LOPA
Orientation Plan
Organ Recovery Coordinator I/II

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Overview:

The orientation process for an Organ Recovery Coordinator consists of three phases: Referral Process, Case Initiation and DCD Evaluation, and Donor Management and O.R. Procedures. The following is an overview of these three phases including definition of each phase, goals and expectations, an outline of each phase of training, policies associated with each phase, presentations, and training documentation.

Each orientee will be trained on the following presentations during the first month of orientation:

- Case Initiation/Initial Orders
- Onsite R3 Data Entry Training
- Referral Process and Planning
- DCD O.R. Procedure
- Donor Management
- Hemodilution
- Brain Death Notes
- Packaging/Labeling Verification Process
- Anatomy
- Aseptic Technique
- Consent Form Training
- Medical Social History Training

Generally, the orientee will not progress to the next phase of training until an orientation review for the previous phase has been completed to acknowledge whether or not required tasks have been met. The orientee must be able to complete all tasks of that phase before being signed off. This review will be performed by the preceptor or Recovery Education Coordinator. However, there may be times when an orientee is allowed to be in more than one phase simultaneously.

At the start of each phase, the orientee will spend time observing until the preceptor feels comfortable having orientee complete certain tasks with assistance. Once the orientee is able to complete all tasks within each phase without assistance, and the preceptor determine competence using the phase orientation reviews. At the end of orientation, the preceptor or Recovery Education Coordinator will complete a Final Orientation Review to indicate competence of the orientee in their job role. The department manager, director, and CEO will complete the final sign-off, releasing employee from orientation, by signing a Letter of Recommendation for Completion of Orientation.
Organ Recovery Coordinator
Phase I-Referral Process

**Definition:**
At the conclusion of Phase I, the orientee will have a clear understanding of the referral process and the ability to perform all tasks associated with the entire organ referral process. Orientee will be trained on the appropriate SOP’s, and relevant educational presentations regarding this phase. Orientee will also be trained by observation of preceptor, and hands on training on the job.

**Expectations:**
Orientee will observe/listen to preceptor during this phase until the preceptor is comfortable with the orientee handling tasks on their own.

By 60 days of the orientee’s training, the following tasks shall be met:

- Participates in the reporting of the donor and family information to the appropriate staff
- Coordinates the organ referral process
- Reviews potential donor medical suitability
- Implements the referral plan of action
- Communicates donor process with hospital staff and LOPA staff
- Inputs appropriate R3 data in required time frame
- Utilizes discretion and sensitivity with respect to the circumstances, views and beliefs of others in all interactions, including donor families

**Policies for Review:**
- Notification of Organ Personnel
- Responding to and Following an Organ Referral
- Identification of Potential Organ Donor
- Documentation of Donor Information into R3

**Training Documentation:**

- Phase I Referral Process training form
- Phase I Orientation Review
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Phase II-Organ Case Initiation
DCD evaluation

Definition:
The orientee will have a clear understanding of all aspects of case initiation and the DCD evaluation, and the ability to perform all tasks associated with this phase. Orientee will be trained on the appropriate SOP’s, and relevant educational presentations regarding this phase. Orientee will also be trained by observation of preceptor, and hands on training on the job.

Expectations:
Orientee will observe/listen to preceptor during this phase until the preceptor is comfortable with the orientee handling tasks on their own.

By 90 days of the orientee’s training, the following tasks shall be met:

Organ Case Initiation
- Reviews brain death determination relative to hospital policy and LOPA policy
- Reviews LOPA consent form for accuracy
- Communicates/faxes all required donor paperwork to placement staff
- Communicates effectively with recovery surgeon
- Obtains Coroner’s clearance
- Notifies appropriate LOPA staff of organ case
- Screens donor with tissue processor and eye bank
- Packages and labels specimens for HLA and serology testing as required and sends to appropriate lab
- Reviews Medical Social History questionnaire, relays pertinent information to appropriated LOPA staff
- Conducts detailed evaluation of donor
- Obtains UNOS ID# from UNET
- Utilizes discretion and sensitivity with respect to the circumstances, views and beliefs of others in all interactions, including donor families
DCD Evaluation

- Evaluates potential DCD donor with the assistance of clinical consult
- Is familiar with donor hospital’s DCD policy
- Reviews potential donor's chart for DNR status
- Communicates with the attending physician to review potential donors clinical status and the possibility for DCD donation
- Obtains attending physician permission to evaluate for DCD with an understanding of any requested limitations
- Communicates effectively with hospital staff, the DCD evaluation process, with all questions answered appropriately
- Completes DCD evaluation utilizing LOPA DCD Evaluation Tool
- Reviews DCD evaluation outcome with appropriate LOPA personnel
- Communicates with LOPA staff, hospital staff, and family (if applicable) the outcome of the DCD evaluation
- Utilizes discretion and sensitivity with respect to the circumstances, views and beliefs of others in all interactions, including donor families

**Policies for Review:**

- Declaration of Death
- Conducting a Medical Social and Behavior Interview
- Medical Behavioral Risk Assessment
- Coroner Clearance
- Case Initiation
- Donor Management
- Sending and Packaging of Blood Specimens
- Physical Assessment
- DCD Donor Recovery
- Placement

**Training Documentation:**

- Phase II Case Initiation training form
- Phase II DCD Evaluation form
- Phase II Orientation Review
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Phase III-Donor Management/O.R. Procedures

**Definition:**
The orientee will have a clear understanding of organ donor management and operating room procedures, and the ability to perform all tasks associated with this phase. Orientee will be trained on the appropriate SOP’s, and relevant educational presentations regarding this phase. Orientee will also be trained by observation of preceptor, and hands on training on the job.

**Expectations:**
Orientee will observe/listen to preceptor during this phase until the preceptor is comfortable with the orientee handling tasks on their own.

By 180 days of the orientee’s training, the following tasks shall be met:

**BD Donor Management/ICU**
- Appropriately documents initial diagnostic order set for the donor
- Identifies abnormal trends in labs, understands significance of specific labs
- Adjusts treatments as a patient’s condition changes, understands donor management goals specific to patient and treatments to achieve those goals
- Demonstrates the ability to combine lab results, physical findings and patient history to optimize organ outcome
- Assess ABG’s correctly and recommends appropriate treatment, with timely follow up of treatments ordered
- Manages cardiac status effectively
- Understand brain death and how it affects the organ donor
- Effectively communicates with the Donor Doctor on call and APC, relaying all pertinent labs and treatments
- Utilizes discretion and sensitivity with respect to the circumstances, views and beliefs of others in all interactions, including donor families
DCD Management

- Reviews LOPA consent and hospital surgical consent for accuracy, understands all necessary information included in hospital surgical consent and those required to obtain consent
- Appropriately communicates with the attending physician to determine extubating/pronouncing physician in the OR, obtain initial order set, review suggested treatments based on clinical findings
- Communicates all pertinent information regarding donor case to Donor Doc and APC on call
- Has the knowledge base to explain and answer questions regarding the DCD process
- Informs all appropriate hospital staff of the donor case, communicates with pathology for OR preparation
- Utilizes discretion and sensitivity with respect to the circumstances, views and beliefs of others in all interactions, including donor families

Operating Room Procedures

- Coordinates surgery schedule including notification of appropriate hospital staff
- Is familiar with all medications administered before and during the recovery of organs on a BD donor
- Reviews the “Recovery Surgeon Donor Review” form and all required information with recovery surgeon
- Prepares flush for cross clamp, updates placement staff appropriately
- Assists scrub staff with supplies and necessary donor information
- Reviews anatomy of organs with surgeon, accurately documents organ anatomy
- Faxes donor paperwork to placement, answers all questions
- Packages organs according to protocol
- Assists with post-mortem care
- Performs completion of case duties/completes donor chart
- Utilizes discretion and sensitivity with respect to the circumstances, views and beliefs of others in all interactions, including donor families

DCD O.R.

- Effectively Communicates DCD process to OR and nursing staff (team huddle approach)
- Is familiar with medications given by hospital staff prior to extubation and the medications injected in the first bag of flush solution
- Calculates warm ischemic time with vital sign flowsheet obtained in OR prior to cardiac arrest and cold perfusion
- Communicates with pathology staff when applicable
- Utilizes discretion and sensitivity with respect to the circumstances, views and beliefs of others in all interactions, including donor families
Policies for Review:

- Case Initiation
- Donor Management
- Preparing for the OR
- Operation Room Procedure
- DCD Donor Recovery
- Packaging and Labeling Organs
- Liver Preservation Protocol
- Kidney Preservation Protocol
- Pancreas Preservation Protocol
- Thoracic organs Preservation Protocol
- Cardiac Catheterization Protocol
- Biopsy Protocol
- Kidney Pumping Protocol
- Verification of Donor ABO Typing
- Organ Consent Not Recovered (CNR)

Training Documentation:

- Phase III BD Donor Management ICU training form
- Phase III DCD Management training form
- Phase III O.R. Procedures
- Phase III Orientation Review