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| **University of Washington,** **Harborview Medical Center****325 9th Ave. Seattle, WA, 98104****Transfusion Services Laboratory****Policies and Procedures Manual** | **Original Effective Date:** **September 2nd 2013** | **Number:** **C-5001-1** |
| **Revision Effective Date:** | **Pages: 3** |
| **TITLE: Autologous Cranial Bone Flap Tracking Process** |

**Purpose**

To describe the Harborview Medical Center Transfusion Service process for tracking Autologous Bone Flaps for re-implantation.

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| **Step** | **Responsible Entity** | **Action** | **Related Documents** |
| * Submitting autologous

 cranial bone flap for  storage | * OR designee
 | * Complete Autologous Bone Flap Tracking form to accompany autologous cranial bone flap.
* Deliver the autologous cranial bone flap sample to the TSL
* Participate with TSL Staff in the 2 person “read-back” of patient identifiers on the Autologous Bone Flap Tracking Record and the bone flap Package.
* Initial Autologous Bone Flap Tracking Log in “Delivered by” column
 | * Autologous Bone Flap Tracking Log Form
* Performing Visual Inspection of autologous cranial bone flap Package
 |
| * Receiving tissue for

 storage. | * TSL Staff
 | * Timestamp the Tissue Tracking Record
* With OR designee, perform 2 person “read-back” of patient identifiers on the Tracking Record and the bone flap Package.
* Visually inspect bone flap package for acceptance per SOP
* Compete Autologous Bone Flap Tracking Log
 | * Receiving Autologous Bone Flap for Tracking and Storage
* Performing Visual Inspection of Autologous Bone Flap Package
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| **Step** | **Responsible Entity** | **Action** | **Related Documents** |
| * Placing autologous bone flap into storage
 | * TSL Staff
 | * Attach unique tracking number to Tracking Log.
* Prepare Cryo-label and attach t tissue package.
* For autologous cranial bone flaps only:
* Place labeled tissue package in inventory section of the tissue freezer.
* File Tissue Tracking Log Form in the Tissue Tracking Binder in the Inventory section, arranged alphabetically.
 | * Storing and Tracking Autologous Bone Flaps for Re-implantation
* Autologous Bone Flap Tracking Log Form
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| * Storing and monitoring autologous bone flap
 | * TSL Staff
 | * Maintain storage devises according to regulatory requirements.
* Review culture results for autologous cranial flaps.
* Check microbiology results until finalized.
* Document final results in Tissue Database and Tissue Tracking Log.
* Remove culture negative bone flaps from quarantine to inventory storage section of ultralow freezer.
* For positive cultures, notify TSL Medical Director and patient’s physician. Fill out a Notification for Discard form or Notification for Use/Release of a Non-Conforming Autologous Cranial Bone as directed by TSL Medical Director and patient’s physician per SOP.
* Review daily surgery schedule for potential re-implantations.
* Verify acceptability of bone flap release for impending re-implantations.
 | * Storing and Tracking Autologous Bone Flaps for Re-implantation
* Notification for Discard
* Notification for Use/Release of Non-Conforming Autologous Bone
* Performing Visual Inspection of Autologous Bone Flap Package
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| * Discarding Tissue
 | * TSL Staff
* TSL Mgr
* TSL Medical Director
 | * Complete Notification for Discard form
* Forward to TSL Manager/Medical Director for signature.
* Discard per SOP
 | * Discarding Autologous Bone Flap
 |
| * Request release of tissue for re-implantation
 | * OR designee
 | * Provides notification of intent to re-implant tissue
* Arrives in TSL with computer-generated documentation of required patient identifiers
 | * Release of Autologous Bone Flap for Re-implantation
* Performing Visual Inspection of Autologous Bone Flap Pkg
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| **Step** | **Responsible Entity** | **Action** | **Related Documents** |
| * Request release of tissue for re-implantation continued
 | * OR designee
 | * Participates in 2 person “read-back” of patient Identifiers on OR documentation and Autologous

 Bone Flap Tracking Form* Signs “issued to” column of the Tissue Tracking Log Form
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| * Release of Autologous Cranial Bone for re-implantation
 | * TSL Staff
 | * Locate the Autologous Bone Flap Tracking Record using the patient identifiers from the computer-generated documentation provided by OR designee
* Remove the corresponding bone flap package from the freezer.
* Perform visual inspection of the bone flap package.
* Verify patient identifier match.
* Verify that Cryo number label on the bone flap package matches the number label on the Tracking form.
* Perform a 2 person verification of patient identifiers with OR designee of the following:
* OR computerized documentation
* Cryo label
* Autologous Bone FlapTracking Log
* Record the following on the Autologous Bone Flap Tracking Log:
* Date/time of removal
* Issuing TSL tech ID
* OR designee initials as receiver
* Release bone flap to OR designee.
* Place Autologous Bone Flap Tracking Log in Issued section of the binder.
 | * Release of Autologous Cranial Bone Flaps for Re-implantation
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**References:**

Standards for Tissue Banking, Current edition, American Association for Tissue Banks. AATB, Bethesda, MD.