



Clinical Process Instruction Manual

Accepting and Offering Tissue

Policy:

Trillium Gift of Life Network (TGLN) and participating designated facilities offer tissue donation as a routine component of end-of-life care. If consent and a satisfactory donor suitability assessment have been obtained, TGLN facilitates donation by accepting tissue on behalf of the tissue banks and/or offering tissue to the appropriate tissue bank(s).

For the purposes of this document, the Provincial Resources Centre (PRC) coordinator facilitating the case refers to the Tissue Coordinator (TC).

Process:

1. After completing or receiving the *First Person Consent to Donate Organs and/or Tissue or Consent Form to Donate: Organs and/or Tissue*, donor assessment and the donor *Medical and Social History Questionnaire* (MSHx) or relevant *Donor Risk Assessment Interview(s)* (DRAI), the PRC coordinator reviews the documentation for completeness and accuracy. The Tissue Coordinator (TC) evaluates the documentation for any exclusions as per the tissue bank exclusion criteria in *General Tissue Donation Criteria and Contraindications Process Instruction, CPI-9-262*. With the exception of ocular tissue for The Eye Bank of Canada, the TC completes the TC Screening Checklist applicable to the Tissue Bank they are screening for and uploads the completed form to the attachments in iTransplant. If no exclusions are identified, the TC 'accepts' the tissue on behalf of the tissue bank and documents their own name and the acceptance details in the Clinical Notes and in the Tissue Bank Information section on the Tissue Outcomes page in iTransplant. If any exclusions are identified, the TC rejects the tissue on behalf of the tissue bank and documents their own name and the deferral details in the Clinical Notes and the Tissue Bank Information section on the Tissue Outcomes page in iTransplant. TGLN accepts tissue on behalf of the following tissue banks:
 - *Mount Sinai Allograft Technologies* – Musculoskeletal Tissue (bone, tendon and fresh graft)
 - *RegenMed* - Musculoskeletal Tissue, Skin Tissue
 - *Hospital for Sick Children–Tissue Laboratory*-Cardiovascular Tissue (heart valves)
 - *Sunnybrook Ontario Professional Fire Fighters Skin Bank* – Skin Tissue

For ocular tissue, proceed to step 5.

2. The TC immediately notifies the tissue banks that tissue has been accepted on their behalf and sends all relevant donor documents by e-mail. TC will include the referral worksheet, donor screening, *Consent to Donate: Organ and/or Tissues* form, other relevant attachments as well as completed MSHx (if a joint organ and tissue case) or completed DRAI(s) (if a tissue only case).



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In addition, the TC will verbally inform applicable tissue banks of all accepted tissues and provide any additional information requested by the tissue banks (OR timing, logistics, tissue transport after recovery, etc.) and/or answer any outstanding questions.

3. On occasion, should uncertainties arise in regards to donor suitability for any given tissue bank, the tissue bank's Medical Director, tissue bank's screener or designate is available to assist in providing information on donor acceptance or suitability. After hours, when attempts to reach such designate have been unsuccessful, the TC may contact the Tissue Program's 24-hour Medical Consultant by following the process outlined in CPI-9-557 *Sending Pictures and Donor Medical Chart Information for Medical Consult and Determining Tissue Donor Suitability Process Instruction*. All attempts, whether successful or unsuccessful should be documented in the Clinical Notes and include the reason for consultation, name, time and outcome.
4. If requested by the tissue bank, the PRC coordinator uses reasonable efforts to facilitate additional testing requirements. Any such requests shall be documented in the clinical notes by the individual receiving the request.
5. For consented ocular donors, review all donor documentation for any potential exclusions found on the Eye Bank of Canada's *Exclusion Criteria for Transplant*. If no exclusions are identified, the TC contacts the Eye Bank of Canada (EBC) to 'offer' the tissue. The TC verbally conveys all pertinent information retained from the *Consent Form to Donate: Organs and/or Tissue*, *Assessment Form: Tissue Donor*, and the MSHx or relevant DRAl(s), and (if applicable) the Coroner's instruction to the tissue bank coordinator or accepting physician. The tissue bank's decision to accept or defer the tissue must be documented in the Clinical Notes as well as in the Tissue Bank Information section on the Tissue Outcomes page in iTransplant. The TC also documents any specific requests from the tissue bank coordinator or physician in the clinical notes. If requested to do so, the TC must make every reasonable effort to obtain more information on the donor to assist the tissue bank in their decision to accept or defer.
 - a. The Eye Bank of Canada (EBC) is the only Tissue Bank who currently has access to iTransplant and is privy to a donor's chart once the TC has made an official tissue offer. As such, the TC is not required to e-mail or fax any donor documents to EBC.
 - b. For ocular donor offers after hours (2300-0700 M-F) and on weekends: the lead TC can accept an ocular donor in order to proceed with recovery. This decision will be based on all gathered information, past experience and best judgment. Decisions and rationale should be documented in the Clinical Notes. When regular EBC hours resume, a TC must officially offer the tissue and document EBC acceptance or deferral as per the steps outlined in 4.



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Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Consent Form to Donate: Organs and/or Tissue	CSF-9-11	PRC	PRC	16 years
First Person Consent to Donate Organs and/or Tissue	CSF-9-187	PRC	PRC	16 years
Assessment Form: Tissue Donor	CSF-9-16	PRC	PRC	16 years
Donor Medical and Social History Questionnaire	CSF-9-14	PRC	PRC	16 years
Eye-Only Donor Risk Assessment Interview (Donor > 10 years old)	CSF-9-214	PRC	PRC	16 years
Eye-Only Donor Risk Assessment Interview (Child Donor ≤ 10 years old)	CSF-9-215	PRC	PRC	16 years
Eye-Only Donor Risk Assessment Interview Birth Mother	CSF-9-216	PRC	PRC	16 years
Donor Risk Assessment Interview (Donor > 10 years old)	CSF-9-261	PRC	PRC	16 years
Donor Risk Assessment Interview (Child Donor ≤ 10 years old)	CSF-9-262	PRC	PRC	16 years



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Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Donor Risk Assessment Interview Birth Mother	CSF-9-263	PRC	PRC	16 years

References:

- *Discussing Donation Opportunities and Obtaining Consent, CPI-9-204*
- *Donor Medical and Social History – Organ or Combined Organ & Tissue, CPI-9-207*
- *Medical & Social History – Tissue, CPI-9-261*
- *Tissue Bank Profiles*
- *General Tissue Donation Criteria and Contraindications Process Instruction, CPI-9-262*
- *Sending Pictures and Donor Medical Chart Information for Medical Consult and Determining Tissue Donor Suitability Process Instruction, CPI-9-557*