



Clinical Process Instruction Manual

Tissue Recovery Team Transportation Process Instruction

Policy:

Tissue Recovery Coordinators (TRC) for ocular travel to perform surgical procedures for the purpose of ocular tissue recovery. The available modes of transportation include: Trillium Gift of Life Network (TGLN) vehicles, personal vehicle, or taxi/driving service. Alternate means of travel may be arranged as necessary.

Process:

1. The Ocular TRC working a shift out of the main TGLN office, makes travel arrangements based on the availability of the TGLN vehicles and location of recovery. The tissue vehicles are used exclusively for tissue recovery, and must be used unless management approval has been obtained to use the organ vehicles or another method of transportation (i.e. taxi).
2. If the TGLN vehicle is utilized, the TRC ensures that a copy of the insurance is available. The TRC must complete the electronic *Vehicle Pre-Trip Inspection Checklist*
3. and on returning complete the electronic *Post Trip Inspection Checklist*.
4. In the event that a taxi is utilized, the TRC obtains a taxi chit and completes the tissue taxi log. This includes documentation of the date of issue, taxi chit number, TGLN donor number, TRC name, destination and reason for travel.
5. The TRC ensures that the following information is entered on the taxi chit:
 - documentation of TGLN case number
 - department name (Tissue)
arrival and departure destinations
 - signature*
**If the signature is illegible, printed last name*
 - amount paid
 - date and time
6. If an Ocular TRC is not working their shift out of the main TGLN office, travelling with their personal vehicle will be require. He/she logs mileage for reimbursement and will add the necessary required information and submit electronically via the Workday platform.



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Records:

- No records.

References:

- Workday OH
- TGLN Van Sign Out Sheet
- Vehicle Pre-Trip Inspection Checklist
- Post Trip Inspection Checklist