



Clinical Process Instruction Manual

Donation Contributor Acknowledgement Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) acknowledges the contribution of healthcare professionals involved in the donor process. Depending on hospital-specific needs, staff (declaring physician, Intensive Care Unit (ICU) and operating room (OR) nursing staff, attending residents, respiratory therapists, clerks, etc.) involved at the donor hospital may receive a letter of gratitude to acknowledge their work and contribution. In addition, assisting staff (e.g. Coroner, police, Chaplain, etc.) may also receive acknowledgment for their contribution.

Contributor acknowledgment includes donor specific information, such as gender, age and cause of death. Furthermore, recipient information including gender, life stage, organ(s) transplanted and tissue recovered is included in the letter.

Contributor acknowledgements are not routinely sent to staff involved in tissue-only cases, unless otherwise specified.

Process:

1. The Clinical Services Coordinator (CSC) is responsible for documenting and updating the final outcome of each organ in the donor chart in iTransplant.
2. The OTDC reviews the donor chart to establish donor type (organ-only, combined organ & tissue, or tissue-only) and other donor and recipient demographics.
3. The OTDC obtains the appropriate (organ, tissue or combined) contributor acknowledgment letter template.
4. The OTDC ensures that the letter is transcribed onto TGLN letterhead with Times New Roman size 10 to 12 font.
5. The OTDC uploads a copy of any sent letters to the TGLN Donor Chart in iTransplant.

Records:

- No records

References:

- *Contributor Acknowledgment Letter template*