

Clinical Process Instruction Manual

Eye Tissue Recovery Preparation and Responsibilities Process Instruction

Policy:

The Trillium Gift of Life Network (TGLN) Tissue Recovery Coordinator (TRC) performs recovery of eyes at designated sites across Ontario in accordance with the hospital profiles. The TRC may recover eyes at non-designated sites in the GTA under other circumstances including: sites with established eye recovery systems; cases where the body has been released from the hospital to the funeral home; or as otherwise required. The Provincial Resource Centre (PRC) Coordinators are responsible for providing the TRC with all pertinent information required to perform their duties. The TRC is responsible for surgical recovery activities which include, but are not limited to the preparation and disposal of all supplies and equipment required for eye recovery, the enucleation and in situ procedure, completion of associated documentation, and communication with all involved parties.

Process:

1. Tissue Coordinator (TC) or Clinical Services Coordinator (CSC), most responsible for the active case, is responsible for notifying the TRC of the eye recovery.
2. TC or CSC reviews pertinent case details with the TRC including donor name, age, sex, TGLN #, hospital, location of chart and the body, coroner's directions (if any), family requests (if any), consent and all acceptance of tissue for transplant, research and/or teaching, and timelines for recovery.
3. TRC assembles all documentation, supplies, and equipment necessary for the case, see *Eye Recovery Documentation – Supplies and Equipment Process Instruction, CPI-9-505*.
4. If the TRC is on site at TGLN offices, a copy of the *Consent to Donate Organs and/or Tissue*, donor assessment and donor medical and social history questionnaire are obtained to bring on site during recovery. If the TRC is leaving from home or another location, the *Consent to Donate Organs and/or Tissue*, donor assessment and donor medical and social history questionnaire are obtained by the electronic donor management system (iTransplant or fax/ e-mail from home or the recovery location).
5. TRC is expected to depart for recovery site within 45 minutes of dispatch if not already on a case and arranges transportation (TGLN van, taxi, personal vehicle or alternate), see *Tissue Recovery Process Instruction, CPI-9-507*. Delays of more than 30 minutes on an eye recovery must be reported to the PRC.
6. Upon dispatch, to create the first time card, login into ShiftBoard
7. Upon arrival on site, log out of ShiftBoard and Login again, fill in the required information in the 1st time card created.

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8. Depending on the location of the chart and the body, the TRC may go directly to security to gain access to the chart and/or body. Alternatively, the TRC may go directly to the unit/medical records or other location to do the chart review, then notify security to gain access to the morgue/recovery location.
9. Upon arrival at the recovery site prior to tissue recovery commencement, the TRC performs a chart review for transplant eligible cases (see *Tissue Recovery Documentation Process Instruction, CPI-9-514*). Recovery may precede chart review only in cases where time limits would be exceeded. Chart review is not required for research and/or training cases.
10. TRC completes the required information on the *Eye Recovery Form* or equivalent electronic donor management system (iTransplant).
11. Upon completion of chart review on transplant cases and determination of acceptability, the TRC prepares for tissue recovery.
12. TRC performs the surgical procedures for eye recovery, see *Eye Enucleation Process Instruction, CPI-9-512* or *In Situ Process Instruction, CPI-9-520*. All documentation is completed in full, reviewed for completeness and accuracy. Appropriate documentation is packaged to be shipped with the eyes to the Eye Bank of Canada (EBC). Alternatively, the TRC may ship the completed *Eye Recovery Form* to EBC.
 - a) All documentation must be done in real time, and completed at recovery site.
13. TRC obtains ice for the cooler to maintain adequate temperature for the eyes in transit.
14. TRC notifies the PRC once the eye recovery is complete prior to leaving the recovery location so that the body can be released, and writes in Notes tab in iTransplant if leaving the eyes at the hospital for pick up.
15. TRC either transports or arranges transportation to the Eye Bank of Canada building to drop off the eyes prior to returning to the TGLN office or going home. The TRC writes in Notes tab once eye drop off is complete (i.e., drop off at EBC, bus depot or airport).
16. If going back to TGLN main office or returning home log out of ShiftBoard and complete second time card by inputting necessary information.
17. TRC disposes biohazards, contaminated instruments and associated documentation. See *Sterilization of Equipment - Tissue Process Instruction, CPI-9-515*.
18. TRC is responsible for cleaning the recovery bag.

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Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Eye Recovery Form	CSF-9-80	PRC	PRC	16 years

References:

- *Eye Recovery Documentation – Supplies and Equipment, CPI-9-505*
- *Tissue Recovery Process Instruction, CPI-9-507*
- *Eye Enucleation Process Instruction, CPI-9-512*
- *Tissue Recovery Documentation Process Instruction, CPI-9-514*
- *Sterilization of Equipment – Tissue Process Instruction, CPI-9-515*
- *In Situ Process Instruction, CPI-9-520*
- Consent to Donate Organs and/or Tissue
- Assessment Form: Tissue Donor
- Donor Medical and Social History Questionnaire
- Eye Recovery Form
- Eye Donor Criteria
- Warrant to Bury
- Death Certificate