**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 RecordReceipt 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 BoneTissue 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 TissueRelease of Non-Conforming Autologous BoneDiscard 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 BoneNotification for Discard of Autologous Tissue form |

**References:**

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