

Return of Tissue/Body Parts to Patients

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Policy

- Patient/families/whanau have a right to have their tissue/body parts returned to them and will be consulted prior to surgery.
- All tissue/body parts for return will be stored (if requested) for 28 days then disposed of, if not collected by the patient/family.

Purpose

To outline the process required by Canterbury DHB staff for the return of tissue/body parts to the patient and their family/whanau.

Scope/Audience

This policy/ procedure applies to all laboratory, mortuary, nursing, medical, orderly & clerical staff involved in the removal & return of tissue/body parts within the CDHB.

Exclusion

Research department

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Definitions

Tissue / Body Parts

Any tissue or body parts removed from the body. This encompasses gross specimens, processed tissue and tissue slices. It does not include blood, body fluids, screws or metal ware.

Products of Conception

Any baby/foetus less than 20 completed weeks gestation and weighing less than 400 grams, placentas, membranes, cord and other products of conception not recognized as a foetus.

Associated documents

CDHB Manuals

- Canterbury DHB Manual, Volume 2 - Legal and Quality
- Tikanga Policy
- Management of Healthcare Waste
- Canterbury DHB Manual, Volume 11 - Clinical
- Human Tissue Disposal Procedure
- Informed Consent Policy
- Return of Products of Conception/Pregnancy Tissue (Women's and Children's Health Policies. Ref 7260)
- Return of Tissue/Body Parts, Volume A, Burwood Policy/Procedure manual
- Placenta Tracking Procedure (Women's and Children's Health Policies Ref. 6952)

Patient Information Pamphlet

- Return of Tissue/Body Parts (Ref. 1053)
- Limb Amputation Surgery (Ref 1725)

Forms

- Agreement to Treatment (QMR002A)
- Laboratory Specimen Request Form (QF0050)
- Return of Tissue / Body Parts Form (C130007 Ref: 2461)
(carbonated with four copies)
- Placenta Tracking Form (Ref:8993)
- Patient Admission Form (C110001)
- Pre and Intra Operative Nursing Care (C170003)
- Day Surgery Documentation Form (C240229)

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- Tissue to be Returned to Patient (orange sticker - Ref JG556)
- Specimen to be Returned to Patient (orange sticker- Ref JG317)
- Small quantities of the stickers are available from Anatomical Pathology - Phone 80594

Standards

- Code of Health and Disability Services Patients' Rights 1996
- Infection Control New Zealand Standards NZS8142-2000
- Management of Healthcare Waste - NZS4304-2000

1 Patient Information

Staff will provide information to the patient on the options available to them and offer the 'Return of Tissue/ Body Parts' pamphlet (Ref. 1053)

All patients who decide to have their tissue/body part returned are advised to read the patient information pamphlet, which covers storage requirements, safe handling of tissue/ body part if chemically preserved, burial options, spiritual and cultural needs and collection of the tissue/body part after discharge.

1.1 Preadmission and admission areas on admission and/or prior to procedure

1. On admission or during the pre-admission/pre-procedure consent process the patient is informed of their right to have their tissue/body part returned. The patient information pamphlet is given out and content discussed with the patient and/or their family/whanau as per patients' wishes to enable an informed decision.
2. If the patient requests a blessing or a visit from the Chaplaincy team, contact needs to be made as soon as possible, prior to surgery.
3. If the patient has indicated that they do not wish to receive their tissue/body part this decision should be confirmed prior to commencement of the procedure.
If not for return, discuss tissue/body part disposal
 - Refer to Canterbury DHB Human Tissue Disposal Policy/Procedure
4. If health risk identified and/or return of tissue/body parts is not an option, cremation/burial may be discussed as options.
5. The decision for the return of tissue/body part is recorded on the Return of Tissue/ Body Parts Form (C130007) in the appropriate nursing assessment/care pathway and on the Pre and Intra

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Operative Patient Nursing Care Plan (C170003) or Day Surgery Documentation Form (C240229).

6. Place an orange "Tissue to be returned to patient" sticker (JG556) on Pre & Intra Operative (C170003) or Day Surgery Documentation (C240229).

Ensure patient ID stickers are on each copy of the form.

7. File remaining copies in the patient's clinical file (Patient copy to be given to patient at time of discharge)

1.2 Prior to Procedure

1. Check the patient's clinical record to confirm if tissue/body part is to be returned to the patient.
2. Identify if the tissue/body part requires laboratory analysis or preservation.
3. Place orange Laboratory sticker 'Specimen to be Returned to Patient' (Ref JG317) on lab request form & forward with the specimen and the green copy of Return of Tissue/Body Part Form to the laboratory.

1.3 Following procedure- For samples not going to the laboratory

1. If the tissue/body part is smaller than 'half a hand' (approx. 10-15cm at widest diameter) and does not require laboratory analysis or preservation in formalin, it should be placed in a securely sealed appropriate container (i.e. not a food related container) and returned to the patient if required with the Return of Tissue/Body Parts Form as they leave the procedure area.
2. If the tissue/body part that is larger than 'half a hand' (approx. 10-15cm at widest diameter) does not require laboratory analysis and is to be returned to the patient, it must be sent with the Return of Tissue/Body Part Form and forwarded to the mortuary, for the patient to collect at time of discharge

1.4 At time of discharge

1. White copy of Return of Tissue/Body Parts Form given to the patient.
2. Pink copy is retained at the collection point (ward of admission) then returned to Clinical Records, once the patient or their representative has signed it and the process is completed.
3. If patient is taking tissue at time of discharge- Ward/DSU Nursing Staff are to ensure that the yellow copy of the form has been completed and retained within the patient's clinical record and that the patient has taken the tissue or body part with them. The green copy of this form is to remain with the tissue/body part/specimen until it has been collected or disposed.
4. If the tissue has been sent for laboratory testing-

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If the tissue/body part is to be returned to the patient at a later date reiterate that they will be contacted to return to the collection point to collect the tissue/body part and that the specimen must be collected within 28 days from being contacted.

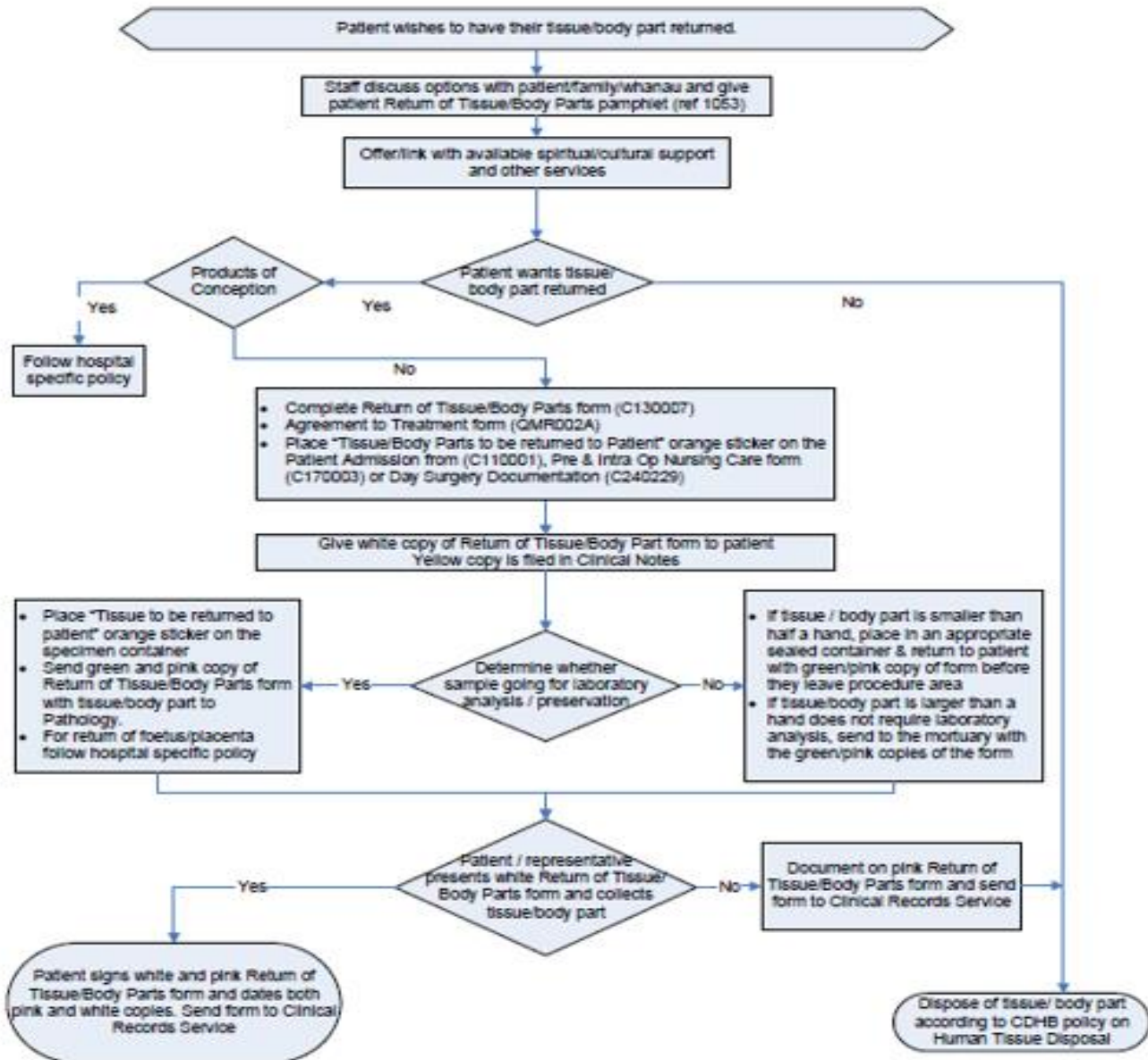
The patient/representative is to present the white (front page) copy when collecting tissue/body parts.

1.5 Storage and collection

1. All tissue/body parts must be stored in securely sealed containers and sealed plastic bags. There is no requirement for the specimens to be refrigerated unless specified.
2. Where formalin has been used as a preserving agent specific instruction must be given to the patient/family/whanau on the safe handling and correct disposal requirements. This information is included in the Return of Tissue/Body Parts Patient Information pamphlet (Ref 1053) and Formalin Information sheet provided by Pathology
3. The laboratory will return the tissue/body part to the collection point with the green copy of the Return of Tissue/Body Parts form.
4. On receipt of the specimen at the collection point, the ward clerk or delegated staff member will ring the patient and inform them their tissue/body part is ready for collection and will record all contacts or attempted contacts on the Return of Tissue/Body Parts Form.
5. On collection of the tissue / body part the patient/representative collecting the tissue/body part must present their white copy of the form and sign and date the white and pink copy of the form to acknowledge receipt. The staff member must record name, date and designation on the form. The designated staff member forwards the signed pink copy of form to Clinical Records Department for filing in the patient's clinical record.
6. If the tissue/body part is not collected within 28 days of patient notification, as per the form, it will be sent to the laboratory for hospital disposal. The pink form noting the outcome will be returned to Clinical Records Department for filing in the patient's clinical record.
7. Uncollected specimens should be disposed of by normal hospital procedure as outlined in the CDHB Policy Human tissue Disposal procedure (Volume 11 – Clinical).
8. Should a patient no longer wish to keep their tissue / body part, it should be disposed of by normal hospital procedure as outlined in the CDHB Policy Human Tissue Disposal procedure (Volume 11 – Clinical).

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Return of Tissue/Body Parts Flowchart



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Measurement/Evaluation

All patients having a surgical procedure will be offered the opportunity to have their tissue/body parts returned to them, as evidenced by clinical record audits.

Return of Tissue/Body Parts Form (C130007) will be completed for all patients who request return of tissue/body parts, as evidenced by clinical records audits.

References

- “A Guide for Removal, Retention, Return and Disposal of Maori Body Parts and Organ Donation.” Hauora o te Tinana me ona Tikanga –Service Providers. Te Puni Kokiri Ministry of Maori Development 1999.
- Rangahau e pa ana ki te Maori Nga ahuatanga mo te whakahore me te pupuri I nga taura me nga kowaewae Research Involving Maori Guidelines for Disposal or Retention of Samples and Specimens - Christchurch School of Medicine, Health and Sciences 2004.

Policy Owner	
Policy Authoriser	CMO & EDON
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