

## Clinical Process Instruction Manual

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### Tissue Bank Requests for Follow Up Process Instruction

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#### Policy:

During the tissue offer to the tissue bank and/or tissue acceptance on behalf of the tissue banks, information required to evaluate the tissues in their possession for suitability for transplant may not be readily available. This requires follow up at a later date to obtain the required information in preparation to release tissues for transplantation. Requests for additional information may be initiated by Trillium Gift of Life Network (TGLN) or by the individual tissue bank. Once the information is retrieved and supplied to the requesting bank(s), the tissue case is officially closed. During regular business hours, the Clinical Information Coordinator (CIC) is responsible for following up on requests for follow up information; off hours and weekends, the Tissue Coordinator (TC) is responsible for handling urgent requests requiring immediate follow up.

#### Process:

##### Obtaining Hospital Culture Results Process:

1. During the donor assessment, it is noted when cultures have been taken.
2. If cultures have been taken, the CIC or TC submits a request to the Specialist - Organ and Tissue Donation (S-OTD) on-site (if one exists) to obtain the final culture results. If no S-OTD is on-site, then the CIC/TC will submit a request to the Hospital's Medical Records department of the respective hospital after 14 days have elapsed since the cultures were taken. This request may involve submitting a letter summarizing the requested culture results and a copy of the donor's consent information.
3. If an S-OTD is involved, he/she will forward the final culture results to the CIC/TC.
4. Once final culture results have been obtained, the CIC/TC forwards the report to the tissue banks that accepted tissues.
5. A copy of the final culture report is uploaded in the donor chart with the TGLN number identified on them.

##### Obtaining Autopsy Report/Coroner's Report Process:

6. During the donor assessment, it is noted when an autopsy has been or will be performed.
7. When an autopsy has been performed, a request for information will be logged with the requester being TGLN and the expected date. See Appendix 1 for suggested expected dates.
8. Upon meeting this expected date, a request will be sent to the hospital/Coroner's Office to obtain a copy of the Autopsy or Coroner's report.

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9. Once the autopsy or Coroner's report is received, it is logged and forwarded to the respective Tissue Banks. A copy of the autopsy/Coroner's report is uploaded in the donor chart.

#### **Tissue Bank Information Request Process:**

10. A request for information (i.e. donor assessment clarification, *Medical and Social History Questionnaire* (MSHx) or relevant *Donor Risk Assessment Interview(s)* (DRAI) clarification, consent clarification, EMS reports, patient charts, death certificate information, etc.) is made by Tissue bank using any method they deem appropriate (mail, email, fax, or telephone). See *CPI-9-207 Donor Medical and Social History – Organ or Combined Organ & Tissue Process Instruction* or *CPI-9-261 Medical & Social History – Tissue Process Instruction*.
11. CIC/TC logs the request.
12. CIC/TC who logs request can initiate the request for information or assign it to the TC who is most capable of fulfilling the request.
13. CIC/TC logs the expected completion date. See Appendix 1.
14. CIC/TC submits the request to the information source (i.e. donor hospital, S-OTD, etc) and logs who they requested the information from and when they made the request.
15. CIC/TC notifies the requesting Tissue Bank that the request has been made with an expected completion date.
16. CIC/TC follows up on any outstanding requests and sends an update to the requester if information request is delayed. The CIC/TC logs any follow up actions.
17. CIC/TC logs when information is received.
18. CIC/TC sends the requested information to the requesting Tissue Bank. This is logged and hard copies and subsequent correspondence is uploaded in the donor's chart.
19. Any fax confirmation sheets (if used) shall also be uploaded in the donor's chart by the CIC/TC.



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#### Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Retention Time (as a minimum)
Culture Reports	-----	PRC	PRC	16 years
Autopsy Reports	-----	PRC	PRC	16 years
Coroner's Reports	-----	PRC	PRC	16 years
Any other requested information obtained	-----	PRC	PRC	16 years
Donor Medical and Social History Questionnaire	CSF-9-14	PRC	PRC	16 years
Eye-Only Donor Risk Assessment Interview (Donor > 10 years old)	CSF-9-214	PRC	PRC	16 years
Eye-Only Donor Risk Assessment Interview (Child Donor ≤ 10 years old)	CSF-9-215	PRC	PRC	16 years
Eye-Only Donor Risk Assessment Interview Birth Mother	CSF-9-216	PRC	PRC	16 years
Donor Risk Assessment Interview (Donor > 10 years old)	CSF-9-261	PRC	PRC	16 years
Donor Risk Assessment Interview (Child Donor ≤ 10 years old)	CSF-9-262	PRC	PRC	16 years



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Record Name	Form No. (if applicable)	Record Holder	Record Location	Retention Time (as a minimum)
Donor Risk Assessment Interview Birth Mother	CSF-9-263	PRC	PRC	16 years

#### References:

- *Donor Medical and Social History – Organ or Combined Organ & Tissue, CPI-9-207*
- *Medical & Social History – Tissue, CPI-9-261*



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#### Appendix 1: Suggested Expected Due Dates

Request Type	Days after referral date
Coroner's Report or Coroner's Autopsy Report	120
Hospital Autopsy Report	60
Death Certificate Information	30
Ambulance/EMS Report	30
Physical Assessment/ MSHx and DRAI(s) Clarifications	0-14, dependant on TC schedule and tissue type
Consent Clarification	0-14, dependant on TC schedule and tissue type
Other requests	dependant on nature of request