**Purpose**

To describe the Harborview Medical Center Transfusion Service process for tracking, storage, and release and or discard of Autograft skin tissue for re-grafting.

**Policy**

HMC Transfusion Services Laboratory will store autologous skin tissue that has been appropriately packaged from the HMC Operating Rooms. HMC TSL will only be responsible for storing the skin at the acceptable temperature range (0-10C) for 3 days. HMC OR will be responsible for harvesting and processing the skin as appropriate for storage.

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| **Responsible**  **Entity** | **Action** | **Related Documents** |
| **Submitting Autograft Skin for storage** | | |
| * OR designee | * Complete Tissue Tracking Record to accompany autograft skin tissue. * Distinctively package tissue for refrigeration by using specified packaging use for “Skin Tissue” only. * Deliver the autograft skin tissue package to TSL. * Participate with TSL Staff in the 2 person “read-back” of patient identifiers on the Tissue Tracking Record and the skin tissue package. * Initial Autologous Tissue Tracking Log in “Delivered by” column | Tissue Tracking Record  Autologous Tissue Tracking Log  Autograft Skin Tissue Tracking, Storage and Release Policy |
| **Receiving Autograft Skin Tissue for storage** | | |
| * TSL Staff | * Timestamp the Tissue Tracking Record * Sign “Name of Person Accepting Tissue” column * With OR designee, perform 2 person “read-back” of patient identifiers on the Tissue Tracking Record and the skin tissue package. * Visually inspect skin tissue package for acceptance. * Complete QIM and PSN if the skin tissue package does not pass visual inspection. * Review Tissue Tracking Record for completeness.   + Words “Skin Tissue for refrigeration” must be present   + Contact information of physician must be present * Complete Autologous Tissue Tracking Log * Update database | Quality Improvement Monitoring form (QIM)  Patient Safety Net (PSN)  Autograft Skin Tissue Tracking, Storage and Release Policy |
| **Placing Autograft Skin Tissue into storage** | | |
| * TSL Staff | * Attach unique tracking number to Tissue Tracking Record and Autologous Tissue Tracking Log. * ***Prepare Autologous Tissue label and attach to skin tissue package.*** * File Tissue Tracking Record alphabetically in the Tissue Tracking binder * Store the package in the refrigerator on the shelfdesignated for Autograft Skin Tissue. * **DO NOT STORE** Skin Tissue package in any freezer. * **SKIN TISSUE is to be REFRIGERATED ONLY.** | Autologous Tissue Tracking Log Form  Tissue Tracking binder |

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| **Storing and Monitoring Autograft Skin Tissue** | | |
| TSL Staff | * Maintain refrigerator storage device according to regulatory requirements. * Monitor skin tissue expiration date- 3 days from collection or as noted on the package label. * Move package to QUARANTINE bin on the 4th day * Tissue will be discarded per the Discard process below | Autograft Skin Tissue Tracking, Storage and Release Policy |

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| **Request for and Release of Autograft Skin Tissue for Re-grafting** | | |
| * OR designee | * Provides notification of intent to re-graft skin tissue * Arrives in TSL with Tissue Release form or tubes form to TSL * Participates in 2 person “read-back” of patient Identifiers on Tissue/Bone Release form and autograft skin tissue package label in TSL | Tissue Release form |

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| * TSL Staff | * Locate the Tissue Tracking Record * Locate the entry in the Autologous Tissue Tracking Log * Remove the corresponding autograft skin tissue package from the designated autologous skin shelf * Perform visual inspection of the autograft skin tissue package. * Verify patient identifier match. * Verify that package ID# matches the number label on the Tracking Record and Log. * Perform a 2 person verification of patient identifiers with OR designee or TSL tech of the following: * Tissue Release form * Autologous Tissue Tracking log * Tissue Tracking Record * Complete TSL portion of Tissue Release form * Release autograft skin tissue package to OR designee in TSL * Record the following on the Autologous Tissue Tracking Log and Tissue Tracking Record: * Date/time of removal * Issuing TSL tech ID * OR designee initials as receiver (Issued to) * Place Tissue Tracking Record in Issued section of the binder. |  |

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| **Discarding Tissue** | | |
| * TSL Staff * TSL Mgr * TSL Medical Director | * Autograft skin must be placed in quarantine once expired * Complete Physician Notification Form and Notification for Discard form * Forward to Attending Physician for signature * Forward to TSL Medical Director for signature * Discard the autograft skin once signatures have been received. Skin will not kept in quarantine beyond the 4th day without Medical Director approval * Move Tissue Tracking Record to the Tissue Discard binder * Update database with new status | Physician Notification Form  Notification for Discard Autologous Tissue form |
| **Release of Non-Conforming Autograft Skin** | | |
| * TSL Staff * TSL Medical Director | * Tissue not meeting any of above set criteria for storage and monitoring will be discarded unless there is prior Medical Director approval * Any requests to store or keep autograft skin other than described above will need to be reviewed prior to acceptance and release * The TSL Manager/Medical Director or designee will complete the non-conformance process if applicable | Notification for Release of a Non-Conforming Autologous Tissue Form |

**References:**

Standards for Tissue Banking, 13th Edition, American Association for Tissue Banks. AATB, Bethesda, MD.