

Clinical Process Instruction Manual

Recovery Staff Credentials Process Instruction

Policy:

Trillium Gift of Life Network has the mandate in Ontario to manage and coordinate the recovery of organs and tissues, under the *Gift of Life Act*. Any physician performing or assisting in an organ and/or tissue recovery must be granted temporary privileges under the *Public Hospitals Act* (Ontario) in order to use the resources of the hospital where the recovery takes place.

TGLN hosts a web-based credentialing database. The website is made accessible to users that have a requirement to verify recovery team personnel possess the necessary credentials to recover organs and/or tissues within a donor hospital. Recovery personnel include: physicians, tissue recovery technicians, and surgical recovery technicians.

Transplant Programs and other organizations are responsible for confirming the credentials of physicians and other staff performing recoveries.

Transplant program medical directors will ensure recovery team members have the necessary credentials and licensing, ensure that the recovery team members are appropriately directed; and ensure that all recovery team members travel with photo identification and are prepared to produce evidence of their licensure and Canadian Medical Protective Association (CMPA) insurance (if applicable) at a recovery hospital.

Procedure:

The credentialing of recovery staff to recover both organs and tissues is a mandatory pre-requisite under the *Public Hospitals Act*. Two scenarios exist which will be fully described.

- Ontario Donor and Ontario Recovery teams
- Ontario Donor and Out of Province Recovery teams

Ontario Donor and Ontario Recovery teams:

1. Transplant Centre Medical Directors complete and sign an Organ Recovery Personnel Certification Form (Exhibit 1) for all Physicians, Fellows, and Residents participating in organ



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recoveries on behalf of their program. The form is submitted to TGLN via a dedicated TGLN email address for recovery credentials (credentials@ontariohealth.ca)

2. The signed *Organ Recovery Personnel Certification Forms and Recovery Personnel Certification Forms* must include the following information. See Exhibits 1 and 2.
 - First name
 - Last name
 - Title/role (i.e. Fellow, Surgical Recovery Coordinator, etc.)
 - Credentialing organization
 - Type of organ/tissue specialty (i.e. Lungs, Heart, etc.)
 - Start date
 - Expiry date
 - College of Physicians and Surgeons Ontario (CPSO) number (if applicable)
 - CMPA (Y/N) (if applicable)
 - Name of the responsible medical director or designate
 - Notification email address
3. The PRC Coordinator and/or designate update the credentials website: <https://medcred.giftoflife.on.ca>, with any new or updated credentialing information received.
4. The PRC-Organ Coordinator or designate will send e-mail reminders annually to Transplant Centres and other organizations' medical directors, or designates, to request credentialing information and signed certification forms for any new recovery team members.
5. All records expire 2 years from the date of last update if no expiration date for team participation has been specified on the recovery personnel certification form.
6. Records that have expired will automatically be flagged by the database and displayed in red on the credential website. An automatic email alert will be sent to the notification e-mail address on record 30 days prior to the expiry date warning of an impending record expiration.
7. Transplant Centre other organizations medical directors or designates are required to review and provide an update to TGLN when they receive an expiration alert.

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8. Transplant Centres and other organizations are required to provide the names of recovery personnel attending each recovery to the applicable PRC coordinator. The Clinical Services Coordinator (CSC) and/or designate will provide the names of recovery personnel to the Specialist, Organ and Tissue Donation (S-OTD) or recovery hospital as requested.
9. The recovery hospital confirms the identity of each recovery team member and accesses the credential website to verify credentialing details.
 - 9.1. All recovery personnel are required to carry photo identification from their practicing hospital or organization where applicable.
 - 9.2. Recovery team surgeons should also be prepared to provide a copy of their CPSO licence and CMPA insurance to the recovery hospital.
 - 9.3. Recovery team personnel may be required to sign-in and/or sign a form indicating they will abide by hospital policies and procedures on arrival at the donor hospital.
 - 9.4. If information for recovery team members is missing from the credential website, the CSC or TC will advise the affected recovery team member(s) that they may be denied access to the donor operating room by the recovery hospital.
10. Deviation from this process that leads to loss of an organ for transplantation will be forwarded by the Manager Surgical Recovery Services, Organ to the TGLN Quality department for follow up as a critical incident.

Ontario Donor and Out of Province Recovery teams:

11. TGLN is responsible for obtaining the same or equivalent credential information from Out of Province (OOP) Organ Procurement Organizations (OPO) regarding OOP recovery team members. The CSC and/or designate will be responsible for obtaining and forwarding this information to the S-OTD or recovery hospital if requested.
12. The recovery hospital confirms the identity of each recovery team member who attends to perform the recovery.
 - 12.1. All recovery personnel are required to carry photo identification from their practicing hospital or organization.

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- 12.2. Recovery team surgeons should also be prepared to provide copies of their medical licence and malpractice insurance to the recovery hospital.
- 12.3. Recovery team personnel may be required to sign-in and/or sign a form indicating they will abide by hospital policies and procedures on arrival at the donor hospital.
- 12.4. If credentialing information is not available, or not provided to TGLN, the CSC and/or designate will advise the OOP OPO that recovery team members may be denied access to donor operating rooms by the recovery hospital.
13. Deviation from this process that leads to loss of an organ for transplantation will be forwarded by the Manager Surgical Recovery Services, Organ to the TGLN Quality department for follow up as a critical incident.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Organ Recovery Personnel Certification Form	CSF-9-117	PRC	PRC	16 years
Recovery Personnel Certification Form	CSF-9-116	PRC	PRC	16 years

References :

- *No references*




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Exhibit 1: Organ Recovery Personnel Certification Form

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CSF-9-117



**Trillium
Gift of Life
Network**

483 Bay Street South Tower,
4th Floor Toronto, Ontario M5G2C9
Tel: 416-963-4001 (in Toronto) or
1-800-263-2833
Fax: 416-363-4002

ORGAN RECOVERY PERSONNEL CERTIFICATION FORM

TO: Trillium Gift of Life Network
FROM: [Name of Hospital]
RE: Quality Assurance for Members of the Organ Recovery Team

Attached is the transplant program's updated list of staff physicians and fellows participating in the recovery of organs on behalf of the Hospital from time to time.

As the Medical Director of the Transplant Program, I certify that each of these physicians:

- has been granted privileges at the Hospital in accordance with the Hospital's process under its by-laws; and
- has privileges at the Hospital on this date that are in good standing (i.e., no restrictions).

Furthermore, I will provide TGLN with any additions to or deletions from this list in a timely manner. I will remove from the list any physician who ceases to meet these qualifications or those established by Accreditation Canada, and I will notify TGLN in a timely manner.


Signed: _____ Date: _____

Name:
Title:

Note: Attached list must contain the following information:

- First and last name
- Title/role
- Hospital base
- CPSO number (if applicable)
- CMPA membership
- Expiry date of team participation, if any
- Name of physician certifying credentials
- Name of organ(s) speciality

LIST OF AUTHOURIZED RECOVERY PERSONNEL



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Exhibit 2: Recovery Personnel Certification Form

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483 Bay Street South Tower,
4th Floor Toronto, Ontario M5G2C9
Tel: 416-963-4001 (in Toronto) or
1-800-263-2833
Fax: 416-963-4002

RECOVERY PERSONNEL CERTIFICATION FORM

TO: Trillium Gift of Life Network
FROM: [Recovery Agency/Hospital]
RE: Quality Assurance for Members of Recovery Teams

Attached is an updated list of personnel participating on the recovery teams on behalf of our organization from time to time.

As the Medical Director / Designate of this program, I certify the following:

- Recovery personnel have been granted privileges (if required) at the Hospital in accordance with the Hospital's process under its by-laws; and / or
- Staff members that are listed have the appropriate training and credentials to perform recovery of all of the tissues/organs indicated.

Furthermore, I will provide TGLN with any additions to or deletions from this list in a timely manner. I will remove from the list any recovery personnel who ceases to meet these qualifications and I will notify TGLN in a timely manner.


Signature: _____ Date: _____

Name: _____

Title: _____

The list must contain the information below:

- First and last name
- Title/role
- Hospital/Organization/tissue bank
- Certification/Registration # (if applicable)
- Expiry date of team participation, if any
- Name of physician / designate certifying credentials
- Name of organ / tissue speciality



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