

Clinical Process Instruction Manual

Maternal Serology – SickKids

Policy:

Maternal serology is required for all organ donors less than 18 months old or who have been breastfed in the last 12 months as per Health Canada Standards.

Maternal serology requirements for tissue only donors is 28 days old or less since NAT testing is performed independently by the tissue bank at The Hospital for Sick Children (SickKids). This is in accordance with the American Association of Tissue Bank criteria and Health Canada Standards.

The packaging of blood specimens for transport and the mode of transportation selected will comply with the *Packaging and Offering for Transport: Blood Specimens Process Instruction, CPI-9-222*.

The purpose of this document is to outline the process for obtaining maternal serology for neonatal tissue donation. The “Laboratories” may be any laboratory in the community appropriate to obtain maternal serology. Maternal serology needs to be obtained within 7 days of the donor’s death. The primary coordinator for this process is the Tissue Coordinator (TC). In consultation an Organ and Tissue Donation Coordinator (OTDC) may be utilized to support a family in person.

Process:

The following instructions pertain to obtaining maternal serology for outpatient laboratories. If the donor is at SickKids or close to SickKids, it is preferable to have the mother go to the SickKids outpatient laboratory. In the event a mother is not close to SickKids outpatient lab please locate a lab closest to the mother.

1. TC offers tissues to Tissue Bank confirms acceptance of tissues based on current information at TOD.
2. The TC obtains consent/med soc from family.

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3. The TC confirms closest laboratory to Mother (A or B see below) and time Mother is available to have blood samples taken. The sample must be drawn within 7 days of donor's death.
 - A) SickKids Outpatient Lab. See SickKids Contact Information Exhibit 1: Laboratory
Please instruct mother to register at SickKids admitting before going to the lab.
 - B) Community lab closest to mother
4. The TC contacts the laboratory (A or B) and confirms need for maternal serology.
5. The TC arranges for blood tube package, TGLN lab requisition lab cover letter, to be sent via courier.
 - A) The TC ensures the blood tubes are not expired. Provide 1 red top, 1 lavender top (EDTA) in TGLN approved green blood bag
 - B) The TGLN Lab requisition (see Exhibit 2) is filled out for the lab that will draw the maternal sample indicating maternal DOB and health card number, donor TGLN number.
 - C) A TML Lab requisition is filled out with maternal DOB and donor TGLN number. This requisition is pre-filled and will be sent with the drawn blood to the Hospital for SickKids Tissue Bank. For delivery label and delivery information, see Sample of SickKids Contact Information Exhibit 1: Tissue Bank Label.
 - D) Appropriate lab cover letter is provided to the outpatient lab, see Exhibit 3 or 4.
6. Once the outpatient laboratory phones TGLN to confirm that the blood samples have been drawn, the following should occur:
 - A) For SickKids Outpatient Lab: The TC will facilitate a porter to be paged to pick up and deliver blood samples. The TC is to arrange the green package labelled "For Tissue Bank" and a pre-populated TML requisition placed inside the green package.

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See Sample of SickKids Contact Information Exhibit 1: Porter Instructions to the Lab

- B) For Outpatient Lab in community: The TC will arrange to have the delivery label to “SickKids Tissue Bank” placed on green package, pre-populated TML requisition should be placed inside the green package and will contact a local courier to pick-up the green package containing the blood samples and deliver to SickKids Tissue Bank.
- C) The TC requests a call back to confirm package pick up by courier/porter. The TC will contact the Tissue Lab to notify the lab of package delivery.

7. The TC completes the hemodilution calculation of the donor and the mother in iTransplant.

References:

- No references

Records:

- No records

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Exhibit 1: Sample of SickKids Contact Information

Laboratory

SickKids Outpatient Lab
Main Rm 408, M-F: 0700 – 1730
Tel: 416-813-6212

Tissue Bank Label

SickKids Tissue Bank
3rd Floor Atrium Rm 3677
500 University Ave
Toronto, Ontario
M5G 1X8

After hours outside M-F: 0800 - 1600, deliver to Blood Bank 3rd Floor Atrium Rm 3688, labelled
“For Tissue Bank”

Porter Instructions to the Lab

The TC is to provide porter instructions to the lab:

*“Please phone for a porter by calling **207542** and leave a message to arrange a porter to pick up the blood samples and drop them off at the appropriate location. Include outpatient lab location and phone number in your voicemail.”*


Tissue Bank
3rd Floor Atrium Rm 3677, M-F: 0800 - 1600

Blood Bank
3rd Floor Atrium Rm 3588 (labelled “For Tissue Bank”)

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Exhibit 2: TGLN Lab Requisition



	CSF-9-220
<p>Requesting Clinician/Practitioner No. CPSO/Registration No.</p> <p><u>Andrew Healey</u> <u>81085</u></p> <p>Signature Date</p> <p>Check: (V) one: <input type="checkbox"/> OHIP/Insured <input type="checkbox"/> Third Party/Uninsured</p> <p>Additional Clinical Information: Maternal serology is required for the safety of donated tissues for transplant. Please phone Trillium Gift of Life Network for any questions regarding instructions below.</p> <p>TGLN# (donor): _____</p>	<p><i>Laboratory Use Only</i></p> <hr/> <p>Service Date: YYYY MM DD </p> <hr/> <p>Health Card Number: Version Sex Date of Birth M F YYYY MM DD </p> <hr/> <p>Patient's Surname, First Name</p> <hr/> <p>Patient's Address (Including Postal Code)</p>
<p><u>Laboratory Instruction:</u></p> <p><input type="checkbox"/> 10 mL - Red top tube (1 Tube provided)</p> <p><input type="checkbox"/> 10 mL – Lavender top tube (EDTA) (2 Tubes provided)</p> <p>Please draw blood samples above, label the tubes as per your protocol and place tubes back inside the secured plastic bin. Place the pre-filled "Laboratory Services Requisition" inside the green package provided, and place new delivery label provided addressed to "Sick Kids Tissue Bank" on the outside of green package.</p> <p>For Pick Up: Please phone Trillium Gift of Life Network at 1-877-363-8456 when completed and a courier will pick up the green package and deliver it to Sick Kids Hospital Tissue Bank.</p>	
<p>Laboratory Tech Name: _____ Date: _____ Time: _____</p>	
<p>Laboratory Personnel Name – Provided courier with Green Bag: _____ Date: _____ Time: _____</p>	

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Exhibit 3: Community Lab Cover Letter

CSF-9-226



 Trillium Gift of Life Network	483 Bay Street, South Tower, 4 th Floor Toronto, ON M5G 2C9 Tel: 416-363-4001 or 1-800-263-2833 Fax: 1-866-557-6100
Dear Community Laboratory Services,	
On behalf of Trillium Gift of Life Network and the donor family, thank you for taking the time to facilitate tissue donation. The donor mother has lost her child and made a courageous decision to help others through tissue donation of heart valves. Maternal serology is required for the safety of donated heart valves for transplant.	
If you have any questions regarding the Laboratory Instructions on the requisition please contact a Tissue Coordinator for assistance.	
A courier will be arranged by the Tissue Coordinator to have the blood samples in the provided containers picked up.	
Sincerely,	
Tissue Coordinator Provincial Resource Centre 416-363-4438 1-877-363-8456	
July 31, 2019	

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Exhibit 4: SickKids Outpatient Lab Cover Letter

CSF-9-227

 <p>Trillium Gift of Life Network</p>	<p>483 Bay Street, South Tower, 4th Floor Toronto, ON M5G 2C9 Tel: 416-363-4001 or 1-800-263-2833 Fax: 1-866-557-6100</p>
<p>Dear Sick Kids Laboratory Services,</p>	
<p>On behalf of Trillium Gift of Life Network and the donor family, thank you for taking the time to facilitate tissue donation. The donor mother has lost her child and made a courageous decision to help others through tissue donation of heart valves. Maternal serology is required for the safety of donated heart valves for transplant.</p>	
<p>If you have any questions regarding the Laboratory Instructions on the requisition please contact a Tissue Coordinator for assistance.</p>	
<p>Blood samples will be sent to the Sick Kids Tissue Bank 3677 Atrium (M-F 8am-4pm), after hours samples will be sent to the Sick Kids Blood Bank 3688 Atrium labeled "For Tissue Bank".</p>	
<p>Please phone for a porter by calling 207542 and leave a message to arrange a porter to pick up the blood samples and drop them off at the appropriate location. Include outpatient lab location and phone number in your voicemail.</p>	
<p>Sincerely,</p>	
<p>Tissue Coordinator</p>	
<p>Provincial Resource Centre 416-363-4438 1-877-363-8456</p>	
<p>July 31, 2019</p>	 <p>Ontario Trillium Gift of Life Network</p>