

Clinical Process Instruction Manual

Eye Recovery Documentation – Supplies and Equipment Process Instruction

Policy:

The Trillium Gift of Life Network (TGLN) Tissue Recovery Coordinator for ocular (TRC) is responsible for all documentation, supplies, and equipment used in the recovery of ocular tissue. The TRC for ocular ensures that everything required is available, current, and appropriate for use.

Documentation of case-related activities may be done via paper or electronic format.

Process:

1. Eye recovery documentation consists of the following documents either paper versions or electronic, of which is brought with the TRC to the recovery site:
 - completed donor assessment
 - completed Warrant to Bury (where available)
 - *Consent to Donate: Organs and/or Tissue*
 - completed donor medical and social history questionnaire (where available)
 - *Eye Recovery Note*
2. For paper records, the TRC obtains a blank *Eye Recovery Form* which must be completed on every donor case and sends a copy of the completed form to the Eye Bank of Canada (EBC). The TRC proceeds to label each page of the form with the TGLN identification number.

For electronic records, a tablet/laptop and scanner are utilized to document information electronically.

Note: Paper forms should be brought on a case as a backup in case of equipment failure.

3. For transportation documentation, if traveling by taxi, the TRC obtains two taxi chits from the Tissue Coordinator (TC) desk and signs them out on the taxi usage log. If using the TGLN van, the TRC obtains the keys, signs out the vehicle and completes the vehicle inspection. The TGLN vehicle sign out and inspection can be done electronically.
4. Eye recovery supplies are assembled and verified by the TRC as detailed on the supply list.
5. TRC selects an ocular cooler with enclosed peanut and eye jars.
6. TRC selects the appropriate eye enucleation equipment or in situ equipment, media and supplies.

Clinical Process Instruction Manual

Eye Recovery Documentation – Supplies and Equipment Process Instruction

7. TRC shall enter all equipment and supplies on the *Eye Recovery Form* or equivalent electronic documentation (including lot and or load numbers, as indicated) ensuring all supplies are intact and have not expired.
8. If there is the potential for multiple recoveries, TRC's are encouraged to take an extra set of ocular recovery supplies.
9. After the recovery is complete, the TRC ensures the *Eye Recovery Note* is completed, signed, and left in the patient's hospital chart, or with other documents at the coroner's office and a copy is attached to the TGLN chart . If a patient chart cannot be located, for those TRC's that work directly out of the Provincial Resource Centre it is required to complete and sign the *Eye Recovery Note* and fax it to the recovery hospital's Health Records department upon returning to the Provincial Resource Centre. For remote TRCs place a note in the notes tab of iTransplant asking the TC to fax to the recovery hospital's Health Records department. For Funeral Home recoveries, only need to upload a copy of the Eye Recovery Note into iTransplant.
10. An expense report must be completed and can be submitted in either printed or electronic version. For paper submission original receipts must be attached. For electronic submissions, attach either a picture or pdf of the receipts with the email submission. Write the TGLN case number on the receipts and submit to accounts payable (Accounts_Payable@GiftofLife.on.ca), together with the expense claim form. Reimbursements for parking, mileage, gas (for TGLN vehicle) or other expenses related to TGLN work are claimable.

Records:

- No records.

References:

- Reporting Form: Provincial Resource Centre to Tissue Recovery Coordinator
- Reporting Form: Clinical Services Coordinator to Surgical Recovery Coordinator
- Assessment Form: Tissue Donor
- Warrant to Bury
- Consent to Donate: Organs and/or Tissue, Donor Medical and Social History Questionnaire
- Eye Recovery Form