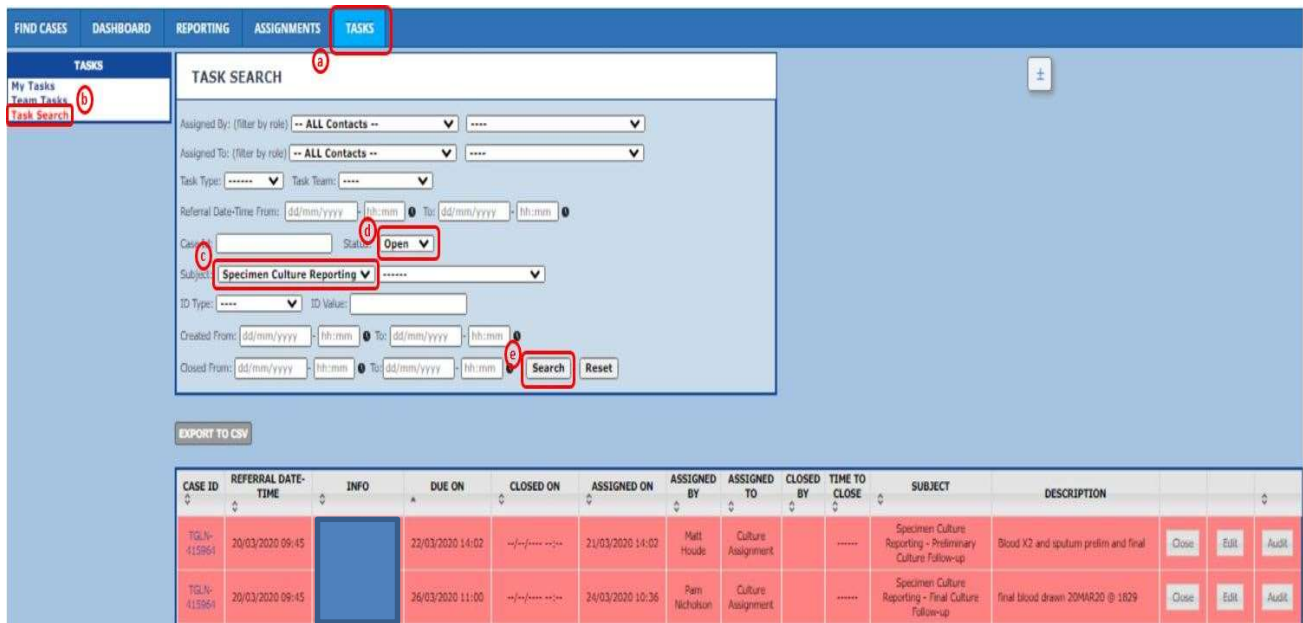


Obtaining Culture Results: A 'How To' Guide

IMPORTANT NOTE: All culture tasks are to be assigned to 'Culture Assignment'

1. It is the responsibility of OTDCs, CRs and HDCs to review the Task list in iTransplant daily for any outstanding culture tasks.
 - a. To access this section, click on Tasks.
 - b. Select 'Task Search' on the left hand side menu.
 - c. From the 'Subject' drop down menu, select 'Specimen Culture Reporting'.
 - d. From the 'Status' drop down menu, select 'Open'
 - e. Click 'Search'. A populated list of outstanding culture tasks will be displayed in red as seen below.



| CASE ID | REFERRAL DATE-TIME | INFO | DUE ON | CLOSED ON | ASSIGNED ON | ASSIGNED BY | ASSIGNED TO | CLOSED BY | TIME TO CLOSE | SUBJECT | DESCRIPTION | | | |
|-------------|--------------------|------|------------------|----------------|------------------|---------------|--------------------|-----------|---------------|--|--------------------------------------|-------|------|-------|
| TGLN-415964 | 20/03/2020 09:45 | | 22/03/2020 14:02 | --/--/-- --:-- | 21/03/2020 14:02 | Matt Houde | Culture Assignment | | ----- | Specimen Culture Reporting - Preliminary Culture Follow-up | Blood X2 and sputum prelim and final | Close | Edit | Audit |
| TGLN-415964 | 20/03/2020 09:45 | | 26/03/2020 11:00 | --/--/-- --:-- | 24/03/2020 10:36 | Pam Nicholson | Culture Assignment | | ----- | Specimen Culture Reporting - Final Culture Follow-up | final blood drawn 20MAR20 @ 1829 | Close | Edit | Audit |

2. Using the 'Info' column, identify any tasks that have been assigned from your hospital.
3. Roles and responsibility for following up and obtaining culture results:
 - a. OTDCs are responsible for their hospital on weekdays. If the primary OTDC is ill, on vacation, post call or busy with clinical activity, they are to communicate with their OTDC partner (if any) or HDC to follow up.
 - b. HDCs are responsible for non-OTDC hospitals on weekdays.
 - c. CRs are responsible for all culture tasks due on a weekend or holiday (for both OTDC and non-OTDC hospitals).

- d. If the CRs are unable to complete the outstanding culture tasks due to case activity they are to inform the MOC. Outstanding tasks may be assigned to the CSC team or the on call OTDC teams.
4. Verify that the task is:
 - a. For a confirmed organ donor. If the case is ruled out for organ donation, the task can be 'Closed'.
 - b. Not for an active case. If the case is active, OTDC/CR on the case is responsible for following up on culture results.
 5. Contact the appropriate hospital contact as outlined in the *Hospital Profile* to follow up on culture results, and upload any available preliminary or final results on the 'Culture Results' section.
 - a. When calling the appropriate hospital's contact for culture follow up, disclose your name, that you are calling from TGLN and the reason you are calling:

"Hi, my name is _____ and I'm calling from Trillium Gift of Life Network. We recently had a patient who became an organ donor at your hospital and I am calling to follow up with the routine cultures we drew on this patient."
 - b. Provide the patient's name, MRN, and date of birth.
 - i. Confirm that there are preliminary or final culture results available.
 - ii. If requested by the lab, fax the 'Culture Request Form'. Form can be found on the ORC website, in the Hospital Development section.
 - iii. If requested by the lab, fax the 'Consent to Donate' form. Refer to the 'Attachments' section of the donor's chart for consent form.
 - c. Provide a fax number for the lab to send the requested culture results that are available.
 - i. Some labs will only fax results to a verified line. If this is the case, direct the lab to fax the results to the PRC fax line at 416-214-7797 or Toll Free at 1-866-557-6100.
 - ii. Inform the PRC to expect faxed culture results by sending an email to CSC@giftoflife.on.ca. The CSCs will then be responsible for uploading culture results and updating the 'Culture Results' section.
 6. When you receive the culture report, update the report with the following information:
 - a. TGLN # - this must be documented on every page
 - b. Hospital's name - if it's not indicated on the report
 - c. Verify that the date and time the sample was taken matches the information on the 'Culture Results' section
 - d. Ensure there are at least three identifiers that match the culture report to the patient (patient's name, MRN and DOB)

7. Once the culture report has all of the above information, upload it to the 'Culture Results' section.
8. Update the 'Culture Results' section. See 'Appendix 1 – Culture Results: Best Practice Guidelines, Field Definitions and Responsibilities', for specific details.
9. Email _CSC@giftoflife.on.ca to notify that culture results are available to be reported. If there are positive culture results, include "POSITIVE CULTURES" in the email subject line.
10. If the culture results are PRELIMINARY, return to the Task list and edit the task:
 - a. Due Date-Time
 - i. Add two (2) days to 'Due Date-Time' for follow up on final results (5 days total)
 - ii. Culture specimens that have been sent to Public Health (i.e. TB, etc.) may take weeks to obtain final results. Edit the 'Due Date-Time' accordingly for these results.
 - b. Subject
 - i. Change from "PRELIMINARY Culture Follow-up" to "FINAL Culture Follow-up"
11. Once the final culture results are obtained and entered into the 'Culture Results' section, the task can be closed.



NOTE: If the case did not have any organs transplanted and is a tissue donor, an Information Coordinator will follow up with the OTDC or lab directly (for non-OTDC hospitals), to obtain culture results.

Appendix 1 – Culture Results: Best Practice Guidelines, Field Definitions and Responsibilities

The screenshot shows a form titled "CULTURE RESULTS" with a blue header. Below the header, there is a checkbox labeled "Cultures Not Done" with a green circle containing the number 1 next to it. To the right, there is a dropdown menu labeled "Previous Positive Cultures:" with a green circle containing the number 2 next to it. Below this, there is another blue header with the text "CULTURE RESULTS" and a green circle containing the number 4 next to it. The form contains several input fields: "Source:" with a dropdown menu showing "N/A" and a text field for "If Other, Specify:"; "Date-Time:" with a date and time picker; "24 hr Result:", "48 hr Result:", and "Final Result:" (a larger text area); "Sensitivities:" and "Treatment:"; "Preliminary Results reported to:" (a large text area with a green circle containing the number 6); and "Final Results reported to:" (a large text area with a green circle containing the number 7). A green circle containing the number 3 is next to the "48 hr Result:" field. A green circle containing the number 5 is next to the "Sensitivities:" field. A note below the "Final Result:" field reads: "Note: If Sputum Gm St is selected as Source and results are pending, enter PENDING in the Final Result field."

| | | |
|--|---|---|
| 1 | Cultures Not Done | Staff Responsible: OTDC, CR |
| <p>This checkbox should <i>never</i> be checked off. All organ donors are required to have blood, urine and sputum/BAL (if lungs transplanted) cultures done as part of the donor testing</p> | | |
| 2 | Previous Positive Cultures | Staff Responsible: OTDC, CR |
| <p>Definition Any positive culture (e.g. Urine, Sputum, BAL, Blood, CSF, Wound/ MRSA/VRE /ESBL swab) that was resulted prior to verbal/written consent during the current admission - RTC/CSC to confirm with OTDC if there are any positive cultures prior to consent, if making interest calls</p> <p>Create an entry for any Previous Positive Cultures and document Sensitivities and Treatments if any (see sections 3-5 for detailed instructions on how to complete this step).</p> | | |
| 3 | 24 hr Result 48 hr Result Final Result | Staff Responsible: OTDC, CR, HDC, CSC (for OOP) |
| <p>Definition 24/48 hr = "Preliminary" Final = "Final" Whatever the STATUS of the result indicates (prelim/final) regardless of time duration since draw should be filled in here. i.e. If a Final culture is resulted within 24 hours – it should be filed under 'Final Result'. If a Prelim culture is done within 24 hours – it should be filed under '24 hr Result'.</p> | | |

If positive, document “**POSITIVE – SEE REPORT**” → do NOT transcribe positive results
 If negative, document “**NEGATIVE – SEE REPORT**”

Documenting multiple cultures from different sources

If there is more than one source (i.e. Arterial vs. Central line), indicate this in the 24/48/Final Result section.

Contaminates

If a ***contaminate*** is suspected as indicated on the result, this can be written here as well.
 (e.g. “**POSITIVE –SUSPECTED CONTAMINATE – SEE REPORT**”)

Gram Stains

For Gram Stains, they only have a FINAL result – there is no PRELIM Gram Stain

Culture specimens sent to Public Health

For culture specimens sent to Public Health (i.e. TB, etc.), it may take weeks to obtain final result.

| | | |
|----------|------------------|-----------------------------|
| 4 | Date-Time | Staff Responsible: OTDC, CR |
|----------|------------------|-----------------------------|

Definition

Date and Time that the specimen was ***COLLECTED/DRAWN*** → This should match the label on the specimen and culture report.

If there is more than one of the same type of culture drawn at the same date and time (e.g. 3 blood cultures all drawn at the same time), you **MUST** indicate the ***accession number*** and/or ***source site*** (i.e. Central line vs. Art line) and indicate this in the 24/48/Final Results section.

| | | |
|----------|--------------------------------|-----------------------------|
| 5 | Sensitivities Treatment | Staff Responsible: OTDC, CR |
|----------|--------------------------------|-----------------------------|

For Sensitivities listed on culture result, document “See Report” or if none “N/A”.

For Treatment, document “See Medications/Other Drugs” or if not treated “Not Treated”.

*NB – ‘Medications/Other Drugs’ **MUST** be filled out by OTDC/CR if cultures were treated

| | | |
|----------|--|--|
| 6 | Preliminary Results reported to: Final Results reported to: | Staff Responsible: CSC, Clinical Quality Specialist |
| 7 | | For Tissue Banks – CSC to notify a TC who will relay results to Tissue Banks |

If the entry is a Previous Positive Culture – document “Known at time of offer”.

For positive cultures AFTER consent, document the following:

Date of reporting, Transplant Program/OPO (including Edmonton-Islets for transplant ONLY)/Tissue Banks, CSC initials

E.g. DD/MM/YYYY – Reported to Name (Program), and notified TC (Name). – CSC initials

Reporting results

All positive culture results must be sent to all recipient transplant programs and out of province OPO that will be receiving or has received organs from the donor in question.

Staff Responsibilities

OTDCs and CRs are responsible for ensuring that ALL culture samples are drawn prior to the OR. To indicate that cultures were indeed drawn, they must document and complete entries on 'Culture Results' section:

-Source

-Date-Time

-24/48/Final Result/Sensitivities/Treatment – if known during the case and prior to OR. OTDC/CR must follow input guidelines and upload available culture results on 'Culture Results' section.

Once the case is complete, the following coordinators are responsible for following up and obtaining final culture results:

- **Primary OTDC and OTDC partner** are responsible for their hospital on weekdays

- **HDCs** are responsible for non-OTDC hospitals on weekdays

- **CRs** are responsible for all culture tasks due on a weekend or holiday (for both OTDC and non-OTDC hospitals)

The coordinator who obtains the culture results is responsible for emailing _CSC@giftoflife.on.ca to notify that culture results have been uploaded and are available to be reported.

24/48/Final Result/Sensitivities/Treatment – **to be completed as per input guidelines by coordinator who is uploading the culture result.**

'Prelim/Final Results reported to' – **CSC to complete as per input guidelines.**
