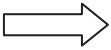


# Ontario Professional Fire Fighters Skin Bank

Updated September 22, 2023

<b>Administration</b>		
Tissue Bank Name:	Ontario Professional Fire Fighters Skin Bank	
Tissue Bank Type:	Skin Bank	
Donor Service Area:	Province wide – all hospitals capable of facilitating multi – tissue donation	
Address:	Sunnybrook Health Sciences Centre Room B219, 2075 Bayview Avenue Toronto, ON M4N 3M5	
Contact Information:	Telephone:	416-480-4050 or 416-480-4051
	Fax:	416-480-4185
	On-Call Pager:	See Referral Process Information
	Medical Contact:	Dr. Yulia Lin Telephone: 416-480-6100 ext. 2781 Pager: 416-480-5744 ID# 5828 Email: yulia.lin@sunnybrook.ca
	Medical Designate:	Dr. Akash Gupta  Department of Laboratory Medicine and Molecular Diagnostics Division of Transfusion Medicine & Tissue Bank 2075 Bayview Avenue, Room B2-04 Toronto, Ontario M4N 3M5 Telephone: 416-480-4045 Fax: 416-480-6035 Pager: 416 480-5744 ID# 4639 Email: akash.gupta@sunnybrook.ca
	Manager:	Connie Colavecchia Telephone: 416-480-6100 ext. 3446 Email: Connie.colavecchia@sunnybrook.ca
Senior Tissue Bank Technologist:	Alison Halliday Telephone: 416-480-4050 Email: <a href="mailto:alison.halliday@sunnybrook.ca">alison.halliday@sunnybrook.ca</a>	
<b>Criteria</b>		
Donor Age:	≥18 to ≤ 65	
Absolute Exclusions for Transplant:	<b>Refer to SBK exclusion criteria in SharePoint</b>	
Absolute Exclusions for Research/ Education:	The Skin Bank does not recover skin for the purposes of research.	
<b>Referral</b>		
Process:           Special Instructions for TGLN Coordinator	For referrals: <b>Upon Referral</b> <ul style="list-style-type: none"> <li>Complete assessment in full; including donor name, age, time of death, cause of death, contact info, location of the body, hemodilution calculation, etc.</li> </ul> <b>Accepting Skin On Behalf of SBK</b> <ul style="list-style-type: none"> <li>Refer to the SBK exclusion criteria to ensure donor has met requirements</li> <li>Consult with Tissue Lead* (<b>see appendix A</b>) or another Tissue Coordinator (if Tissue Lead is unavailable), to screen potential skin donor prior to accepting</li> <li>Consult with on-call Tissue MD <b>*refer to appendix B*</b></li> <li>Refer to monthly schedule for appropriate MD to contact – document all attempts to contact as well as outcome – acceptance or deferral of skin donor – in clinical notes</li> <li>Document final acceptance of donor for skin</li> <li>Do not accept donors without completed assessment, consent, MSHx and consultation with on-call Tissue Medical consultant</li> <li>Ensure all the donor paperwork is e-mailed to: Alison, Raj, Cui, Sanny, Connie, <a href="mailto:alison.halliday@sunnybrook.ca">alison.halliday@sunnybrook.ca</a> <a href="mailto:raj.visvalingam@sunnybrook.ca">raj.visvalingam@sunnybrook.ca</a></li> </ul>	

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**Upon Acceptance - Case Coordination Considerations**

- Donor will be transferred to the OFPS for recovery in cases where there is authorization to transfer (and OR at host hospital is not available)
- If no authorization to transfer, follow procedure outlined in the hospital profile for booking an OR at the host hospital
- The Tissue Coordinators are responsible for notifying the Recovery Team of the accepted case and dispatching accordingly
- If any personal effects are transferred with the body, recovery staff should document in the recovery notes and place all personal effects in a patient plastic bag to remain with the body

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<b>Recovery</b>	
Donor Transfer (to OFPS):	Coordinated by TGLN (TC) with approved transport service
Donor Transfer (morgue to OR):	Coordinated by TGLN, however hospital may request help from Recovery Team to transfer body from the morgue
Length of Recovery:	Approximate total recovery time 3 hours
Recovery OR Requirements:	No special requirements necessary for the recovery process (we provide all of our own supplies and equipment)
Recovery Suite (OFPS)/OR Booking:	Coordinated by TGLN
Coordination of Recovery	Refer to the current Multi-Tissue Recovery Schedule ( <b>Three person team is</b>

<p>Personnel:</p>	<p>required). TC to notify MTRC team of OR time at dispatch</p>
<p><b>Donor Care</b></p>	
<p>Special Instructions for Hospital Staff:</p>	<ul style="list-style-type: none"> <li>• Although nursing assistance is not required in the OR, nursing staff should orient retrieval staff i.e. who to contact in the event of emergency, location of change rooms and set up of tables required</li> <li>• MOD-Remove IV bags and line connectors pending coroner's case</li> <li>• Retrieval occurs with patient in prone position</li> <li>• A donut or sponge is required to protect face in prone position</li> <li>• Will need access to head to perform physical examination prior to skin retrieval</li> <li>• Arm boards not required for retrieval; arms will be splinted either above the head or to the torso pending degree of rigor mortis</li> <li>• No dressings are required post skin retrieval</li> <li>• The Recovery Team is responsible for post-recovery care of the body</li> </ul>
<p>Recommended Recovery Timeframe:</p>	<p>Skin prep shall begin within:</p> <ul style="list-style-type: none"> <li>• 24 hours of cardiac death or last-seen-alive-time if the body has been refrigerated within 12 hours of death/LTKA</li> <li>• 15 hours of cardiac death or last-seen-alive-time if the donor has not been refrigerated</li> </ul>

<b>Post Recovery Transport of Tissue</b>	
Instructions for the TGLN recovery team:	<ul style="list-style-type: none"> <li>Blood samples and recovered tissue are to be dropped off at Sunnybrook Health Sciences Centre, Room B219 at the main lab desk <u>You will need to ring the doorbell to gain entry</u></li> <li><b>The Blood Bank would like the recovery team to call a minimum of 30 minutes prior to dropping the tissue at 416-480-4051</b></li> </ul>
<b>Testing</b>	
Required Serology Tests:	HIV 1 & 2, , HTLV I & II, HCV, , HBsAg, HBcAb, Syphilis, NAT for HIV, HCB, HCV and WNV,
Special Instructions for Serology Specimen Collection:	<ul style="list-style-type: none"> <li><b>Please take blood samples before organ recovery or within 21.5 hrs from TOD</b></li> <li>Recovery Team to collect SST tubes: 3 x 5ml (gold top) and EDTA tubes: 2 x 6ml (pink top); pre-transfusion and pre-dilution preferred</li> <li>Label tubes with TGLN Donor ID#, MRN or other identifier if not available, date/time of collection</li> </ul>
Additional Tests Required:	White counts, Blood Cultures if available; relevant Pathology and Autopsy reports where applicable; any other relevant testing results (culture results, chest x-rays, toxicology screen results etc.)
<b>Family Care</b>	
Key Information About Recovery:	The skin retrieved is called a split-thickness skin graft and is about the same thickness as a piece of wax paper. Only a small sample of the skin is removed and a portion of the skin still remains (dermis). After retrieval the area will be hairless and pale/white in color. If the patient has dark skin then the pigmentation of the skin is lost and the remaining skin will also be white. An additional physical assessment of the donor is done prior to procurement to verify donor suitability. Based on the findings of this assessment the donation may be declined at the discretion of the retrieval team. At all times the body is treated in a caring, professional manner. There is no cost to the donor's family for any aspect of tissue donation.
Potential Impact on Options for Funeral:	The retrieval sites do not interfere with the appearance of the dressed donor for an open casket funeral.
<b>General</b>	
Year Tissue Bank Established:	1999
Specific Tissues of Interest:	Human Skin Allografts
Processing Information:	<ul style="list-style-type: none"> <li>Donor Skin soaked in an antibiotic solution within 96 hrs of retrieval; cultures taken pre and post exposure to antibiotics</li> <li>Cryopreservative (DMSO) added to donor skin 22-36 hrs after antibiotic soak..</li> <li>Frozen at a controlled incremental rate and placed in quarantine</li> <li>Final disposition of skin determined by Medical Director upon review of all relevant/required donor information</li> </ul>
Storage Information:	Storage Conditions: Liquid Nitrogen Tanks/Ultra low freezer Storage Temperature: < -40°C Storage Time: 5 years from the date of freezing
Distribution Information:	The technologists of the Sunnybrook Health Sciences Centre Blood and Tissue Bank distribute the skin upon request. Skin is distributed primarily to the Ross Tilley Burn Centre, a tertiary referral centre for burns for the province and nation.
Accreditation:	N/A

## **Appendix A:**

*Prior to consulting with the on-call Tissue Medical Consultant, the case must be reviewed with the Tissue Team Lead (TL) to assess appropriateness. A senior TC can also review the case if TL is not available. The Tissue Team Lead and/or Tissue Coordinator must document in the clinical notes that they have reviewed all case information and deem the donor to be suitable for skin donation prior to consulting with the Tissue Medical Consultant.*

### **Do (for TC assigned to case)**

- Notify the TL of your case and indicate the TGLN# for review
- Notify another TC with same accountability (if you are TL or TL is not available)
- Document in clinical notes that a review of the case was requested as well the outcome of reported review

### **Do (for TC requested to review case)**

- Review case thoroughly (includes referral worksheet, donor screening, Consent to Donate, MedSoc/UDRAI, clinical notes)
- Document in clinical notes that review was completed and the outcome

### **Don't**

- Skip this step
- Give the reviewing TC/TL a verbal report of all donor details – the donor chart must be reviewed independently by 2nd TC/TL
- Highlight only what you deem to be a concern

## Appendix B:

### Guidelines for contacting on-call tissue Medical Consultant – for potential SBK skin donors

The necessity for contacting the Tissue medical consultant must be reviewed and approved by the Tissue Team Lead before contacting them. **An MD consult is required for every SBK skin donor in order to proceed to recovery.** Please consult the monthly Tissue Medical consultant schedule to ensure you are contacting the appropriate MD.

Tissue Medical Consultant will be receiving all skin offers prior to TC accepting the skin on behalf of the tissue bank to assist with suitability determination. Final determination and acceptance of tissue on behalf of the tissue bank can only be made once the donor is deemed suitable by the Medical Consultant.

#### Tissue Coordinator contacting Tissue Medical Consultant:

1. Prior to consulting with the Tissue Medical consultant, the case must be reviewed with the Tissue Team Lead to assess appropriateness. The Tissue Team Lead and/or Tissue Coordinator should then document in the clinical notes the reason and the outcome of such consult.
2. The Tissue Medical Consultant may be contacted to provide advice and direction related to donor screening on difficult or questionable tissue donor cases. If the TC is having difficulty deciding on whether or not to accept the donor.
3. The TC will involve the Tissue Medical Consultant when the Recovery Staff are on site and have uncovered any physical or chart findings which could negate suitability for skin donation. The Medical Consultant, along with the Tissue On-Call, Tissue Team Lead and the Multi-Tissue Recovery Team Lead will discuss what the outcome will be and the TL shall document in clinical notes.
4. **Process for contacting the Tissue Medical Consultant:**
  - a. Refer to the Tissue Consultant On-Call monthly schedule in SharePoint; Identify the consultant based on the current date.  
**NOTE:** For SBK skin consults, always select the consultant from the “ON-CALL Urgent Consult Needed” column.
  - b. **PHONE the consultant ONLY.** Inform the consultant that you are calling about reviewing a potential skin donor and ask how they would prefer the information; verbal, email or both.  
**DO NOT E-MAIL OR TEXT ANY OF THE CONSULTANTS UNLESS INSTRUCTED TO DO SO AFTER PHONE CONSULT**
  - c. If the MD on-call for urgent consults does not respond to a call within 15 minutes, try again. If there has been no response after 1 hour, call/e-mail Dr. Bauer for guidance and inform that the purpose of your call is urgent.  
You must also inform TOC.
  - d. If requested to send information by e-mail, ensure **ALL PATIENT PERSONAL INFORMATION IS REDACTED** (without PI).
  - e. Ensure to carbon copy (cc) every consult to the MD Consult mailbox (mdconsult@giftoflife.on.ca)
5. Once the consultation is completed, please make note of the discussion AND outcome in the clinical notes of the donor chart. The note must include the time and date that the consultant was contacted and the discussion that was had, the outcome and next steps.

#### Document Accept/Decline:

1. If the medical consultant deems the donor unsuitable for skin donation, then the TC will not move forward with SBK skin recovery. The decline must be documented in the clinical notes and in the Tissue Outcomes page.

EXAMPLE TISSUE BANK INFORMATION						
Tissue Bank	Tissue	Contact Name	Contact Date-Time	Accepted	If No, Reason	Tissue ID#
SUNNYBROOK HEAL	Skin	Dr. Bauer	06/10/2017 11:04	No	lead exposure	

2. If the Tissue Medical Consultant feels that the potential skin donor is suitable for skin donation, then the TC will move forward with arranging the skin recovery procedure. The acceptance must be documented in the clinical notes and in the Tissue Outcomes page.

TISSUE BANK INFORMATION						
Tissue Bank	Tissue	Contact Name	Contact Date-Time	Accepted	If No, Reason	Tissue ID#
SUNNYBROOK HEAL	Skin	Natacha Kent	10/06/2021 07:33	Yes	Skin - Post	TX (pos)

3. All discussions must be documented in the clinical notes of the donor chart.