

Clinical Process Instruction Manual

Transfer of Body for Recovery Process Instruction

Policy:

Tissue bank(s) may require the transfer of the donor body from the donor hospital to a tissue bank facility, other hospital or recovery location in order to recover donated tissue. In this situation, the body may be transferred to an accepting recovery hospital, tissue bank or other recovery location provided consent to transfer has been obtained from legal next-of-kin (NOK) or substitute decision maker (SDM). The PRC is responsible for making arrangements to transfer the body.

Acceptable situations for body transfer include to first attempt for transfer to a TGLN designated facility; lack of hospital or referral site resources (i.e., no operating room (OR) available; accidental release of body to funeral home; or by request of the coroner).

TGLN is responsible for ensuring that all pertinent documentation accompanies the body during transfer. TGLN is responsible for covering costs related to transfer of donors. If transfer is confirmed to a TGLN designated facility TGLN would also cover costs related to transfer of a body for tissue donation in case of TGLN error. The Manager or Manager On-Call or Tissue On-Call must be contacted to approve body transfer fee payment by TGLN. The Tissue-on-call is notified when the donor is transferred to a TGLN designated facility.

For the purposes of this document, the "TGLN Coordinator" facilitating the case refers to the Tissue Coordinator (TC), but in some instances the Clinical Services Coordinator (CSC) may fill this role.

Process:

Pre-Recovery

1. If transfer of the body for recovery is necessary to proceed with donation, the TGLN Coordinator or Organ and Tissue Donation Coordinator (OTDC) ensures that consent for transfer (as per *Discussing Donation Opportunities and Documenting Consent Process Instruction, CPI-9-204*) is documented. If consent was not obtained, the TGLN Coordinator determines if consent for transfer was declined by NOK or if not asked, by the individual approached regarding donation. If consent for transfer was not declined, the TGLN Coordinator contacts the donor family to request consent to transfer.
2. Upon acceptance of the tissue offer, the TGLN Coordinator makes arrangements with designated transport service company to facilitate the transfer.
3. The TGLN Coordinator ensures that the following documentation is included with the paperwork that accompanies the body for transfer where possible:
 - Warrant to Bury where available.

Clinical Process Instruction Manual

Transfer of Body for Recovery Process Instruction

- Consent for Tissue Donation & Transfer (copy).
 - Photocopy of hospital chart information and any relevant test results.
 - Donor medical and social history questionnaire, if completed on site in paper format.
4. The TGLN Coordinator ensures that the body is transferred in accordance with any specific institutional requirements.
 5. The TGLN multi-tissue recovery team is requested to inform the Provincial Resource Centre (PRC) upon completion of recovery.

Coroner's Case

6. Where applicable, the TGLN Coordinator notifies the Coroner upon completion of recovery. The Coroner may request that the body be transferred to the Coroner's office or to the original hospital (pre-transfer). If the body is to be transferred to the Coroner's office, the cost of transfer from the hospital to the Coroner's office is the responsibility of TGLN management
7. The TGLN Coordinator confirms where the autopsy will take place, and who will arrange for transportation to this location (in some cases, the Coroner may prefer to make the arrangements).

Not a Coroner's Case (or Case Declined by Coroner's Office)

8. Upon completion of recovery, the Tissue Coordinator contacts the hospital to release the body to the next step of the process (hospital autopsy or release to funeral home). In some cases, it may be necessary to notify the funeral home or body removal company (i.e., whole body donation) that recovery is complete.
9. When the recovery takes place at a TGLN designated facility, as required, the TGLN Coordinator contacts the designated transport service company, to pick up the body and transfer to the funeral home indicated as per the family's request (or Coroner's; see CPI-9-203 *Coroner's Case Process Instruction*). The TGLN Coordinator ensures the donor family does not incur any extra expense as a result of this transfer.

Clinical Process Instruction Manual

Transfer of Body for Recovery Process Instruction

Records:

- No records

References:

- *Discussing Donation Opportunities and Documenting Consent Process Instruction, CPI-9-204*
- *Consent for Tissue Donation & Transfer (copy)*
- *Donor Medical and Social History Questionnaire*
- *Coroner's Case Process Instruction, CPI-9-203*
- Hospital Chart
- Original Certification of Death or Warrant to Bury