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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:** **C5002-1** |
| **Revision Effective Date:** | **Pages: 3** |
| **TITLE: Receipt of Autologous Bone for Re-implantation** |

**Purpose**

To provide instruction for receiving, storing, tracking, and issuing autologous bone for re-implantation

**Supplies**

* Barcoded number labels
* Cryo-labels
* Cryo-pens
* Cryo-gloves
* Quarantine slips
* Tissue Tracking Record
* Autologous Bone Tracking Log

**Procedure**

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|  **Step** | **Action** | **Related Documents** |
| 1 | * Receive autologous bone package and completed Tissue Tracking Record from OR designee
* Time stamp the Tissue Tracking Record.
 | * Tissue Tracking Record
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| 2 | * Perform 2 person verification of patient identifiers with OR designee.
* One person reads the patient’s MRN and spells out the patient’s entire name from the autologous bone package.
* At the same time, the second person verifies the MRN and the patient’s entire name on the Tissue Tracking Record accompanying the bone package.
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| 3 | * Perform visual inspection of the bone package.
* Ensure the envelope is completely sealed.
* Check for any holes, tears, or damage to the envelope.
* Patient information must be legible and accurate
* If the package is not intact, or shows signs of damage, notify the Neurosurgery attending on the case, as well as the TSL Manager or Medical Director immediately.
* Document incident with QIM and complete online incident report through PSN.
 | Quality Improvement Monitoring tool (QIM) |
| 4. | * Verify the Tissue Tracking Record is complete with the following required elements:
* Patient name, MRN, and Date of surgery.
* Site of tissue procurement
* Time of procurement and preparation of bone package.
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| **Step** | **Action** | **Related Documents** |
| 5. | Verify Tissue Tracking Record is complete with the following required elements:* ID of staff performing preparation
* Bone Type
* Preparation directions, method, and materials
* Signature, date, and time of person completing form.
* Printed name, signature, date and time of person verifying the tissue culture collection

**NOTE:** Culture must be collected on autologous bone prior to placing into storage.* If no culture was collected, notify the neurosurgery attending for the case and the TSL Manager or TSL Medical Director immediately.
* Return the bone package to O.R. without exception.
* Document with a QIM, and complete an online incident report through PSN.
 | QIM |
| 6. | * Assign a unique identification (ID) number by attaching a unique barcoded sticker to the bottom right corner of each of 4 copies of the Tissue Tracking Record.
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| 7. | * Record TSL Tech ID in the “Name of Staff Accepting Tissue” column on the Tissue Tracking Record.
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| 8. | * Give the white, canary, and pink copies of the Tissue Tracking Record to the OR designee, and retain the goldenrod TSL copy.
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| 9. | * Complete the Autologous Bone Tracking Log by attaching a unique ID number sticker and filling in the following information:
* Patient Name, MRN and date received
* Bone Type
* Recovering surgeon
* TSL Tech ID in Received By column
* Expiration Date (2 years from collection date)
 | Autologous Bone Tracking Log |
| 10. | * Have the OR designee initial the Autologous Bone Tracking Log in the “Delivered by” column.
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| 11. | * Prepare an “Autologous Donor” cryo-label by attaching a unique ID number sticker in the upper right corner and filling out the following information:

NOTE: Always use the Cryo-Pen when filling out these labels.* Recovering surgeon
* Retrieval Location (i.e. OR 13)
* Patient Name and MRN
* Expiration date (2 years from collection)
* Age
* Gender
* Tissue Type
* Collection Date/Time
 | Autologous Donor cryo-label |
| **Step** | **Action** | **Related Documents** |
| 12 | * Attach the completed cryo-label to the bone package. Do not cover up any hand-written information.
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| 13. | The Autologous bone must be stored in the quarantine section prior to the receipt of culture results.* Timestamp a Quarantine slip.
* Record the reason on the slip (i.e. culture results pending).
* Record Tech ID
* Rubber-band the Quarantine slip to the bone package.
* Store bone package on the quarantine shelf in the -80C freezer, in the section for pending culture results. This is intended to prevent re-implantation while culture results are pending.
 | Quarantine slip |
| 14. | * Staple the extra barcoded unique ID number stickers to the back of the goldenrod TSL copy of the Tissue Tracking Record.
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| 15. | * Place the goldenrod TSL copy of the Autologous Bone Tracking Record in the Quarantined section of the Autologous Bone Tracking Record binder, arranged in alphabetical order.
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**References:**

Standards for Blood Tissue Banking, Current Edition, American Association of Tissue Banks. AATB, Bethesda, MD.