[](http://depts.washington.edu/labweb/index.h)

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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 |
| * 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 |
| * 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 |
| **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 |  |
| * 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 |

**References:**

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