

Clinical Process Instruction Manual

Tissue Clinical Staff Qualifications and Responsibilities Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) maintains job descriptions for all positions within the organization. Copies of job descriptions may be obtained by authorized individuals through the Human Resources (HR) Department. Job descriptions provide detailed information on the duties and responsibilities of clinical staff including the Tissue Program staff. Additionally, the job descriptions provide a list of minimum and preferred qualifications required for each position.

Tissue Coordinators (TC) are responsible for carrying out duties associated with donor referral, screening, and authorization. Tissue Recovery Coordinators (TRC) and Multi Tissue Recovery Coordinators (MTRC) are responsible for donor/tissue screening, recovery, packaging, labelling, storage and transport.

Process:

General

1. The purpose of this process instruction is to describe the Tissue Program clinical staff qualifications and responsibilities.
2. Duties of each staff member are described in written job descriptions. Staff shall be responsible for implementation of policies and procedures as established by TGLN and must demonstrate competency in the operations to which they are assigned.
3. Staff involved in donor referral, screening, authorization and recovery shall possess the educational background, experience, and training sufficient to assure assigned tasks are performed in accordance with TGLN's established procedures. Donor referral, authorization, screening, recovery, packaging, labelling, storage and transport shall only be performed by trained personnel. Staff training shall be documented in individual training files.

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Essential Job Functions of Tissue Coordinators

4. The key job functions of the TCs include:
 - 4.1 Completes initial referral intake of potential donor information from hospitals, Coroners and other referral sources, documenting all information in iTransplant.
 - 4.2 Conducts and documents primary screening of potential donor referrals, including a hemodilution assessment.
 - 4.3 Provides information to potential donor families about tissue donation opportunities.
 - 4.4 Performs and documents a thorough medical and social history questionnaire for potential tissue donors with an appropriate historian.
 - 4.5 Conducts a telephone authorization for tissue donation with the legal authorizing person.
 - 4.6 Performs case coordination post authorization, including screening with partner processors, communication with the Coroner, funeral homes and hospitals, securing of donor body, medical chart, and pre-mortem blood samples.

Essential Job Functions of Tissue Recovery Coordinators

5. The key job functions of the MTRCs/TRCs include:
 - 5.1 Recovers the following tissues for transplant in accordance with TGLN Clinical Process Instructions, including appropriate donor reconstruction: musculoskeletal tissues, cardiac tissue, skin, ocular tissue.
 - 5.2 Prepares the supplies and solutions necessary for tissue recovery;
 - 5.3 Performs and documents a thorough physical examination of the potential donor (staff designated as Team Leader only);
 - 5.4 Performs a thorough donor medical record review including a hemodilution assessment (staff designated as Team Leader only);
 - 5.5 Reviews tissue donor authorization for donation and confers with team members pertaining to its verification; and
 - 5.6 Packages and ships all tissues to appropriate tissue processors.

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Records:

- No records

References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. B2.300, B2.310 and B2.320