

Clinical Process Instruction Manual

Circulator Responsibilities During Multi-Tissue Recovery Process Instruction

Policy:

The Tissue Recovery Coordinator (TRC) plays one of two roles in the operating room (OR): as scrub personnel performing or assisting with the surgical recovery of tissue or, alternatively, as a circulator. The circulating TRC must have training and knowledge of the policies and procedures related to tissue recovery prior to participating in a recovery in this capacity. The circulating role provides support to scrub personnel for: ensuring team adherence to aseptic techniques; organizing, coordinating and assisting with activities outside the sterile field that support the scrubbed TRCs; and ensuring all documentation is accurate and complete.

Process:

1. This document outlines the responsibilities of the recovery team member who functions as the circulator during multi-tissue recovery procedures.
2. The general duties and responsibilities of the circulator in a multi-tissue recovery procedure shall include:
 - organize and coordinate appropriate resources in a timely manner;
 - assist in maintaining overall dignity of the donor;
 - use a surgical conscience to maintain and monitor the integrity of the sterile field;
 - assist with response to and document complications and unexpected events during the tissue recovery;
 - accurately and appropriately document pertinent details regarding activities taking place during recovery;
 - promote appropriate communication techniques to keep noise levels at a minimum;
 - ensure the integrity and sterility of all supplies to be used in the procedure;
 - assist with the initial set up of the OR table(s), including draping and handing off instruments;
 - reduce risk by providing continuous, astute, and vigilant observation of the surgical team throughout the recovery process and alert recovery staff of possible violations of sterile techniques during the procedure;
 - set up supply tables and required equipment, prepare all required solutions, and deliver supplies to the sterile field;

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- assist in prepping and draping;
- assist in setting up the operating table, including draping and passing all required sterile instruments and supplies into the operative field;
- pour sterile recovery and transport media into the sterile containers, and set up of any rinses for the tissue;
- ensure electrical equipment is set up and plugged in if required;
- gather and pass additional supplies into the surgical field;
- remind recovery staff to take appropriate microbiology testing and to obtain microbiology samples prior to exposure to antibiotics or other treatments designed to reduce bioburden;
- ensure every piece of tissue and all samples and hard-copy documentation, such as requisitions, are labelled appropriately (i.e. tissue/sample type, date, Trillium Gift of Life Network (TGLN) number, time of collection);
- receive wrapped tissue and recovery culture samples handed off from the surgical field;
- ensure all recovered tissues are stored appropriately and at wet ice temperatures prior to transport to TGLN and/or the receiving tissue bank;
- ensure all packaging conforms to Clinical Process Instruction requirements;
- ensure tissue, samples, equipment and unused supplies are not forgotten at the recovery facility;
- ensure the garbage containers are not full and replace as required;
- ensure the surgical suite remains clean and free of hazards; and
- assist in the donor transfer and transport and any other post-recovery follow up as required.
- document prior approval from the Tissue Manager or designate, as applicable, when there are any planned deviations from TGLN's Clinical Process Instructions as part of the recovery procedures in the appropriate deviation section;
- ensure accurate and complete documentation of any unplanned deviation from TGLN's Clinical Process Instructions that occur during the recovery in the recovery documentation that is shared with the tissue bank in the appropriate deviation section.

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Records:

- *No records*

References:

- *No references*