Clinical Process Instruction Manual

Obtaining Blood Specimens from Outside Sources Process Instruction

Policy:

As part of donor acceptability determination, blood samples are collected for communicable disease testing. The Tissue Recovery Coordinator ((M)TRC) is responsible for collecting the blood specimens from the deceased donor.

A blood specimen from the birth mother shall be collected and tested, instead of a specimen from the donor, if the donor is one month of age (28 days) or less. To address possible vertical transmission of infectious agents in paediatric donors who have been breastfed within the past 12 months and/or are less than 18 months old, the birth mother shall also be tested, unless nucleic acid testing (NAT) is used for the detection of HIV-1 and HCV, at which point all testing need only performed on the donor.

The blood sample shall be collected at the time of the donation or within seven days prior to the donation. Unlabeled donor blood specimens will not be accepted. If there is any doubt regarding the correct identification of the donor blood specimens, the specimens may not be used. New labeled blood specimens will be requested, and if none are available then tissue recovery shall not proceed.

Blood from organ donors must be drawn prior to the infusion of solutions utilized in the organ donation protocol. The organ team will typically obtain a pre-mortem sample. Post organ recovery blood samples are unacceptable for testing, as they will be hemodiluted.

Process:

1. The Tissue Coordinator (TC) determines suitability of blood samples in accordance with the *Hemodilution Calculation Process Instruction, CPI-9-210*. If the donor is hemodiluted, an alternate suitable pre-mortem sample shall be sourced by the TC prior to dispatching recovery personnel to the site. Once a suitable specimen is located, the TC provides instructions to the lab, or other personnel, to have the specimen(s) set aside for pickup by the recovery personnel.

2. If required, the *Consent Form to Donate Organs and/or Tissue* may be shared with external stakeholders if required to gain access to the specimen.

3. If the blood has been drawn by an outside agency, such as the hospital where the recovery is taking place, the TC coordinating the case will provide the TRC with the pick-up location that was predetermined during case coordination with the external stakeholder.

4. The (M)TRC shall verify with the lab or collection agent, if available, whether samples were refrigerated and documents this information in the donor chart.

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5. The (M)TRC shall verify the sample is labelled with the date and time of collection and that the lot number and expiry date of the tube are visible. Document the date and time of collection, lot number and expiry date of the tube in the donor record.

6. The (M)TRC shall verify that the sample was obtained within the 7 day period prior to donation.

7. The (M)TRC shall verify the sample is labelled with either the full name of the donor or has been obtained from and labelled with the full name of the birth mother if the donor is 28 days old or less or if the donor was breastfed within the past 12 months and/or is less than 18 months old. Confirm that the patient identification on the tube matches that of the donor or birth mother.

8. The (M)TRC shall verify that the hemodilution calculation timing and volumes in the donor record match the patient chart.

9. If the hemodilution calculation in the donor chart is incorrect and indicates the donor is hemodiluted or if there are issues with identifying the sample, the sample exceeding the 7 day time limit or the lot/expiry date of the specimen tubes are missing or expired, the (M)TRC is responsible for locating a suitable pre-infusion/pre-transfusion blood sample. If a pre-infusion/pre-transfusion blood sample cannot be located, tissue recovery shall not proceed, and (M)TRC will contact the TOC

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Donor Chart	----	PRC	PRC	16 Years

References:

- *Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. D4.210, D4.211, D4.220, D4.230.*
- *Canadian Standards Association. Cells, Tissues and Organs for Transplantation – General Requirements. CAN/CSA-Z900.1-12.*
- *Canadian Standards Association. Tissues for Transplant. CAN/CSA-Z900.2.2-12.*
- *Hemodilution Calculation Process Instruction, CPI-9-210.*