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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:** **March 10, 2014** | **Number:** **C-5001-1** |
| **Revision Effective Date:** | **Pages: 4** |
| **TITLE: Autologous Bone Process** |

**Purpose**

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

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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 Bone Tracking Log in “Delivered by” column
 | * HMC1999: Tissue Tracking Record
* Receipt of Autologous Bone for Re-Implantation
* Autologous Bone 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.
* Complete QIM and PSN if the bone package does not pass visual inspection.
* Review Tissue Tracking Record for completeness.
	+ Tissue culture information must be completed
* Complete Autologous Bone Tracking Log
* Update database
 | * Receipt of Autologous Bone for Re-Implantation
* Quality Improvement Monitoring form (QIM)
* Patient Safety Net (PSN)
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| **Placing Autologous Bone into storage** |
| * TSL Staff
 | * Attach unique tracking number to Tissue Tracking Record and Autologous Bone Tracking Log.
* Prepare Cryo-label and attach to bone package.
* Prepare Quarantine label and attach to bone package
* Place labeled bone package in Quarantine section of the ultralow freezer.
* File Tissue Tracking Record in the Quarantine section of the Tissue Tracking Binder.
 | * Autologous Bone Tracking Log Form
* Tissue Tracking binder
* Receipt of Autologous Bone for Re-Implantation
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| **Responsible** **Entity** | **Action** | **Related Documents** |
| **Storing and Monitoring Autologous Bone** |
| * TSL Staff
 | * Maintain storage devices according to regulatory requirements.
* Review culture results for autologous bone.
* Check microbiology results until finalized.
* Document final results in Tissue Database and Autologous Bone 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 and patient’s physician.
	+ Fill out a Notification for Release of a Non-Conforming Autologous Bone 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-implantations
* Monitor bone expiration date for discard.
* Update database.
 | * Notification for Release of a Non-Conforming Autologous Bone form
* Receipt of Autologous Bone for Re-Implantation
* Maintaining and Issuing Autologous Bone for Re-implantation
* Storage and Release of Non-Conforming Autologous Bone
* Notification Letter
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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 or tubes form to TSL
* Participates in 2 person “read-back” of patient Identifiers on Bone Release form and bone package label in TSL or O.R.
 | * Maintaining and Issuing Autologous Bone for Re-implantation
* Bone Release form
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| **Responsible** **Entity** | **Action** | **Related Documents** |
| **Request for and Release of Bone for Re-implantation in Harborview** (continued) |
| * TSL Staff
 | * Locate the Tissue Tracking Record
* Locate the entry in the Autologous Bone Tracking Log
* Remove the corresponding bone package from the freezer.
* Perform visual inspection of the bone package.
* Verify patient identifier match.
* 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 or TSL tech of the following:
* Bone Release form
* Cryo label
* Autologous Bone Tracking Log
* Tissue Tracking Record
* Complete TSL portion of Bone Release form
* Release bone package to OR designee in TSL or OR.
* Record the following on the Autologous Bone 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.
 | * Maintaining and Issuing Autologous Bone for Re-implantation
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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.
 | * Maintaining and Issuing Autologous Bone for Re-implantation
* Autologous Bone Release for Transfer to Outside Facility form
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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
 | * Locate the Tissue Tracking Record
* Locate the entry in the Autologous Bone Tracking Log
* Remove the corresponding bone package from the freezer.
* Perform visual inspection of the bone package.
* Verify patient identifier match.
* 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 or TSL tech of the following:
* Bone Release form
* Cryo label
* Autologous Bone Tracking Log
* Tissue Tracking Record
* Complete TSL portion of Bone Release form
* Release bone package to OR designee in TSL or OR.
* Record the following on the Autologous Bone 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.
 | * Release of Autologous Bone for Transport to Outside Facility
* Autologous Bone Release for Transfer to Outside Facility
* Checklist for Release of Autologous Bone to Transfer to an Outside Facility
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| **Discarding Tissue** |
| * TSL Staff
* TSL Mgr
* TSL Medical Director
 | * Complete Notification for Discard form
* Forward to Attending Physician for signature
* Forward to TSL Manager/Medical Director for signature.
* Discard per SOP
* Move Tissue Tracking Record to the Tissue Discard binder.
* Update database with new status
 | * Discarding Autologous Bone
* Notification for Discard form
* Notification Letter
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**References:**

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