Tissue Recovery Coordinator  
Orientation Plan-Overview

The orientation process for a Tissue Recovery Coordinator consists of four phases: In-House Training, Aseptic Technique/Instrumentation & Equipment, Introduction to Tissue Recovery, and Advanced Recovery Procedures and Post Recovery Duties. The following is an overview of these four phases including goals and expectations, an outline of each phase of training, policies associated with each phase, presentations, and training documentation.

Training forms for the following will be filled out to show orientee’s progress in training:

- HFV recovery
- Tissue RecoveryMS/Reconstruction
- Packing for Tissue Case
- Saphenous Vein Recovery
- Packing/Shipement of Tissue
- Obtaining Blood Samples
- Physical Assessment Tissue
- Skin Recovery

Generally, the orientee will not progress to the next phase until an orientation review for the previous phase has been completed to acknowledge whether or not required tasks have been met. This review will be performed by the Tissue Coordinator II or Tissue Manager. However, there may be times when an orientee is allowed to be in more than one phase simultaneously.

The following Standard Operating Procedures are general LOPA policies that each orientee should be familiar with:

- SOP-FIN-12 Expenses/Mileage Reimbursements
- SOP-SAF-6 Infectious and Hazardous Waste Handling and Disposal
- SOP-SAF-3 Needlestick Injury and Body Fluid Exposure
- SOP-QS-24 Instrumentation and Equipment
- SOP-QS-32 Tissue Paperwork R3 Quality Review and Chart Completion
- SOP-QS-16 Occurrence Reporting and Resolution
- SOP-QS-18 Written Documentation Revisions
- SOP-QS-19 Temperature Monitoring and Equipment Inspection
- SOP-CU-1 In House Cleaning and Sterilization of Instruments
- SOP-5 Confidentiality

Phase I: In-House Training

A. Definition: Class room training in which the orientee will review the processes of a tissue recovery from referral to completion of recovery with an understanding of why the processes involved take place.

B. Expectations: The orientee will have basic knowledge of the tissue donation process prior to being placed on the tissue call schedule and advancing to on-site training.
C. Supporting Policies for Phase I

- SOP-TIS-19 Accreditation
- SOP-TIS-5 Tissue Division Structure
- SOP-CSC-10 Identification of Potential Tissue Donors
- SOP-CSC-13 Obtaining Coroner Clearance
- SOP-12 Process to Follow for Obtaining Consent Authorization
- SOP-CSC-14 Tissue Donor Transportation Guidelines
- SOP-CSC-2 Tissue Case Set-up
- SOP-TIS-23 Recovery Staff Conduct & Code of Ethics
- SOP-TIS-18 Tissue Team Notification and Assembly
- SOP-QS-25 Tissue Referral QA
- SOP-QS-14 Tissue Donor Chart Completion
- SOP-QS-21 Documentation of Tissue Donor Information in R3
- SOP-TIS-21 Handling Requests for Tissue Recovery Observation
- SOP-TIS-1 Minimum Requirements for On-site Documentation
- SOP-TIS-17 Preparation and Packaging for a Tissue Case
- SOP-TIS-3 Medical Record Review
- SOP-CU-2 Qualifying Blood Samples
- SOP-TIS-24 Serological Testing
- SOP-TIS-28 Shared Serology Testing
- SOP-TIS-29 Microbiological Testing
- SOP-TIS-10 Physical Assessment
- SOP-CU-3 Photographic Documentation
- SOP-TIS-34 Tissue Recovery following Organ Donation
- SOP-TIS-20 Post Autopsy Recovery

D. Content of Phase I Training

1. Safety

- **Objective:**
  - To familiarize trainee with general safety information
  - Become familiar with Medical Waste Management
  - Learn about dangers and how to handle formaldehyde
  - Learn how to package medical waste for disposal
  - Become familiar with Waste Segregation Guidelines

- **Associated Policies:**
  - SOP-SAF-6 Infectious and Hazardous Waste Handling and Disposal
  - SOP-SAF-3 Needlestick Injury and Body Fluid Exposure

- **Relevant Documents:**
  - TrainCaster training on Formaldehyde
  - How to Package Boxes
  - Waste Segregation Guidelines

- **Presentations:**
  - How we spread germs
  - Formaldehyde (TrainCaster)
2. Medical Chart Review & Hemodilution Assessment
   • Objective:
     o To explain the importance of medical chart review and how to recognize certain diseases, treatment, and other findings that may pose concerns for tissue donation
     o Learn to compare findings in the hospital chart to documentation on the medical/social behavior questionnaire
     o Learn to recognize “red flags” in medical record and how to investigate them further
     o How to locate and read infusion documentation in hospital chart
     o How to qualify blood samples for serological testing
   • Associated Policies:
     o SOP-TIS-3 Medical Record Review
     o SOP-CU-2 Qualifying Blood Samples
     o SOP-TIS-24 Serological Testing
   • Presentations:
     o Chart Review online training (TrainCaster)
     o Hemodilution online training (TrainCaster)
     o Understanding the Serology Panel

*Examples of actual charts will be reviewed and assessed for hemodilution using the infusion record/hemodilution form needed for tissue recovery.

3. Introduction to Preparation for a Tissue Case
   • Objectives:
     o To demonstrate how to pack for a tissue recovery according to the type of tissues being recovered
     o Be familiar with the necessary requirements for documentation of supplies used during tissue recovery.
   • Associated Policies:
     o SOP-TIS-17 Preparation and Packaging for a Tissue Case

4. Special Considerations
   • Objectives:
     o Become familiar with code of ethics
     o Learn about special considerations for post-autopsy recoveries
     o Become knowledgeable about special considerations for post-organ tissue donors
     o Discuss how to handle requests for observation
     o Become familiar with shared serology testing
     o Become familiar with obtaining a biopsy
   • Associated Policies:
     o SOP-TIS-34 Tissue Recovery following Organ Donation
     o SOP-TIS-20 Post Autopsy Recovery
     o SOP-TIS-28 Shared Serology Testing
     o SOP-TIS-25 Physician Consults / Obtaining Biopsies
     o SOP-TIS-21 Handling Requests for Tissue Recovery Observation
5. Physical Assessment/ Photographic Documentation

- **Objective:**
  - Become familiar with the process of performing a physical assessment on a potential tissue donor.
  - Understand how to describe and identify findings located on a potential donor that may indicate high risk behavior or any other disease processes.
  - Become familiar with the importance of photographic documentation of tissue donors, biopsy sites, and donors that are shutdown on site.

- **Associated Policies:**
  - SOP-CU-3 Photographic Documentation
  - SOP-TIS-10 Physical Assessment

- **Presentation:**
  - Physical Assessment online training (TrainCaster)

6. Review of Required Paperwork/Tissue Recovery

- **Objective:**
  - Become familiar with how to properly fill out required paperwork and charting.
  - Have visual of actual tissue recovery.

- **Associated Policies:**
  - SOP-TIS-1 Minimum Requirements for On-site Documentation

- **Relevant Forms:**
  - Recovery Information Sheet (F-TIS-9)
  - Physical Assessment Form (F-TIS-16)
  - Documentation of Contact (F-TIS-1)
  - Operative Summary (F-TIS-7)
  - Injury and Illness Report Form (F-SAF-1)
  - Recovery Site Assessment form (F-TIS-6)
  - Tissue Case Usage Form (F-TIS-17)
  - Tissue Staff Assistance form (F-TIS-21)
  - Tissue Donor Shutdown form (F-TIS-13)
  - Infusion Record Hemodilution Calculation (F-TIS-20)
  - LifeNet Health Laboratory Requisition form (Current version)
  - LifeNet Health Cardiovascular Synopsis and Pathology Request form (Current version)

- **Presentations:**
  - Tissue Recovery Process
  - Skin Recovery Process

*Review of actual donor charts will be done to exhibit proper documentation needed for tissue cases will be performed.*
7. Introduction to Donor Chart QA/Data Entry

- **Objective:**
  - Be familiar with the process of how a donor chart is reviewed following a case and prepared for transmission to tissue processor.
- **Associated Policies:**
  - SOP-QS-25 Tissue Referral QA
  - SOP-QS-14 Tissue Donor Chart Completion
  - SOP-QS-32 Tissue Paperwork R3 Quality Review and Chart Completion

- Hands on review of actual Tissue Donor Charts, the review process, and data entry of charts into R3 will be reviewed with the Tissue QA Coordinator and the Tissue Support Data Coordinator.

**Phase II: Aseptic Technique/Instrumentation & Equipment**

A. **Definition:**
Training of aseptic technique and sterile field used in tissue recovery

B. **Expectations:**
- Demonstrate proper surgical hand scrub and gowning/gloving while maintaining a contamination rate at or below processor benchmarks.
- Demonstrate knowledge of instrumentation and equipment.
- Be familiar with the process of sterilizing instruments needed for tissue recovery.
- Be familiar with traffic patterns through the tissue suite
- Demonstrates proper cleaning of recovery site following recovery

C. **Supporting Policies for Phase II:**
- SOP-TIS-15 Traffic Patterns throughout the Recovery Suite
- SOP-TIS-14 Site Requirements for Tissue Recoveries
- SOP-TIS-9 Prevention of Cross Contamination
- SOP-TIS-22 Surgical Hand Scrub
- SOP-TIS-13 Gowning and Gloving
- SOP-TIS-32 Maintaining Aseptic Technique
- SOP-QS-24 Instrumentation and Equipment
- SOP-TIS-30 Cleaning of the Recovery Site
- SOP-CU-1 In House Cleaning and Sterilization of Instruments

D. **Content of Phase II Training**
   1. **Recovery Suite/Site Assessment**
      - **Objective:**
        - Become familiar with traffic patterns throughout the tissue recovery suite
        - Learn what site requirements are for a tissue recovery

      - **Associated Policies:**
2. Introduction to Aseptic Technique, Scrubbing, Gowning and Gloving
   - Objective:
     - Demonstrate the appropriate way to maintain aseptic technique through hands on surgical scrubbing, and gowning/gloving techniques.
   - Associated Policies:
     - SOP-TIS-9 Prevention of Cross Contamination
     - SOP-TIS-13 Gowning and Gloving
     - SOP-TIS-32 Maintaining Aseptic Technique
     - SOP-TIS-22 Surgical Hand Scrub
   - Presentations:
     - AORN’s Scrubbing, Gowning and Gloving
     - AORN’s Aseptic Technique

*Hands on demonstration of how to scrub, gown, glove, and perform back table duties will be done.

3. Instrumentation & Equipment
   - Objective:
     - Become familiar with instrumentation and equipment
   - Associated Policies:
     - SOP-QS-24 Instrumentation and Equipment
     - SOP-CU-1 In House Cleaning and Sterilization of Instruments

*Hands on presentation of instrumentation and equipment will be done by preceptor.

4. Cleaning of Recovery Site
   - Objectives:
     - Demonstrate appropriate cleaning of recovery site after case completion
   - Associated Policies:
     - SOP-TIS-30 Cleaning of the Recovery Site

Phase III: Introduction to Tissue Recovery

A. Definition:
   - Orientee will have clear understanding and ability to perform tasks associated with the actual recovery of tissues

B. Expectations:
• Demonstrate proper donor preparation and draping
• Demonstrate appropriate MS and Skin recovery techniques
• Demonstrate knowledge of anatomy during recovery of musculoskeletal, and skin tissues
• Demonstrate appropriate reconstruction techniques
• Demonstrate ability to obtain appropriate blood samples
• Demonstrate wrapping, labeling, and verification of tissues

C. Supporting Policies for Phase III:
  o SOP-TIS-43 Donor Preparation
  o SOP-TIS-2 Musculoskeletal Recovery
  o SOP-TIS-31 Skin Recovery
  o SOP-TIS-8 Donor Reconstruction and Post Recovery Preparations
  o SOP-TIS-11 Obtaining Appropriate Blood Samples
  o SOP-TIS-33 Verification of Labeling and Packaging of Tissues

D. Content of Phase III Training:
  1. Donor Preparation
     • Objective:
       o Demonstrate donor preparation and draping
     • Associated Policies:
       o SOP-TIS-43 Donor Preparation
     • Presentations:
       o Proper Donor Prepping
     • Associated Documents:
       o Back Table
       o Back Table Set-up
       o Mayo Stand
       o Room Set-up
       o What the back table should look like

  2. Obtaining Blood Samples
     • Objective:
       o Demonstrate obtaining appropriate blood samples
     • Associated Policies:
       o SOP-TIS-11 Obtaining Appropriate Blood Samples

*On-site training of skill will take place

  3. Verification / Wrapping and Labeling of Recovered Tissue
     • Objective:
       o Demonstrate wrapping and labeling of tissue
       o Demonstrate verification of labels and packaging

     • Associated Policies:
       o SOP-TIS-2 Musculoskeletal Recovery Procedures
       o SOP-TIS-12 Heart for Valve Recovery
4. Recovery Procedures

- **Objective:**
  - Demonstrate how to recover musculoskeletal tissue and skin.

- **Associated Policies:**
  - SOP-TIS-31 Skin Recovery
  - SOP-TIS-2 Musculoskeletal Recovery Procedures

- **Presentations:**
  - 5 Zones of Recovery
  - Tissue Recovery
  - Skin Recovery
  - Tissues Uses

5. Donor Reconstruction and Post Recovery Preparations

**Objectives:**
Demonstrate proper donor reconstruction and post-recovery preparations

**Associated Policies:**
- SOP-TIS-8 Donor Reconstruction and post recovery duties

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**Phase IV: Advanced Recovery Procedures and Post-Recovery Duties**

**A. Definition:**
Orientee will have clear understanding and ability to perform all post-case duties

**B. Expectations:**
- Demonstrate proper preparation and packaging of blood samples and tissue for shipping
- Become familiar with appropriate procedure for aborting a tissue recovery
- Demonstrate knowledge of anatomy for vascular and heart for valve recoveries
- Demonstrate proper recovery of vascular and cardiovascular tissue

**C. Policies Associated with Phase IV of training:**
- SOP-TIS-2 Musculoskeletal Recovery Procedures
- SOP-TIS-4 Vascular Recovery Procedures
- SOP-TIS-31 Skin Recovery Procedures
D. Content of Phase IV Training:
   o Advanced Recovery Procedures
     i. Objective:
        1. Demonstrate how to recover Heart for Valve and Saphenous Veins.
     ii. Associated Policies:
        1. SOP-TIS-12 Heart for Valve Recovery Procedures
        2. SOP-TIS-4 Vascular Recovery Procedures

E. Aborting a Tissue Recovery
   1. Objective:
      Become familiar with proper procedure for aborting a tissue recovery
   2. Associated Policies:
      i. SOP-TIS-16 Procedure for Aborting Tissue Recovery
   3. Associated Documents:
      i. Tissue Donor Shutdown form (F-TIS-13)

F. Preparation and Packaging for Shipment
   1. Objectives:
      Demonstrate preparation and packaging of blood and tissues for shipment
   2. Associated Policies:
      SOP-TIS-2 Musculoskeletal Recovery Procedures
      SOP-TIS-12 Heart for Valve Recovery Procedures
      SOP-TIS-4 Vascular Recovery Procedures
      SOP-TIS-31 Skin Recovery Procedures

   3. Presentations:
      i. Labeling and Packaging