

Clinical Process Instruction Manual

Donor Identification Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) ensures there is confirmation of both authorization for donation and donor identification prior to commencement of any tissue recovery related activities. The Tissue Recovery Coordinator (TRC) or Multi Tissue Recovery Coordinator (MTRC) verifies the identity of the donor as documented on the consent form using identification on the donor body (i.e., toe tag/wrist band). Confirmation of authorization and donor identity shall be documented in the donor record. Any discrepancy must be resolved prior to commencement of tissue recovery procedures.

Process:

1. The (M)TRC obtains the donor name, TGLN identification number, and a copy of the completed *Consent to Donate: Organs and/or Tissue, Eye Recovery Form, Multi-Tissue Recovery Form* or electronic equivalents prior the start of any recovery procedures. The (M)TRC brings this documentation to the recovery site.
2. The (M)TRC verifies the donor's identity with the donor's name as stated on the *Consent to Donate Organs and/or Tissue* form, prior to commencing the donor physical assessment or any tissue recovery procedure. The Identification tag or band used should be attached to the body itself, not just to the body bag. Unless someone on-site can positively verify donor identity in the absence of attached identification, recovery shall not take place.
3. The (M)TRC also verifies the tissues consented (i.e. eyes - corneas's only) as stated on the *Consent to Donate Organs and/or Tissue* form prior to commencing the donor physical assessment or any tissue recovery procedure. Some exceptions or variations of tissue consent could also be added to the special considerations section of the *Consent to Donate Organs and/or Tissue* form.
4. If the ID tag is present but has been removed from the body prior to verification by (M)TRC, it is acceptable for an organ team member, hospital staff member, coroner or other appropriate person to confirm that the tag was removed from the donor. This occurrence is documented in the clinical notes.
5. The (M)TRC documents the donor identification verification on the *Eye Recovery Form* and *Multi-Tissue Recovery Form* or electronic equivalent, including the (M)TRC name, date, time and source of identification (i.e., toe tag, hospital wristband).
6. For multi-tissue donors after donor identification verification the (M)TRC may remove the ID tag to allow for donor preparation. The (M)TRC recreates or photographs the ID band/tag of the donor and uploads this information to the electronic donor record.

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7. The (M)TRC labels the body with the TGLN number during recovery if required by recovery site policy.
8. The (M)TRC ensures that a copy of the signed consent is available for recovery site staff should they request verification of donor identity. It is acceptable for appropriate staff to know both the donor's name and TGLN number. Identification must remain with the body at all times during the recovery procedures.
9. During the post-recovery period, the (M)TRC ensures that all original information with the body, or on the body prior to recovery, remains with the body and the body is labelled (body and/or shroud as per recovery site policy) with the donor's real name to allow the morgue attendants, security personnel, funeral homes and coroner to identify the body as per recovery site policy.
10. For multi-tissue donors, the TRC forwards the duplicate or photo of the ID band/tag to the appropriate Tissue Banks.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Donor Chart	---	PRC	PRC	16 Years
Eye Recovery Form	CSF-9-80	PRC	PRC	16 Years
Multi- Tissue Recovery Form	CSF-9-146	PRC	PRC	16 Years

References:

- *Discussing Donation Opportunities and Documenting Consent Process Instruction, CPI-9-204*
- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. D5.200, D5.210, D5.211, D5.212