

Clinical Process Instruction Manual

Donor Transfer for Organ Recovery Process Instruction

Policy:

The recovery of organs and tissue is preferably completed at the hospital where the donation originated (referring hospital) in order to optimize support for donor families and optimize organ recovery. The decision to transfer and the conditions required prior to transfer are based on the receiving hospital's policy and resource availability.

Trillium Gift of Life Network (TGLN) may assist in arranging the transfer of potential donors from the referring facility, to the recovery hospital. The Specialist Organ and Tissue Donation (S-OTD) or Clinical Responder (CR) at the referring hospital travels to the receiving hospital to facilitate the transfer, and continue with donor management support. Where on-site support is not possible, TGLN's Provincial Resource Centre (PRC) may provide the necessary assistance by telephone.

Process:

1. If the donor must be transferred to another facility for organ recovery or donor management, the Referral Triage Coordinator (RTC) / Clinical Services Coordinator (CSC) or designate ensures that: preliminary suitability screening has been assessed and there is interest in at least one organ from a transplant program.
2. The S-OTD/CR or designate will review the consent form to confirm that the family has consented to transfer of body.
3. For Coroner's cases, the S-OTD/CR or designate will contact the Coroner to receive permission for transfer of body for the purposes of organ recovery or donor management. If the Coroner involved indicates that permission for organ donation may be withheld or there are any organ/tissues blocked for donation, the TGLN coordinator arranges with the MOC (Manager On Call) and/or DSP (Donation Support Physician) for the DSP to contact the Regional Coroner for further discussion. The S-OTD/CR documents the name of the Regional Coroner and the date and time of contact on the *Coroner/Forensic Pathologist Permission Form*.
4. The Most Responsible Physician contacts Critical to arrange the donor transfer to a centre that can support donation and will accept the patient.
5. When the time of transfer is confirmed, the S-OTD/CR or designate will notify the CSC and receiving hospital's ICU charge nurse and accepting physician about the anticipated time of arrival, donor status, and any required procedures.

Clinical Process Instruction Manual

Donor Transfer for Organ Recovery Process Instruction

6. The S-OTD/CR or designate at the referring facility will ensure the following documentation if applicable to accompany the donor to the recovery hospitals:
 - Original TGLN “*Consent to Donate: Organs and/or Tissues*” including the authorization for consent for transfer of the donor’s body;
 - Original Death Determination by Circulatory Criteria (DCC) consent (if applicable);
 - Copy of the declaration of death by neurological criteria (two physicians unless the second declaration is planned at the recovery hospital), including any supporting documentation such as drug screen, a copy of the CT scan of the head, or any other ancillary testing completed in the determination of neurological death if applicable;
 - Copy of ABO blood type;
 - Photocopy of the donor chart (admission history, clinical notes, medication record, chest x-ray, recent laboratory results, and relevant blood cultures).
 - Coroner/Forensic Pathologist Permission Form
7. The S-OTD/CR or designate at the referring facility will accompany the donor to the receiving hospital to facilitate transportation and continue with donor management support.
8. If applicable, the S-OTD/CR at the receiving hospital will be available to attend to the donor at admission to ensure that relevant information is processed accurately and appropriately.
9. The S-OTD/CR will ensure the family is kept up to date with transfer arrangements.

Records:

- No records.

References:

- *Ontario Organ or Combined Organ with Tissue Donation Process Instruction, CPI-9-100*
- *Determining of Death – Death Determination by Neurologic Criteria Process Instruction, CPI-9-202*
- *Discussing Donation Opportunities and Obtaining Consent Process Instruction, CPI-9-204*
- *Donor Medical and Social History – Organ or Combined Organ & Tissue Process Instruction, CPI-9-207*
- *Donor Assessment Process Instruction, CPI-9-208*
- *TGLN Consent: Organs and/or Tissues*
- *Death Determination by Neurologic Criteria Guidelines*
- *Death Determination by Neurologic Criteria Checklist*



Ontario Health
Trillium Gift of Life Network

SECTION: Clinical

ID NO.: CPI-9-400

PAGE: 3 of 3

ISSUE DATE: June 30, 2005

ISSUE.REVISION: 1.7

REVISION DATE: January 24, 2024

APPROVED BY: Hospital Program
Authority

Clinical Process Instruction Manual

Donor Transfer for Organ Recovery Process Instruction

- *Patient Transfer Authorization Form*
- *OTDC Organ Recovery Reporting Form*
- *Coroner/Forensic Pathologist Permission Form*
- *Health Canada: Basic Safety Requirements for Human Cells, Tissues and Organs for Transplantation, Health Products and Food Branch, January 2003*
- *CAN/CSA-Z900.1 –03: Cells, Tissues, and Organs for Transplantation and Assisted Reproduction: General Requirements. Canadian Standards Association, 2022*