



Clinical Process Instruction Manual

Organ Recovery Supplies Inventory (Eastern Region) Process Instruction

Policy:

Ontario Health - Trillium Gift of Life Network (TGLN) is committed to ensuring that it maintains an adequate supply of safe and appropriate supplies required for recovery of organs. The inventory of reagents and supplies and ordering process is coordinated by The Ottawa Hospital in the Eastern Region. Ontario Health - TGLN is only responsible for the stocking and restocking of surgical recovery bags which are maintained by the Surgical Recovery Coordinators (SRC).

Process:

Recovery Bags (Eastern Region)

1. Each bag contains a controlled list of items, *All Organ Recovery Bag Inventory List (Eastern Region)* see Exhibit 1 or *Kidney Pump Recovery Bag Inventory List (Eastern Region)* see Exhibit 2.
2. All bags are checked on a monthly basis using the *Monthly Recovery Bag Inventory Checklist (Eastern Region)* (Exhibit 3) to ensure minimum quantities of the required supplies are present, and to ensure the bags do not contain damaged items or items that will expire in the next month. Items which are either damaged or have expired are discarded immediately.
3. Each bag is tagged using a green or red fastener with the initials of the SRC that performed the bag check indicating that all items are present (i.e. a tagged bag checked in March will not contain items expiring during the month of April).
4. When a bag is opened during a recovery the green fastener is removed. In the event that there are issues with the items in the bag (e.g. expired items, insufficient number of items, incorrect items, etc.), the SRC is to notify the Manager, Surgical Recovery Services (Organ) of the issues and identify the initials on the security tag. The Manager, Surgical Recovery Services (Organ) will take corrective actions as deemed necessary.
5. The green or red fastener is only replaced with the initials of the SRC when any items in the bag are replaced.

Inventory of Supplies Held at the Ottawa Hospital Civic and General Campuses

6. The Ottawa Hospital Coordinators are responsible for completing inventory of organ recovery supplies and reagents stored in the sterile supply room.
7. The SRCs are responsible for completing inventory of organ recovery supplies that are stored in designated areas of the Ottawa Hospital (e.g. the SRC office).



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Ordering Supplies

8. If the SRC notices that the supply of organ recovery supplies and reagents which The Ottawa Hospital are responsible for are low, the SRC is responsible for notifying the Ottawa Hospital Coordinators that re-ordering and re-stocking of the supplies is required.
9. If the SRC notices that the supply of organ recovery supplies that are the responsibility of Ontario Health - TGLN, the SRC is responsible for notifying the PRC-Organ administrative assistant or designate that ordering and/or shipment of the supplies is required.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Monthly Recovery Bag Inventory Checklist (Eastern Region)	CSF-9-199	PRC	PRC	16 years
All Organ Recovery Bag Inventory List (Eastern Region)	CSF-9-200	--	--	--
Kidney Pump Recovery Bag Inventory List (Eastern Region)	CSF-9-250	--	--	--

References:

- No references



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Exhibit 1: All Organ Recovery Bag Inventory List (Eastern Region)

CSF-9-200

ALL ORGAN RECOVERY BAG INVENTORY LIST (EASTERN REGION)	
ITEM NAME	MINIMUM QUANTITY
Pour Spouts	6
CardioMed Organ Bags	20
Linear Cutter	2
Linear Cutter Reloads	4
1000 ml Sterile Organ Containers	4
60 ml Luer Lock Syringes	3
Paediatric Feeding Tubes	3
Linear Stapler	2
Linear Stapler Reloads	3
Organ Perfusion Line – 4 Spike	3
Organ Perfusion Line – 2 Spike	2
Venous Return Catheter (12 FR)	2
Venous Return Catheter (16 FR)	2
Venous Return Catheter (20 FR)	2
Venous Return Catheter (24 FR)	3
Portal Tubing	3
12 G Adult Aortic Root Cannula	3
18 G Paediatric Aortic Root Cannula	2
Tourniquet Kit	3



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Exhibit 2: Kidney Pump Recovery Bag Inventory List (Eastern Region)

CSF-9-250

KIDNEY PUMP RECOVERY BAG INVENTORY LIST (EASTERN REGION)	
ITEM NAME	MINIMUM QUANTITY
Kidney Perfusion Circuits	2
Seal Ring (7X20) Cannula	2
Seal Ring (10X35) Cannula	2
Universal Seal Ring 9 mm Cannula	3
Universal Seal Ring 7 mm Cannula	3
Universal Seal Ring 5 mm Cannula	2
Universal Seal Ring 3 mm Cannula	2
Sterile Drapes	3
Cannula Couplers	2

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