the MOH.

Public Health Services

2. Public Health determines if the immune globulin will be administered in the Hospital or out of Hospital.

3. Each zone has been provided with a stock supply of RIG and TIG from the Provincial Biodepot. RIG and TIG are ordered through the Zone Public Health office (see SOP ordering from Biodepot) and sent to the service provider (see SOP shipments to Service Providers) as deemed necessary (SOP – Requisition and Shipping Products between Holding Points).

4. Canadian Blood Services supplies IG, HBIG and VZIG to the provincial biodepot for use throughout Public Health.

1.0 Process for Ordering of HBIG, IG and VZIG in Hospital (Appendix 1)

- 1.1 Public Health contacts clinician at local hospital/emergency department to arrange for the client to receive IG, VZIG, HBIG and specify ASAP, STAT.

- 1.2 Clinician in local hospital orders IG, VZIG, HBIG product with Blood Transfusion Services.

- 1.3 Blood Transfusion Services orders product from CBS as Routine, ASAP or STAT

- 1.4 After Hours the Public Health CDC Nurse on call will contact the clinician at the local hospital/emergency department to arrange for the client to receive IG, HBIG and VZIG. Continue with 1.2 and 1.3.

2.0 Process for Ordering of HBIG, IG and VZIG Out of Hospital (Appendix 1)

- 2.1 Public Health (Zone level) determines the urgency (Routine, ASAP, STAT) of administering the immune globulin in consultation with the MOH (decision point).

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2.2 The process for ordering IG, VZIG, HBIG during regular hours and after hours follow the same algorithm (Appendix 1). After hours the Zone on call CDC PHN will coordinate the ordering of product from CBS.

3.0 Process for Ordering HBIG, VZIG and IG Out of Hospital Routine/ASAP (Appendix 1)

3.1 The Zone Public Health Biological Coordinator or the Public Health Nurse (Zone Specific) contacts the Provincial Biodepot at 902-481-5800 and places order for appropriate IG product

3.2 The Provincial Biodepot Pharmacy Practicing Assistant completes the order form [Volume expanders /Immune globulins /intravenous/subcutaneous order form](#) indicating whether the order for the IG product is **routine or ASAP** and faxes it to CBS @ (902)480-5678.

3.3 The Provincial Biodepot Pharmacy Practicing Assistant creates a requisition in Panorama from Bio Depot to SDL ([hyperlink to user guide reference sheet](#)).

3.4 The Biological Depot Pharmacy Practicing Assistant determines a method of delivery to transport the IG from CBS to PH Bio-Depot. This is situational and will be assessed based on timeline. Public Health will usually pick up (CBS is located across the parking lot at 7 Mellor Avenue).

3.5 Biological Depot Pharmacy Practicing Assistant receives the product in a locked sealed cooler.

3.6 Biological Depot Pharmacy Practicing Assistant removes the packing slip from CBS and saves the slip for the CBS file.

3.7 Biological Depot Pharmacy Practicing Assistant unpacks the product from the CBS cooler.

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- 3.8 Biological Depot Pharmacy Practicing Assistant adjusts quantity in Panorama ([hyperlink to user guide reference sheet](#)).
- Biological Depot Pharmacy Practicing Assistant approves the requisition in Panorama ([hyperlink to user guide reference sheet](#)).
- 3.9 Biological Depot Pharmacy Practicing Assistant will Pick, pack in Panorama ([hyperlink to user guide reference sheet](#)).
- 3.10 Biological Depot Pharmacy Practicing Assistant contacts Canadian Courier to transport the products to the SDL (They will pack the cooler for shipment to provider using PHS packing protocol).
- 3.11 Biological Depot Pharmacy Practicing Assistant will ship product in Panorama ([hyperlink to user guide reference sheet](#)).
- 3.12 Biological Depot Pharmacy Practicing Assistant returns the cooler to CBS.
- 3.13 Biological Depot Pharmacy Practicing Assistant gathers all of the required paper work.
- ✓ Packing slip supplied by CBS
 - ✓ [Urgent Request for Vaccine/ Immune Globulin](#)
 - ✓ [Volume expanders /Immune globulins /intravenous/subcutaneous order form](#) used to place the order from CBS
- 3.14 Biological Depot Pharmacy Practicing Assistant signs the packing slip and date supplied by CBS.
- 3.15 Biological Depot Pharmacy Practicing Assistant faxes the packing slip back to CBS upon completion.

4.0 Process for Ordering IG Out of Hospital STAT Business Hours (Appendix 1)

- 4.1 Central Zone Public Health or other Zones PH (Biological Depot Pharmacy Practicing Assistant or Zone Biological Coordinator/Public Health Nurse) in the province will create a requisition in Panorama from Bio Depot to SDL ([hyperlink to user guide reference sheet](#)).

Public Health Services

- 4.2 Appropriate Public Health (Biological Depot Pharmacy Practicing /Zone Biological Coordinator/Public Health Nurse) for Zone completes CBS order form -
https://blood.ca/sites/default/files/ALL_SITES_Volume_Expanders_Immunoglobulins_SD_Plasma_Order_Form.pdf. Select **STAT** as priority.
Ensure Ship to location is clearly identified on CBS order form.
- 4.3 Appropriate PH (Biological Depot Pharmacy Practicing Assistant or Zone Biological Coordinator/Public Health Nurse) for Zone faxes form to 1-855-305-6904 (in Halifax area 902-480-5677) **AND** calls CBS at 1-855-352-5663 (in Halifax area 902-480-5678).
- 4.4 Appropriate PH (Biological Depot Pharmacy Practicing Assistant or Zone Biological Coordinator/Public Health Nurse) are available to receive product upon delivery from CBS to PH office.
- 4.5 Appropriate PH (Biological Depot Pharmacy Practicing Assistant or Zone Biological Coordinator) will adjust quantity in Panorama ([see hyperlink to user guide reference](#)).
- 4.6 Appropriate PH (Biological Depot Pharmacy Practicing Assistant or Biological Coordinator) will approve requisition in Panorama ([see hyperlink to user guide reference](#)).
- 4.7 Appropriate PH (Biological Depot Pharmacy Practicing Assistant or Zone Biological Coordinator) will pick and pack and in Panorama ([see hyperlink to user guide reference](#)).
- 4.8 Appropriate PH (Biological Depot Pharmacy Practicing Assistant or Zone Biological Coordinator) will arrange for delivery to specified service provider.

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4.9 Appropriate PH (Biological Depot Pharmacy Practicing Assistant/
Biological Coordinator) will ship in Panorama ([see hyperlink to user guide reference](#)).

4.10 Appropriate PH (Biological Depot Pharmacy Practicing
Assistant or Zone Biological Coordinator) will wait for confirmation that
shipment was received (cooler returned/phone call to provider) and will
then receive product in Panorama ([see hyperlink to user guide reference](#)).

5.0 Process for Ordering IG, VZIG, HBIG After Hours (Out of Hospital STAT)

5.1 After hours the Zone On Call CDC Public Health Nurse completes CBS
order form -

https://blood.ca/sites/default/files/ALL_SITES_Volume_Expanders_Immune_Globulins_SD_Plasma_Order_Form.pdf. Select **STAT** as priority.

Ensure Ship to location is clearly identified on CBS order form.

5.2 After hours Zone On-Call CDC Public Health Nurse for Zone faxes form to
1-855-305-6904 (in Halifax area 902-480-5677) **AND** calls CBS at 1-855-
352-5663 (in Halifax area 902-480-5678).

5.3 After hours Zone On-Call CDC PHN ensures personnel are available to
receive product at hospital. Public Health organizes with hospital personnel
to have paperwork sent to the appropriate Public Health office.

5.4 In Central Zone the On-Call CDC PHN will pick up the product from CBS
and will prepare product to be shipped to destination.

5.5 After hours Zone On-Call CDC Public Health Nurse gathers all of the
required paper work.

- ✓ Packing slip supplied by CBS
- ✓ [Urgent Request for Vaccine/ Immune Globulin](#)
- ✓ [Volume expanders /Immune globulins /intravenous/subcutaneous order form](#) used to place the order from CBS

5.6 All paper work are placed in a CBS folder for the appropriate Public Health
Biodepot/Zone Biological Coordinator staff (Biological Depot Pharmacy

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Practicing Assistant or Zone Biological Coordinator) to enter into
Panorama.

DEFINITIONS

Biological Depot	The vaccine storage facility located within Public Health (PH) housing vaccines for district and provincial distribution.
CBS	Canadian Blood Services
DHW	Department of Health and Wellness
Routine Request	Product ordered during business hours with same day or next business day delivery as required
ASAP Request	Product is not required urgently but required before the next business day
STAT Request	Limited time from exposure/PH notification to administration. Delivery can't be accommodated by routine request.
IG	Immune Globulins IG: Standard IG HBIG: Hepatitis Immune globulin RIG: Rabies Immune globulin TIG: Tetanus Immune Globulin VZIG: Varicella Immune Globulin
PO	Purchase Order

Public Health Services

REFERENCES

Nova Scotia Department of Health and Wellness. (2012). *Nova Scotia immunization manual* .Retrieved from <http://novascotia.ca/dhw/cdpc/documents/Immunization-Manual.pdf>

Public Health Agency of Canada .(2015).*Canadian immunization guide evergreen version*. Retrieved from <http://www.phac-aspc.gc.ca/publicat/cig-gci/index-eng.php>

Public Health Agency of Canada (2015). National Vaccine Storage and Handling Guidelines for Immunization Providers 2015. PHAC, Ottawa, ON.

RESOURCES

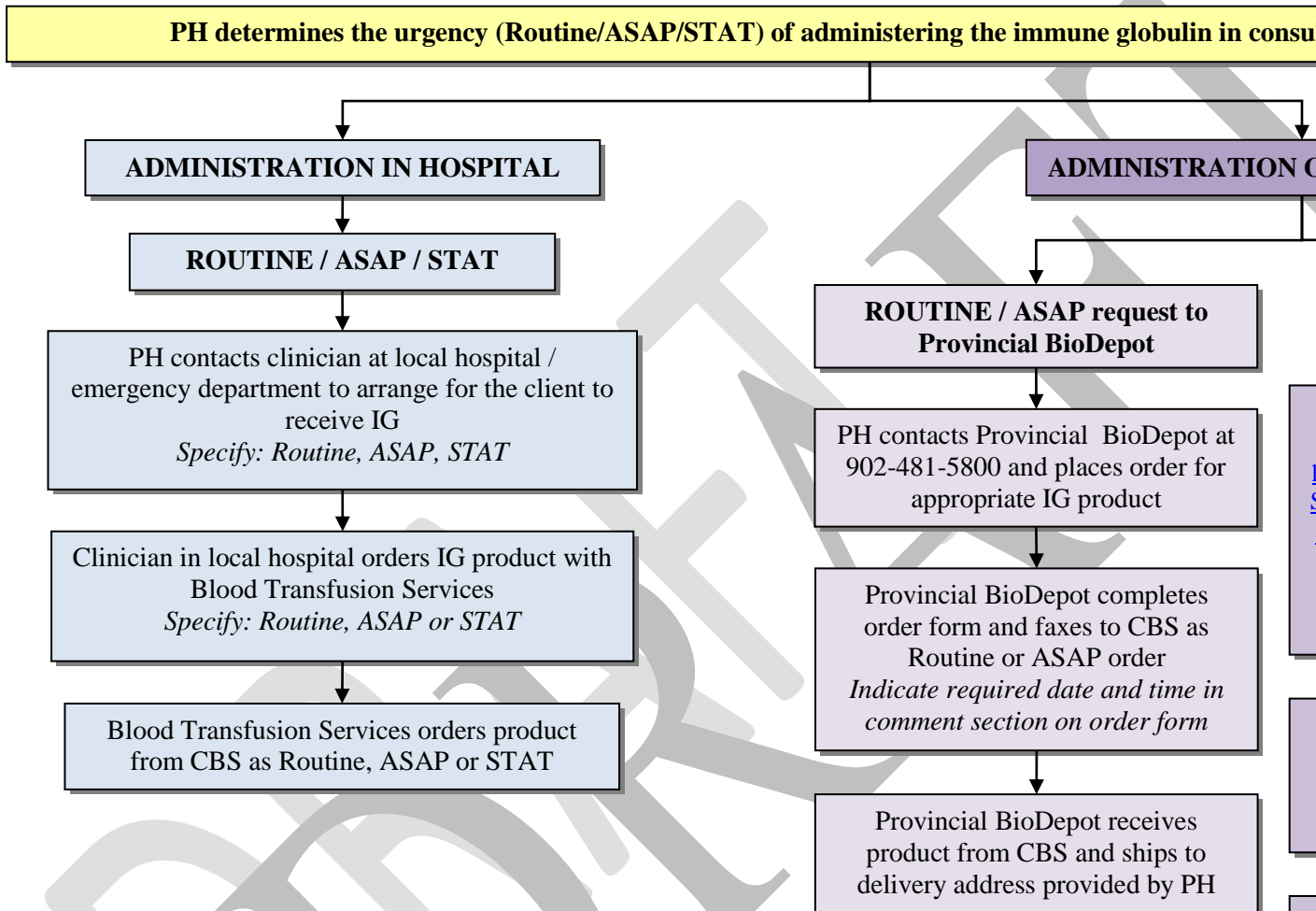
[Urgent Request for Vaccine/ Immune Globulin](#)

[Volume expanders /Immune globulins /intravenous/subcutaneous order form](#)

HISTORY

Prepared by: Stacey Dunphy	October 13 , 2017
Reviewed by: Jana Vickers Kim Benjamin	<month and year of review>
Initial Approval Effective Date	<date when initial SOP signed and title>
Rescinded Versions	<track rescinded version by their dates>
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The following process is for **PUBLIC HEALTH CASES ONLY** where the Medical Officer has deemed immune globulin (HyperHEP B® S/D, GamaSTAN® S/D & VariZIG™) is required.



Routine request: product ordered during business hours with same day or next business day delivery as required.
ASAP request: product is not required urgently but required before the next business day
STAT request: limited time from exposure/PH notification to administration. Delivery can't be accommodated by routine request.

Utilization (administration and discards) are reported in the CBS Disposition System - <https://blood.ca/en/hospitals/blood-compon>
 Adverse Reactions are reported to the NSPBCP on the CTAER Form. Fax to (902) 422-0893