International Rare Donor Panel

User Guide

Performing a Search for Donors/Units & Contributing to the Panel

1. Introduction

This guide provides step-by-step instructions for users in the use of the International Rare Donor Panel (IRDP). The IRDP was developed to facilitate the rapid location and exchange of rare blood between countries. The panel contains rare donors and also frozen unit inventories from blood establishments and frozen blood banks around the world. The compilation and maintenance of the IRDP is carried out by the Red Cell Reference Department of the International Blood Group Reference Laboratory (IBGRL) in Bristol, UK.

1.1. Document Version History

Version	Author	Date	Notes
0.1	Laura Reed	25th May 2020	Initial Version
1.1	Laura Reed	3rd December 2020	Update to bulk upload template
1.2	Laura Reed	15th December 2020	Bulk upload template replaced with website reference

| 1.3	Laura Reed	15ᵗʰ November 2021	Information added regarding error when uploading a bulk upload with ≥5000 donors.

2. Getting Started

2.1. Accessing the International Rare Donor Panel

> **Warning:** Accessing the IRDP via the browser Internet Explorer (IE) is not recommended, users accessing the IRDP via IE may experience reduced functionality.

The IRDP can be accessed at https://ibgrl.blood.co.uk/services/international-rare-donor-panel/.
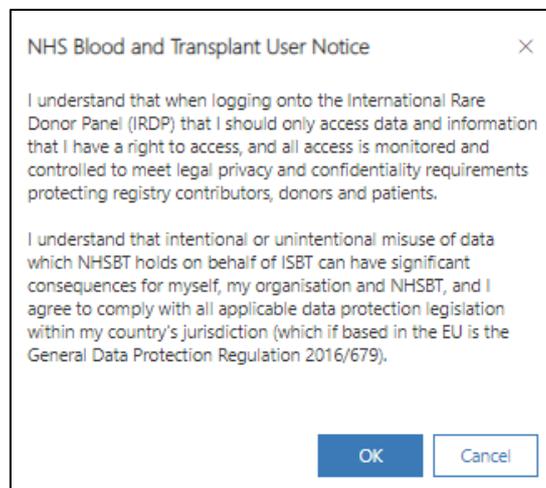
2.1.1. Select > **Access Here**.

2.1.2. Enter sign in details.
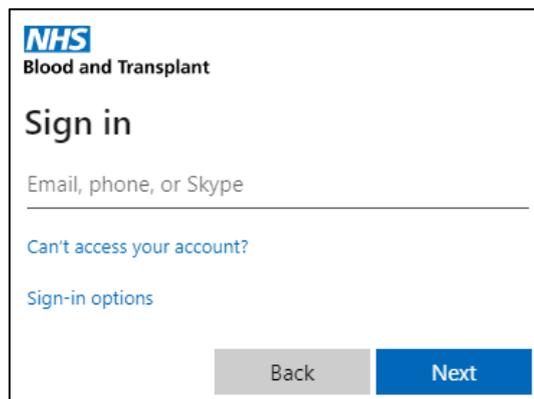
2.1.3. Two stage sign in is used: enter the Microsoft verification code.

2.1.4. The following user notice is displayed upon the first login and every 24 hours.

2.1.5. The user notification must be accepted to continue to the International Rare Donor Panel.

2.1.6. Selecting Cancel will exit the International Rare Donor Panel.

2.2. Setting the Time Zone and Date / Time Format

The date and time must be set up upon account creation to maintain an audit trail and to help with trouble shooting if required.

2.2.1. Select the Settings icon ⚙ from the top banner.

2.2.2. Select > **Personalization Settings**.

2.2.3. Use the drop down list to choose the Time Zone that you are in.

2.2.4. Select > **OK** to save your changes.

2.3. Checking/updating your Institutions details

It is recommended that upon first login you ensure the details for your institution are correct. Users are able to update their Institution and contact details or can complete the online form found at https://ibgrl.blood.co.uk/services/international-rare-donor-panel/ for IBGRL to process.

2.3.1. Select > **Institutions** from the menu**.**

2.3.2. Select > **Account name** for the institution.

2.3.3. An overview of the account details will be displayed and can be updated as required.

2.3.4. To update the map location visit https://www.latlong.net/ to find the longitude and latitude figures.

2.3.5. Select > **Contacts**

2.3.6. Highlight the record to be updated and select > **Edit**

2.3.7. Contact details for the institution will be displayed and can be updated as required.

2.3.8. Select > **Save** to save your changes.

3. Finding Blood

3.1. Searching for Rare Blood Donors/Units

3.1.1. Once logged into the rare donor panel the following options are displayed on the left hand side of the map

3.1.2. Choose required **ABO Group** from the drop down menu.

3.1.3. Begin typing **Rarities**, potential rarities will be displayed, additional rarities can be entered and selected if there is more than one rarity requirement.

3.1.4. To add additional antigen negative requirements to your search, begin typing **Antigens** that need to be absent in the search results, additional antigens can be entered if there is more than one requirement.

3.1.5. Select > **Find**   for search results to be displayed.

3.1.6. Search results are displayed on the map by **Blue** and **Red** pins.

3.2. About Search Results

3.2.1.   Results are displayed on the Map, zoom out using the ⊖ button to see all search results.

> **Warning:** When viewing search results on the map some results may be obscured from view if the full world map is not visible. A full list of search results can be downloaded if required.

3.2.2.   Selecting a pin on a given location will present further details.

3.2.3.   **Red pins** indicate the number of potential matching donors with/without available frozen units available.

3.2.4.   **Blue pins** indicate the number of potential matching frozen units available.

3.2.5.   **Contact details** for the chosen location are displayed at the top of the displayed results panel. All available email addresses can be contacted at the same time by selecting the **'Email all'** option.

3.2.6.   A copy of the search results can be downloaded by selecting the download icon from the bottom right hand corner of the map. This is only visible when the results panel is closed.

3.3. Search History

The search history displays records of all searches performed.

3.3.1.   To view the search history, select > **Search History** from the menu.

3.3.2.   Search history result will be displayed and can be filtered via the column headings.

3.4. Help finding Blood

3.4.1.   A copy of the latest user guide can be found under the 'Help Finding Blood' menu option or at https://ibgrl.blood.co.uk/services/international-rare-donor-panel/

4.   Adding Donors/Units to the Rare Donor Panel

4.1. Bulk Upload of Donor/Unit Records

> **Warning: A bulk upload file containing ≥5000 donors will give an error, please refer bulk upload files with ≥5000 donors to rare.donor@nhsbt.nhs.uk who will add the donor/unit records to the panel on your behalf.**
>
> Using the bulk upload functionality to update available donors/units will replace all records for your institution. Uploading bulk donor/unit records will overwrite existing records with the same ID reference.
>
> A bulk upload must be performed at least every 6 months.
>
> Errors with the bulk upload file or records will be detected and displayed on the **Contributor Dashboard** for review, you will receive an email 15 minutes after the bulk upload file has been submitted stating that the upload has been successful or failed. Total time for the records to be uploaded will be a combination of the number of records in the file, number of antigen and rarity results, and Network or CRM activity on other tasks. An example file containing 5000 records took 76 minutes from submitting the file to all records being uploaded.

4.1.1.   Select > **Institutions** from the main menu.
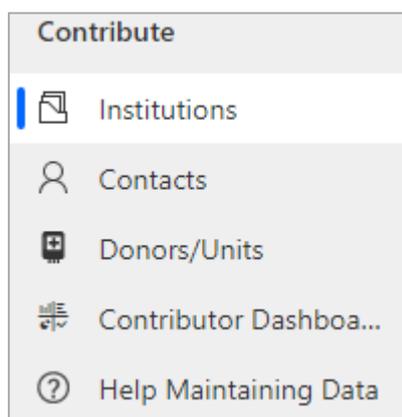
4.1.2.   Select your **Teams Account** name to display your account details.

4.1.3.   Select > **Choose File**.

Upload File Template: The upload File Type must be .csv (Comma separated value)

A copy of the template can be found at:
https://ibgrl.blood.co.uk/services/international-rare-donor-panel/

4.1.4. Select > **Submit** to upload the file

4.1.5. The uploaded file name will be displayed under **Previous Uploads**

4.1.6. Select > **Save**

Bulk Upload errors will be listed on the **Contributor Dashboard** (see section 5 for details)

Warning: uploading bulk files containing large amounts of data can take up to 15 minutes to register on the IRDP. You will receive an email 15 minutes after the bulk upload has been completed stating that the upload has been successful or failed.

4.1.7. Check the email associated with your user account, if the confirmation email indicates that bulk upload has failed you will need to check the **Contributor Dashboard** for details of the error.

4.1.8. Select > **Contributor Dashboard** and review **'My Team's File Upload Errors'** and **'My Team's Donor/Units with Contradictory Antigen Associations'** to resolve the errors.

4.2. Adding individual Donor/Unit records

4.2.1. Select > **Donor/Units** from the main menu
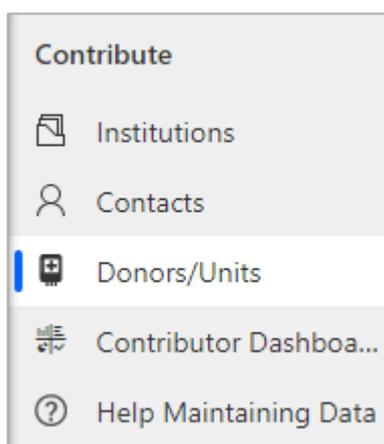
4.2.2. **Select >** + New Rare Blood Source

New Rare Blood Source

General

Source Summary

Contributor Code	*	
Source Type		**Individual Donor**
ABO Type	*	---

Frozen Unit Details

Frozen Unit Count	*	---

Owning Institution

🔒 Parent Account	*	
🔒 Last Reviewed On		---

RARITIES

ANTIGENS

All fields marked with * are mandatory

- **Contributor code**: This should be a unique identifier for the Donor/Unit.

- **Source Type:** choose **Individual Donor** or **Rare Frozen Unit Product Line**, fields will change based on choice.

- **Frozen Unit Count**: If no frozen units are available field must be completed as 0.

- **Owning Institution:** Auto completed with name of institution.

Antigen associations can be created by selecting the result for the antigen, choices will change to green. A result for each antigen does not need to be completed, antigen results in grey will not be recorded.

4.2.3. Select > 🖫 Save

4.2.4. Additional Rarities and Antigens can be added if required

- Adding Rarities to a record see section 4.3.4

- Adding Antigens to a record see section 4.3.6

4.3. Amending individual Donor / Unit records

4.3.1. Select > **Donor/Units** from the main menu

4.3.2. Select the **Panel Code** of record to be amended

4.3.3. The following information can be updated as required

- Contributor Code

- Source Type

- Donor Count

- ABO Type

- Frozen Unit Details

- Adding rarities to a record

- Removing rarities from a record

- Adding antigen results to a record

- Removing antigen results from a record

4.3.4. Adding Rarities to a record

4.3.4.1.   Select ⋮ > and/or **+ New Rarity-Source Association**

4.3.4.2.   Type the rarity you wish to add into the **Look for rarity** box

4.3.4.3.   Select the rarity you want to add from displayed list

4.3.4.4.   Select > **Save and Close**

4.3.5. Removing Rarities from a record

4.3.5.1.   Select the rarity to be removed

4.3.5.2.   Select > 🗑 Remove

4.3.5.3.   Select > **Delete** to confirm deletion of the rarity:

Confirm Deletion   ✕

Do you want to delete this Rarity-Source Association? You can't undo this action.

Delete   Cancel
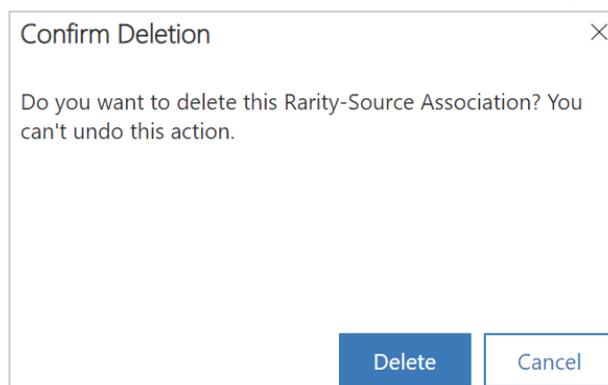
4.3.5.4.   Select > 💾 Save   or **Activate** if correcting a contradictory result

4.3.6. **Adding Antigen Results to a record**

4.3.6.1.   Select > and / or **+ New Antigen-Source Association**

4.3.6.2.   Type the name of the antigen into the **Antigen** box

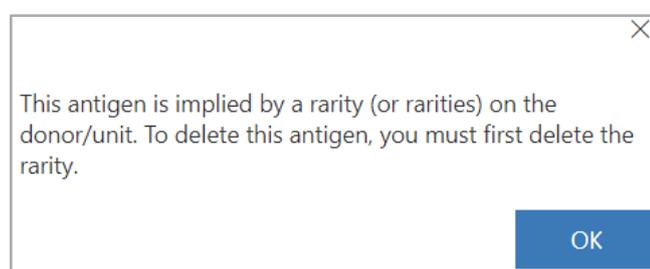4.3.6.3.   Choose the Antigen Result from the drop down list

4.3.6.4.   Select > 💾 Save

4.3.7. **Removing Antigen Results from a record**

4.3.7.1.   Double click on the antigen to be deleted

4.3.7.2.   Select >   🗑 Remove   to update the antigen status to **Inactive**

4.3.7.3.   If the following message is displayed the rarity result must be deleted first (follow section 4.3.5 to remove the rarity / rarities)

> This antigen is implied by a rarity (or rarities) on the donor/unit. To delete this antigen, you must first delete the rarity.
>
> OK

4.3.8. **Amending Antigen Results**

4.3.8.1   Select the antigen to be updated

4.3.8.2   Select > ✏ Edit   to edit the antigen result

4.3.8.3   Select > 💾 Save   or **Activate** if correcting a contradictory result

5. Contributor Dashboard

The Contributor Dashboard contains a summary of your Institutions active donor / units and is where any outstanding actions will be listed for contradictory antigens/rarities and bulk upload errors.

5.1 View Summary of My Team's Active Donor/Units

5.1.1 Select > **Contributor Dashboard** form the main menu

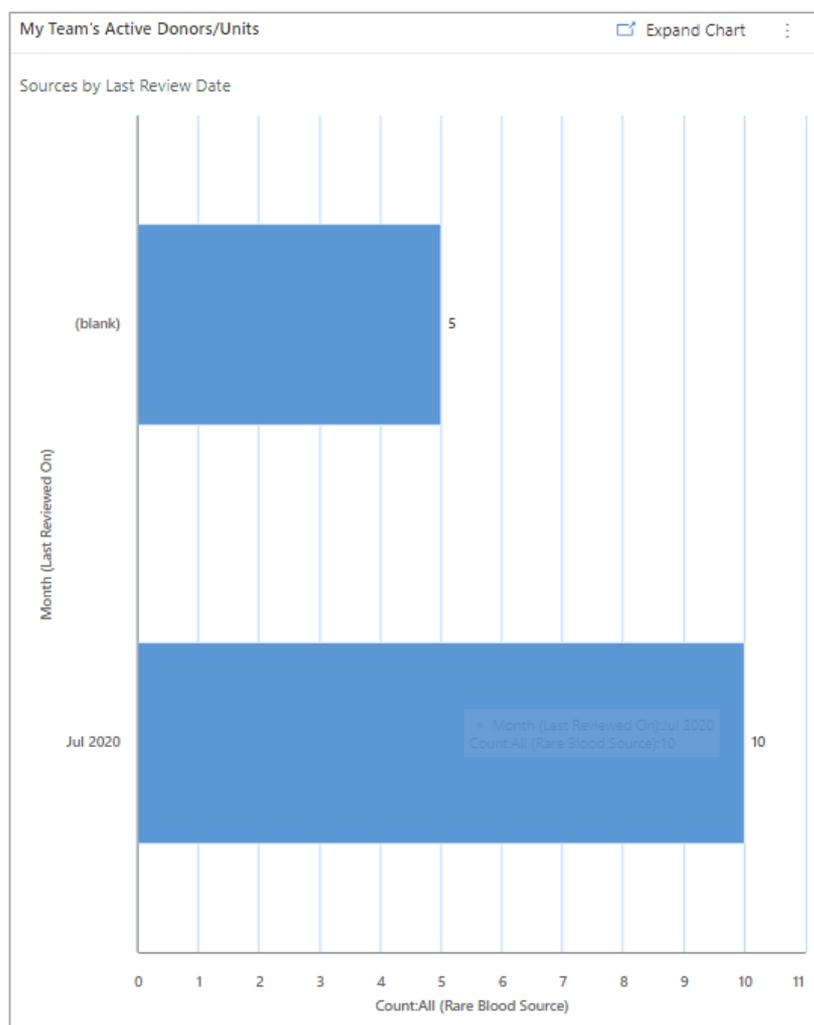5.1.2 View chart > **My Team's Active Donor / Units**

Chart shows all active Donor / Units and the Month/Year they were last reviewed.

Warning: Donor/Unit records must be reviewed every 6 months to ensure the IRDP records are up to date. The review date is updated after performing a bulk upload or records can be manually reviewed following section 5.3 - review Active Donor / Units.

5.2 Resolving My Team's Donor / Unit records with Contradictory Antigens

When a Donor/unit record is uploaded (either manually or via the bulk upload functionality) a check is performed to identify any contradicting rarity / antigen results. If there are contradicting rarity / antigen results identified they will be displayed on the Contributor Dashboard and saved in an inactive state until the contradicting results have been resolved.

5.2.1 Select > **Contributor Dashboard** form the main menu.

5.2.2 View > **My Team's Donors/Units with Contradictory Antigen Associations** section.

✓	Contributor ... ∨	Panel Co... ↑ ∨	ABO Type ∨	Donor Co... ∨	Frozen Unit Count ∨	Modified on ∨	Source Type ∨
	IRDP001	007219	A	1	10	7/21/2020 ...	Individual Donor

My Team's Donors/Units with Contradictory Antigen Associations + New ○ Refresh ⋮

5.2.3 Select the **Panel Code** for the record you want to review.

RARITIES

○ Refresh   ▦ See all records

✓	Name (Unicode) (Rarity) ∨
	Fy(a-b-)

ANTIGENS

○ Refresh   ▦ See all records   ⋮

✓	Name (Unicode) (Antigen) ∨	Antigen Result ∨	Status Reason ↓ ∨
	Fya	-	⚠ Contradiction
	Fya	+	⚠ Contradiction

5.2.4 Review the results and resolve the contradictory association (Rarity and Antigen results can be updated following section 4.3).

5.2.5 Select 📄 Activate to ensure the donor/unit record can be displayed in search results.

5.3 Review My Team's Donor / Unit Records

Donors / Units that have not been reviewed in the last 6 months with appear on the **Contributor Dashboard**. The last reviewed date can either be updated by performing a bulk upload (see section 4.1) or by manually reviewing the records.

5.3.1 To manually review records, select > **Contributor Dashboard** from the main menu.

5.3.2 View > **My Team's Donor / Units Last Reviewed > 6 months Ago** section.

5.3.3 Select the **Panel Code** for the record to be reviewed.

5.3.4 Review the record.

5.3.5 Once the record has been reviewed select > ✓ Reset Review Date

5.3.6 The following message will appear to confirm you want to update the review date.
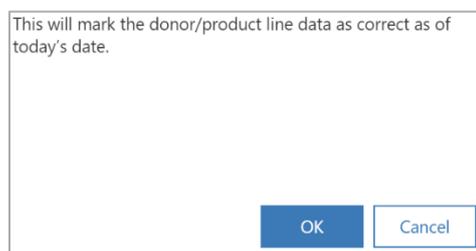
5.3.7 Select > **OK.**

5.3.8 The last reviewed on date and time will be updated.

5.4 Review My Team's File Upload Errors

If errors are detected during a bulk upload, they will be displayed on the **Contributor Dashboard** for review. The following error types will be displayed.

File Error Type	Description
Invalid file extension	Only comma separated value (.csv) files can be used for the bulk upload
Failed to read CSV file / Invalid content	Standard header names must be used as shown in the Bulk Upload Template (see section 4.1). The column headers are case sensitive.
Invalid Contributor Code	The contributor code must only contain numbers or letters. Special characters such as single quotes or commas are not valid.
Duplicate Contributor Codes / Donor ID	Contributor codes or donor IDs that are duplicated (not unique) in the bulk upload file will be deactivated

Invalid ABO results	Error in ABO group, the ABO group is not recognised
Invalid Donor unit or frozen unit count	Non numeric character entered as donor unit or frozen unit
Invalid rarity or antigen result	There is a rarity or antigen in the bulk upload file that is not recognised

5.4.1 Select > **Contributor Dashboard** from the main menu.

5.4.2 View > **My Team's File Upload Errors.**

5.4.3 Select > **Subject** heading to display details of why the file has been rejected.

File Error: Invalid File Extension
Task · Task ∨

TASK   Related

Subject	*	File Error: Invalid File Extension

Description

Bulk upload file named NHSBT BULK UPLOAD .txt was uploaded by Laura Reed on 04/08/2020 10:06:37 but was rejected as it does not have the CSV extension.

Regarding	🗐 NHSBT
Duration	---

5.4.4 Error notifications can be removed from the list by ticking the record to be removed and selecting > **Mark as Complete.**

5.4.5 To correct Bulk upload file errors, correct the error in the bulk up-load file and re-submit following section 4.1.

5.5 Help Maintaining Data

5.5.1 A copy of the latest user guide can be found under the 'Help Maintaining Data' menu option or at https://ibgrl.blood.co.uk/services/international-rare-donor-panel/.