

## 1. NOTIFICATION OF A FEMORAL HEAD DONOR REQUIRING AN INTERVIEW

- 1.1. Authorised Nurses will be notified that there is a femoral head donation at their hospital via email notification from a PlusLife Donor Liaison Nurse (DLN).
- 1.2. The email will be sent at the time the patient has been consented (a maximum of 30 days pre-op and a minimum of the business day before the surgery).
- 1.3. The email will include the patients:
  - 1.3.1. Name
  - 1.3.2. Date of Birth
  - 1.3.3. Surgery date
- 1.4. A password protected PDF scanned copy of the donors Consent Form will be attached to the email.
  - 1.4.1. The password is the patients Date of Birth in the format DD/MM/YYYY. This information is contained within the body of the email.
  - 1.4.2. Password protection can be added by:
    - 1.4.2.1. Add PDF attachment to email
    - 1.4.2.2. Open PDF in ADOBE
    - 1.4.2.3. Select 'Tools' > 'Protect' > 'Protect Using Password'
    - 1.4.2.4. Type Password and select 'Apply'
    - 1.4.2.5. This will not add a password to the file if saved on the PC, only to the attachment to Outlook.

## 2. ORGANISING THE AUTHORISED NURSE VISIT

- 2.1. Where possible the donor should be seen by an Authorised Nurse pre-operatively.
- 2.2. If not possible to visit prior to surgery the patient can be seen on the ward 1-2 days post-operatively, ensuring it is done before the patient is discharged.
- 2.3. Upon receipt of the email notification the authorised nurse should reply with their availability to see the donor so that the visit can be allocated to a particular Authorised Nurse.

## 3. PERFORMING THE FACE-TO-FACE INTERVIEW AND PHYSICAL ASSESSMENT

- 3.1. Prior to visiting the donor open the PDF scanned Consent Form using the password supplied and print the 4-page consent.
- 3.2. When visiting the donor ensure you:
  - 3.2.1. Introduce yourself and the reason for your visit.
  - 3.2.2. Confirm identity of donor prior to discussing medical/social history.
  - 3.2.3. Maintain privacy and dignity at all times
- 3.3. Using your observational skills and clinical judgement perform the physical assessment relating to bone donation.
  - 3.3.1. This may include clinical inspection of a scar, skin lesion, surgical incision, tracks marks, tattoo, piercing or other physical features that may indicate that the donor poses a risk of infectious disease transmission.

- 3.3.2. Gather as much information as possible to enable DLN to follow-up as needed (e.g. when, where).
- 3.4. Perform the face-to-face interview.
  - 3.4.1. Show the donor any additions made to the Consent Form by the DLN and confirm they are correct.
  - 3.4.2. Obtain further information to questions as requested by the DLN.
  - 3.4.3. Confirm that the donor has no additional information to add to the Consent Form and they intend to proceed with the donation.
- 3.5. Document any changes, additional information, and physical assessment findings on the Consent Form, ensuring you initial any additions.
- 3.6. Witness the donors' signature and sign, date and record the time on the Consent Form in TO BE COMPLETED IN HOSPITAL BY DONOR LIAISON box on page 4.
- 3.7. Reiterate to donor:
  - 3.7.1. Follow-up phone call in 6 months to enquire if any change to health.
  - 3.7.2. Inform Pluslife if there are any significant changes in health history in the next 12-18 months. Pluslife telephone number is located on all Pluslife paperwork/pamphlets.
- 3.8. Thank the patient for donating and give PlusLife brochure.

**4. RETURNING THE COMPLETED CONSENT FORM TO PLUSLIFE**

- 4.1. Scan and email a copy of the completed Consent Form back to Pluslife via donor.liaison@pluslife.org.au.
  - 4.1.1. Ensure the Consent Form attachment is password protected using the same password format as above.
- 4.2. Mail the hardcopy of the completed Consent Form to PlusLife Midland using a PlusLife supplied reply paid envelope.