1st Call Responsibilities

___ Pre-approach Huddle w/doctor before family meeting
    NOTES - Call/Case Notes

___ Approach/Authorization/Med-Soc history completed
    TRACKING – Authorization Form
    TRACKING – Med Soc List
    TRACKING – Approach Information
    ORGAN PRE-OR – Authorization Info
    ATTACHMENTS

___ Medical Examiner clearance (if applicable) OR Autopsy Verification
    ORGAN PRE-OR – Donor Information (ME Information) OR
    TRACKING – Referral Worksheet (ME Information)
    ATTACHMENTS – Autopsy Verification Form

___ Medical Director notified/Review of preliminary info/Initial management plan
    NOTES – Call/Case Notes

___ AOC notified
    N/A

___ 2nd call CRC notified
    N/A

___ Discharge/re-Admit process initiated
    ORGAN OR/POST – Finance Form (if any delays or problems with readmit)

___ Donor registered w/UNOS
    ORGAN PRE-OR – Donor Information

___ Pre-transfusion sample located (if applicable)
    NOTES – Call/Case Notes

___ Bloods for Serologies and HLA drawn and properly labeled
    ORGAN PRE-OR – Serologies

___ Donor Hemodilution Worksheet(s) completed
    ORGAN PRE-OR – Blood Product/Colloid Admin
    ORGAN PRE-OR – Hemodilution

___ Courier arranged
    NOTES – Call/Case Notes

___ DCGU (HLA) & INOVA BDS (Serology) techs notified of donor case and sample ETA
    NOTES – Call/Case Notes

___ Brain death properly documented in patient chart by physician(s)
    ORGAN PRE-OR – Donor Information (Brain Death Declaration section)
    NOTES – Call/Case Notes
    ATTACHMENTS

___ Brain Death Declaration Checklist completed
    ORGAN PRE-OR – Brain Death Declaration

___ Physical examination performed
    ORGAN PRE-OR – Physical Assessment
    ORGAN PRE-OR – Physical Examination

___ Height/Weight measured or confirmed
    ORGAN PRE-OR – Donor Information

___ ICU donor management protocol initiated
    N/A

___ ABO confirmed by hospital blood bank or ordered (w/subtyping if applicable)
    ORGAN PRE-OR – Donor Information
    ATTACHMENTS

___ Arrangement for A-line, CVP, Swan-Ganz or FloTrac made
    ORGAN OR/POST – Finance Form (if lines placed)
___ Coordination with on-call fellow/attending about needed tests & procedures
    ORGAN OR/POST – Finance Form (if procedures performed)
___ 2-D echo ordered and cardiology tech paged (if applicable)
    ORGAN OR/POST – Finance Form (if procedures performed)
___ Cardiologist and/or Pulmonologist contacted (if applicable)
    ORGAN OR/POST – Finance Form (if procedures performed)
___ HSRT notified
    N/A
___ CRA notified
    N/A
___ OR notified of donor case
    NOTES – Call/Case Notes
___ Accession numbers for cultures (if possible) or verification of cultures sent
    NOTES – Call/Case Notes
___ Donor chart initial pages completed
    In addition to sections noted elsewhere…
    ORGAN PRE-OR – Donor Information
    ORGAN PRE-OR – Admission Course (updated)
___ WRTC note in chart
    N/A
___ DFA form completed
    TRACKING – DFA Form
___ Remembered for Life Memorial Basket request
    TRACKING – DFA Form
___ Tissue team leader/DS/Gary notified
    NOTES – Call/Case Notes

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May 2011