**Purpose**

To describe the Harborview Medical Center Transfusion Service process for tracking, storage, and release of Autologous Bone for re-implantation. This policy outlines the scope of responsibilities.

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| **Responsible**  **Entity** | **Action** | **Related Documents** |
| **Submitting Autologous Bone for storage** | | |
| * OR designee | * Complete Tissue Tracking Record to accompany autologous bone. * Deliver the autologous bone to TSL. * Participate with TSL Staff in the 2 person “read-back” of patient identifiers on the Tissue Tracking Record and the bone package. * Initial Autologous Tissue Tracking Log in “Delivered by” column | HMC1999: Tissue Tracking Record  Receipt and Storage of Autologous Bone    Autologous Tissue Tracking Log |
| **Receiving Autologous Bone 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 bone package. * Visually inspect bone package for acceptance. * Review Tissue Tracking Record for completeness. * Complete Autologous Tissue Tracking Log * Update database | Receipt and Storage of Autologous Bone |
| **Placing Autologous Bone into storage** | | |
| * TSL Staff | * Attach unique tracking ID number to Tissue Tracking Record and Autologous Tissue Tracking Log. * Prepare Cryo-label and attach to bone package. * If tissue sample for culture was collected and results are pending, prepare Quarantine label and rubber band to bone package. * Store labeled bone package in appropriate section of the ultralow freezer. * File Tissue Tracking Record in the appropriate section of the Tissue Tracking Binder. | Autologous Tissue Tracking Log  Receipt and Storage of Autologous Bone  Tissue Tracking binder |

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| **Responsible**  **Entity** | **Action** | **Related Documents** |
| **Storing and Monitoring Autologous Bone** | | |
| * TSL Staff | * Maintain storage devices according to regulatory requirements. * If obtained, review culture results for autologous bone. * Check microbiology results until finalized. * Document final results in Tissue Database and Autologous Tissue Tracking Log. * **Negative Cultures:**   + Move from quarantine to inventory storage section of ultralow freezer.   + File Tissue Tracking Record in Inventory section of the Tissue Tracking Binders, alphabetically. * **Positive cultures**:   + Notify TSL Medical Director. Medical Director will notify patient’s physician of any potential problems.   + Fill out a Release of a Non-Conforming Autologous Tissue form for routing to the Attending Physician and TS Medical Director.   + File completed Nonconforming form with Tissue Tracking Record if bone will be re-implanted.   + Discard nonconforming bone as indicated. * Review daily surgery schedule for potential re-implantations. * Verify acceptability of bone for impending re-implantation * Monitor bone expiration date for discard. * Update database. | Receipt and Storage of Autologous Bone Tissue  Release of Non-Conforming Autologous Bone  Discard of Autologous Bone |

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| **Request for and Release of Bone for Re-implantation in Harborview** | | |
| * OR designee | * Provides notification of intent to re-implant tissue * Arrives in TSL with Bone Release form * Participates in 2 person “read-back” of patient Identifiers on Bone Release form and bone package label in TSL. | Tissue Release form |

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| **Responsible**  **Entity** | **Action** | **Related Documents** |
| **Request for and Release of Bone for Re-implantation at Harborview** (continued) | | |
| * TSL Staff | * Locate the Tissue Tracking Record * Locate the entry in the Autologous Tissue Tracking Log * Remove the corresponding bone package from the freezer. * Perform visual inspection of the bone package. * Verify patient identifier match, resolving any discrepancies * Verify that Cryo number label on the bone package matches the number label on the Tracking Record and Log. * Perform a 2 person verification of patient identifiers with OR designee of the following: * Bone Release form * Cryo label with tracking ID number * Autologous Tissue Tracking Log * Tissue Tracking Record * Complete TSL portion of Tissue Release form * Release bone 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 binder. | Issuing Autologous Bone  Updating Patient Demographics in Sunquest to Match EPIC Registration Changes |

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| **Request for and Release of Bone for Re-implantation to an Outside Facility** | | |
| * Requesting Facility | * Provides notification of intent to re-implant tissue * Arrives in TSL with Autologous Bone Release for Transfer to Outside Facility form      * Participates in 2 person “read-back” of patient Identifiers on Autologous Bone Release for Transfer to Outside Facility form and Tissue Tracking Record in TSL. | Receipt and Processing of Autologous Bone Tissue from UWMC or other Affiliated Facility    Notification of Intent to Transfer Autologous bone from UWMC or other Affiliated facility to HMC-TSL |

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| **Responsible**  **Entity** | **Action** | **Related Documents** |
| **Request for and Release of Bone for Re-implantation to an Outside Facility** (continued) | | |
| * TSL Staff | * Refer to SOP on: *Receipt and Processing of Autologous Bone Tissue from UWMC or other Affiliated Facility* |  |

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| **Discarding Tissue** | | |
| * TSL Staff * TSL Manager * TSL Medical Director | * Complete Notification for Discard form * Forward to Attending Physician for signature * Forward to TSL Manager/Medical Director for final review and signature. * Discard per SOP * Move Tissue Tracking Record to the Tissue Discard binder. * Update database with new status | Discarding Autologous Bone  Notification for Discard of Autologous Tissue form |

**References:**

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