

# **Cessation of paper reports - Toolkit for Hospitals**

## Introduction

As part of our ongoing efforts to enhance efficiency and sustainability, the Red Cell Immunohaematology (RCI) laboratories will cease posting hardcopy laboratory paper reports as of 2nd June 2025. From this date, all laboratory reports will be delivered exclusively through our secure web-based platform, Sp-ICE. This transition will help reduce delays in report delivery, and significantly reduce our environmental impact.

Whilst this toolkit does not replace your own change control procedure, it can be used to assist your organisation in risk assessing and managing the transition from paper-based reports to digital reporting via Sp-ICE. It outlines some potential risks, suggested mitigations, and provides guidance on preparing your teams for the transition. The toolkit also includes information on accessing Sp-ICE, managing staff access, and the requirements for printing antibody cards on-site.

It is your organisation's responsibility to ensure that all necessary preparations are in place for the 2nd of June 2025 deadline, and that your transition plan is communicated to all relevant internal/external stakeholders, staff, clinicians, and departments within your organisation. Should you have any questions or require additional support, please do not hesitate to contact us at [NHSBTCustomerService@nhsbt.nhs.uk](mailto:NHSBTCustomerService@nhsbt.nhs.uk)

## Risks associated with online-only reporting

The table below provides a high-level overview of some potential risks of web-based reporting by RCI, including some suggestions for mitigations. This list is not exhaustive or specific to your establishment, and you should follow your own change control and risk assessment procedure.

Risk	Mitigation
Insufficient scientific and/or clinical staff with access to Sp-ICE to access RCI reports and antibody cards.	a) Identify scientific and/or clinical staff that read/transfer hard copy reports and ensure they have Sp-ICE access. b) Identify scientific and/or clinical staff required to have administrator level access to Sp-ICE.
Reports are not reviewed in a timely manner – potentially affecting patient care.	c) Establish a process of regular Sp-ICE review by scientific and/or clinical staff within all relevant departments within your Trust.
Sp-ICE is temporarily unavailable.	d) Risk assess the impact of a delay in accessing RCI reports, giving consideration to clinical urgency. e) Establish a business continuity process for managing patients when reports are not available via Sp-ICE, considering the impact of requests for reports on RCI.
An amendment may be made to a report on Sp-ICE that has already been viewed within your organisation.	f) Establish a process of actioning amendment notifications from Sp-ICE including identifying all scientific and/or clinical staff who have viewed the previous report and ensuring they are notified of the amendment.  NB: The notification is removed once the report has been opened. (A comment will be present within the body of the report itself)
Scientific and/or clinical staff required to utilise Sp-ICE are unaware of the process.	g) Put in place any required process documentation and training materials to support staff using Sp-ICE.
Insufficient resources to print antibody cards.	h) Determine if hard copy antibody cards are required within your organisation. i) If antibody cards are required, inform NHSBT via <a href="mailto:ReportCessation@nhsbt.nhs.uk">ReportCessation@nhsbt.nhs.uk</a>

## How can I access Sp-ICE?

Sp-ICE is a web-based reporting system which delivers reports electronically to hospitals within one hour of report authorisation by RCI.

You can visit and bookmark the link via <https://hospital.blood.co.uk/diagnostic-services/sp-ice/>

Here you will find the Sp-ICE user guide and Managing Access to Sp-ICE information.

## How can I notify NHSBT if we wish to switch off early?

If you would like to switch off paper copies of RCI reports before June 2025, please submit a request via the RCI Report Cessation email [ReportCessation@nhsbt.nhs.uk](mailto:ReportCessation@nhsbt.nhs.uk)

Alternatively, please contact your NHSBT Customer Service Manager or local RCI lab.

**Please note that this process is for RCI reports only.**

## What will happen to antibody cards?

RCI will no longer provide hard copies of antibody cards. A pdf of the antibody card will be loaded onto Sp-ICE to print out at your site if required.

On consultation with our current supplier, regarding the supply of antibody cards, NHSBT have agreed to continue to supply the hospitals with the blank cards (until further notice).

Should your lab wish to continue to print antibody cards at your site, please contact [ReportCessation@nhsbt.nhs.uk](mailto:ReportCessation@nhsbt.nhs.uk) or your local RCI lab and a stock of blank antibody cards will be sent.

**Printing requirements: Please take into consideration that the cards must be printed using a laser jet printer ONLY.**

Here are two examples of the printer types that RCI have validated for use to print cardstock, however other brands of laser jet printers are available:

- Heavy Duty Mono LaserJet; E50145
- HP LaserJet Pro M404dn

## Frequently Asked Questions

### When will RCI hard copy report cessation take place?

RCI laboratories are planning to turn off paper reports from 2<sup>nd</sup> June 2025.

### How will reports be accessed after 2<sup>nd</sup> June 2025?

Test results will be available to view and download via Sp-ICE, a web-based reporting system which delivers test results electronically to hospitals within one hour of report authorisation by RCI.

Your Sp-ICE administrator should be able to help you with any access requests. If you do not know who your Sp-ICE administrator is, please contact your NHSBT Customer Service Manager. Access registration and self-directed training is provided online via the following link: <https://hospital.blood.co.uk/diagnostic-services/sp-ice/>

### How can I request one a Sp-ICE account if I don't have one?

Please use the following link to register for Sp-ICE and access training material. <https://hospital.blood.co.uk/diagnostic-services/sp-ice/>

To submit the forms or any queries, please email [ICE@nhsbt.nhs.uk](mailto:ICE@nhsbt.nhs.uk)

### Will RCI continue to provide provisional reports with crossmatched units?

Yes, once report cessation is in place, you will continue to receive the paper crossmatch report with your units. This process will not change.

### Can I request RCI report cessation before 2<sup>nd</sup> June 2025?

Yes, and we would encourage you to do so. Please submit a request via the RCI Report Cessation email [ReportCessation@nhsbt.nhs.uk](mailto:ReportCessation@nhsbt.nhs.uk)

Alternatively, please contact your NHSBT Customer Service Manager or local RCI lab.

## Who will supply antibody cards to patients?

Once the paper copy of reports has been switched off RCI will upload a pdf of the antibody card to Sp-ICE. Hospital transfusion labs then can decide for themselves if they will supply the antibody cards for patients by printing in-house. RCI will not provide the printed antibody cards once report cessation is in place.

NHSBT will provide the blank antibody cards for in-house printing. Transfusion labs can request their own stock of blank cards by contacting their local RCI lab or [ReportCessation@nhsbt.nhs.uk](mailto:ReportCessation@nhsbt.nhs.uk) .

## Can I request samples of blank antibody cards to test my printers prior to report cessation?

Yes, you may request samples of blank antibody cards via the RCI Report Cessation email [ReportCessation@nhsbt.nhs.uk](mailto:ReportCessation@nhsbt.nhs.uk).

Please state the address you would like them to be sent. **Only laser jet printers can print on these antibody cards.**

If you have any queries or require further information, please email [reportcessation@nhsbt.nhs.uk](mailto:reportcessation@nhsbt.nhs.uk)