

1. IDENTIFYING A FEMORAL HEAD DONOR

1.1. Theatre departments are notified of Femoral Head Donors the business day before the patient’s surgery. A copy of the *PlusLife Femoral Head Donor Notification and Checklist Interstate* form pre-filled with the patient, hospital and surgeon details (Figure 1) is emailed as per specific hospital arrangements.

1.2. Proceed with femoral head donation only when you are in possession of a *PlusLife Femoral Head Donor Notification and Checklist Interstate* form.

FEMORAL HEAD DONOR NOTIFICATION & CHECKLIST INTERSTATE

APPLY PATIENT LABEL

APPLY KIT BATCH LABEL

BONE BANK NO.

DONOR NAME: _____ **DOB:** _____ **Donor details verified:** _____

IDENTIFICATION **SURGEON** **HOSPITAL**

BLOOD SAMPLE COLLECTION (retrieve 2x SST & 2x EDTA vacutainer blood tube from storage)

Record the batch number and expiry date of the 1st EDTA blood tube: Batch No.: _____ Expiry date: _____

Record the batch number and expiry date of the 2nd EDTA blood tube: Batch No.: _____ Expiry date: _____

Record the batch number and expiry date of the 1st SST blood tube: Batch No.: _____ Expiry date: _____

Record the batch number and expiry date of the 2nd SST blood tube: Batch No.: _____ Expiry date: _____

DATE and time blood sample collected and labelled: DATE: _____ TIME: _____

In the 48 hours prior to collection of the blood sample, has the donor received any IV fluids? (if unsure, ask the anaesthetist) YES* / NO

*If YES, please record how much IV fluid and the patient's weight: QUANTITY: _____ mL PATIENT WEIGHT: _____ kg

SPECIMEN COLLECTION (obtain charcoal Amies swab from storage; dry chip jar & formalin jar provided in kit)

Record the batch number and expiry date of the charcoal swab: Batch No.: _____ Expiry date: _____

Swab, from all surfaces of the femoral head, collected and labelled?

One piece of bone (± 1cm³) from femoral head collected in formalin jar and labelled?

One piece of bone (± 1cm³) from femoral head collected in sterile specimen jar and labelled?

Patient label + date and time of samples collected applied to pre-printed Lab Request Form?

FEMORAL HEAD COLLECTION (in sterile jar with sterile zip seal bag inside provided)

DATE and time bone removed: DATE: _____ TIME: _____

Femoral head collected and placed in sterile zip seal bag (provided within the femoral head jar), then placed into the jar and jar labelled, ensuring both are sealed?

Jar with femoral head placed in the unsterile zip seal bag provided?

PACKING and COLLECTION

Specimens placed in biohazard bag?

Bag containing specimens & bag containing femoral head placed together in designated 2-8°C refrigerator?

PlusLife notified (08 6144 3500) for collection?

PlusLife will arrange a courier to collect the donation. When they arrive, the bag should be removed from the fridge and placed in the cold shipper the courier brings as per instructions. If there are any issues with collecting the donation, please notify PlusLife ASAP.

Circulating Nurse Name: _____ **Circulating Nurse Signature:** _____

FOR.DR.31 Issue:2 Effective Date: //2023

Figure 1: Femoral Head Donor Notification and Checklist Interstate form

2. EQUIPMENT SET UP

- 2.1. Collect a PlusLife supplied Femoral Head Donation Kit from the designated storage area. This kit contains the following inside a dust cover (Figure 2):
 - 2.1.1. 30ml jar for the dry bone specimen for culture
 - 2.1.2. Biopsy jar containing Formalin for histopathology, in a biohazard bag
 - 2.1.3. 250ml jar containing a plastic bag for the femoral head
 - 2.1.4. Pre-printed laboratory request form
 - 2.1.5. Kit batch label (attached to laboratory request form)
 - 2.1.6. Additional zip-lock bag for the FH jar
 - 2.1.7. Additional Biohazard bag for remaining specimens



Figure 2: Femoral Head Donation Kit Contents

- 2.2. Retrieve the following items from hospital stock and ensure they are within date.

(Figure 3):

2.2.1. **2x Gold Top SST Tubes**

2.2.2. **2x Purple Top EDTA Tubes**

2.2.3. **1x Amies Charcoal Sterile Swab**

- 2.3. Check the expiration date on the femoral head donation kit. In the event that components of the kit are damaged, expired and/or missing, use another kit and notify PlusLife.



Figure 3: Blood tubes and swab required from hospital stock.

3. FEMORAL HEAD DONOR NOTIFICATION & CHECKLIST

- 3.1. Check that the pre-filled patient, hospital and surgeon details match the theatre case.
- 3.2. Affix a patient label and check that details are correct.
- 3.3. Affix the Kit Batch Label (located in the Femoral Head Donation Kit, stapled to the laboratory request form).
- 3.4. Work through the checklist to collect the specimens and femoral head as below.

4. BLOOD SAMPLE COLLECTION

- 4.1. Collect blood aseptically into the 4 blood tubes. If possible, obtain blood prior to the administration of any IV fluids (e.g., at cannulation).
- 4.2. Record on the *Femoral Head Donor Notification and Checklist Interstate* form the batch number and expiry dates of the blood tubes.
- 4.3. Label the blood samples and record initial, date and time of collection on each.
- 4.4. Record on the *Femoral Head Donor Notification and Checklist Interstate* form the date and time that the blood was collected.
- 4.5. Indicate on the *Femoral Head Donor Notification and Checklist Interstate* form whether the donor has received any IV fluid in the 48 hours prior to the collection of the blood sample.
- 4.6. If yes, record the volume of IV fluid administered and the patient's weight. This allows PlusLife staff to determine the plasma dilution of the sample to ensure it is suitable for testing.

5. SPECIMEN COLLECTION

- 5.1. Record on the *Femoral Head Donor Notification and Checklist Interstate* form the batch number and expiry date of the Amies Charcoal Sterile Swab.
- 5.2. Once the femoral head is removed open sterile items (swab, micro and femoral head jars).
- 5.3. Aseptically swab all surfaces of the femoral head with the Amies Charcoal Sterile Swab.
- 5.4. Aseptically obtain two pieces of bone (+/- 1cm³) from the femoral head.
 - 5.4.1. Place the larger piece into the biopsy jar containing formalin, for histopathology.
 - 5.4.2. Place the other piece into the specimen jar for culture.
- 5.5. Label all 3 specimens with a patient label and record on each label your initials, date and time of collection.
- 5.6. Complete the pre-printed laboratory request form by:
 - 5.6.1. Applying a patient label
 - 5.6.2. Record the date and time the samples were collected.

6. COLLECTION OF THE FEMORAL HEAD

- 6.1. Aseptically place the femoral head into the sterile bag which is inside the 250ml screw topped jar and then place into the 250ml screw topped jar, ensuring both the zip-seal bag and the jar are sealed well.
- 6.2. Attach a patient addressograph label to the jar.
 - 6.2.1. Note that if the jar is not labelled, the donation cannot be accepted.
- 6.3. Put the jar inside the spare non-sterile zip-lock plastic bag (to avoid the patient addressograph label being damaged).
- 6.4. Record on the *Femoral Head Donor Notification and Checklist Interstate* form the date and time that the femoral head was retrieved.

7. CHECK THE DONATION IS COMPLETE

- 7.1. Ensure the *Femoral Head Donor Notification and Checklist Interstate* is complete:
 - 7.1.1. Patient addressograph attached
 - 7.1.2. Kit batch label attached
 - 7.1.3. Box ticked for each step
 - 7.1.4. Date and time of collecting blood sample
 - 7.1.5. IV fluid details
 - 7.1.6. Batch numbers and expiry dates for the blood tubes and swab
 - 7.1.7. Date and time of removal of femoral head
 - 7.1.8. Name and signature of Circulating Nurse

7.2. Check all items are labelled with a patient addressograph (Figure 4).

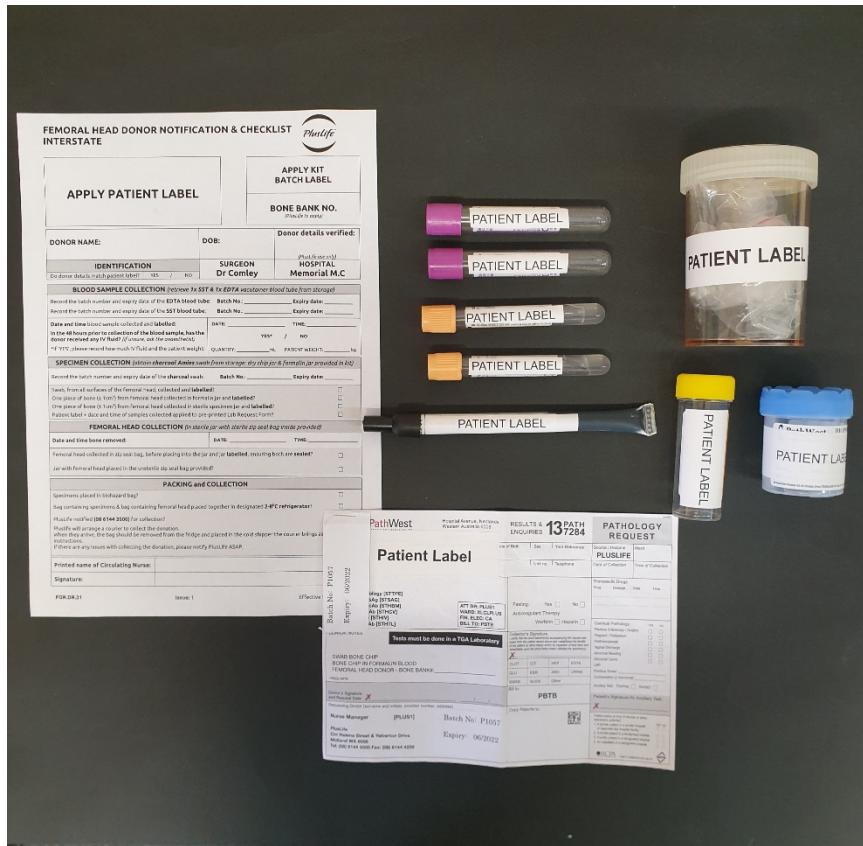


Figure 4: All Femoral Head Donation items labelled with a patient addressograph.

- 7.3. Ensure the pre-printed laboratory request form has been completed (patient label applied, date and time samples collected recorded)
- 7.4. Ensure that the formalin jar is in a separate biohazard bag.
- 7.5. Ensure the blood tubes, swab and dry bone chip are in a biohazard bag with the lab request form and *Femoral Head Donor Notification and Checklist Interstate* form in the separate pocket.
- 7.6. Ensure that the femoral head jar containing the femoral head is inside a zip seal plastic bag.

8. COURIER

- 8.1. Place all donation items together in the designated 2-8 °C refrigerator.
- 8.2. Call PlusLife on (08) 6144 3500 who will arrange courier of the Femoral Head Donation.