

Komen Tissue Bank -- Tissue Collection Event

Date created/revised: July 2011

Important notes:

- 🚫 Please place ALL trash into the red sharps/biohazard container and any used linen into the linen container. Do not use the regular trash can for any trash.**
- 🚫 Please help the Surgeon/Radiologist remember to sign the Informed Consent that the donor brings with her**
- 🚫 Please make a note on the Adverse Event sheet if someone has excessive bleeding or any other Adverse Event. You may write the donor's name or barcode down to identify her.**

Surgeon/Radiologist Assistant Job Description

In between donors:

1. Change pillowcase linen
2. Remove used paper and pull down fresh paper on exam table
3. Throw all used equipment and materials in the sharps bin
4. Wipe down the Mayo stand and general clean up from the previous donor
5. Use Cavicide on exam table and counter
6. Get out a new I&D kit and place on mayo stand (unopened)
7. Place dirty linens in linen container.
8. Please take plastic covering from the biopsy needles and place them off to the side for collection at the end so that they don't clog up the sharps container.
9. Get out new sheet and put on table.

When a new donor arrives:

1. Welcome donor and introduce yourself.
2. Give them a gown and instruct them as far as changing including that the gown should open in the front.
3. Take their Eligibility Checklist and Informed Consent and place it where the surgeon can review it when he/she arrives.
4. There will be a barcode stapled to the eligibility checklist and place it somewhere you can reach it when the tissue sample is ready to be sent to the lab.

When donor is ready for procedure:

1. Please place donor supine on the exam table.
2. Once the surgeon has arrived and is ready, hand the lidocaine (already drawn up) to the surgeon and be ready to assist in any way.
3. Put on a fresh pair of gloves.
4. The surgeon will open the I&D kit and arrange the contents as they prefer.

5. When the surgeon is ready to take the first core, please peel open the Telfa and spray it with sterile saline mist to get it wet.
6. Take the forceps and gently assist in removing the tissue sample from the needle if needed.
7. Place tissue samples on wet telfa and after the last sample is removed, place the telfa with the cores into the cup that comes with the biopsy needle.
8. Place the donor's barcodes on the side of the cup and call for a runner (**outside the door**) to take the sample to the lab ASAP. Please be sure to send the samples and the barcode to the lab before the surgeon leaves the room so that they can get processed quickly.
9. Please remind the donor to check out at the front desk to receive her post-op instructions and gift.

After the procedure:

1. Hold pressure on the incision for 10 minutes (or until the donor has stopped bleeding) before bandaging donor.
2. After donor is bandaged, please have them sit up for a few minutes to see if they are bleeding through their bandage.
3. Please also observe them as they are standing for a few minutes to again be sure that they are not bleeding through their bandage.
4. Please give them an ice pack to put inside their bra to reduce the swelling.
5. Go over the Post-procedural instructions with the donor.
6. Please double check that the consent has been signed by both the donor and the surgeon (on page 7).
7. Please place the consent/ folders in the "mailbox" that is outside the exam room door.

If there does happen to be an adverse event such as excess bleeding, please note the donor's name on the sheet in the exam room along with a description of the adverse event. Please contact Dr. Storniolo and let her know about the situation while the donor is still in the room. Please return these sheets to Jill Henry at the end of the day, or pack in the supply bin

Additionally, at the end of the day, please consolidate all of the equipment and materials in the bin provided and wipe down the exam room with Cavicide.