

Komen Tissue Bank (KTB) Tissue Event Needs

Medical Partner

- Provide space suitable for tissue collection event (see attached sheet) including convenient parking.
- Provide a (non-MD) project manager to communicate with the KTB and coordinate on-site activities.
- Assist in obtaining needed linens for tissue collection event.
- Help recruiting medical volunteers: surgeons, surgeon assistants, consenters, phlebotomists (including having the appropriate people qualified per IRB requirements).
- Help recruiting general volunteers.
- Volunteer training/orientation location – Friday night before the event
- Help with disposal of biohazard waste and procurement of dry ice
- Help publicizing our presence and encouraging donors to participate – participating in talks in the community focused on attracting specific categories of donors.
- Suggest Tissue Bank topic to media as story opportunity if possible
- Help with any follow up visits that might be needed by local donors – set aside dedicated appointment time during the week following the event for follow up visits.
- If timing permits, travel to a KTB tissue collection event to see how it is set up and operated.
- Optional: local IRB review and approval

KTB

- Will work cooperatively with the Medical Partner on all aspects of event day activities including site planning, publicity, logistics, etc.
- Will be responsible for all expenses generated from its presence at a tissue collection event including medical supplies, linens, dry ice, food, waste (regular & biohazard), printed materials, etc.
- Will be responsible for coordinating all activities surrounding its presence: set-up, tear down, volunteer scheduling and orientation, working with local suppliers, etc.
- Will be responsible for providing all supplies needed for its presence at a tissue collection event
- Will provide job descriptions and training for all volunteers
- Will schedule all donor appointments
- Will schedule all volunteer slots
- Will be the point of contact for all questions regarding the event, including media, will direct appropriate questions back to medical facility if needed.
- Will endeavor to leave clinic space ready for Monday morning appointments
- Will be responsible for transporting samples and supplies back to Indiana University following the event
- Will provide written materials for publicity purposes to help generate media attention about its presence.

Local Affiliate or other community partners (if applicable)

- Contact information for various local needs (food, coffee, etc.). The KTB will make arrangements for these items and also be responsible for paying for such.
- Help recruiting general volunteers. The majority of the volunteer recruitment falls on the Medical Partner but any additional general volunteers that can be recruited through the local community partners will be appreciated. A link to the KTB volunteer sign up page on the local partner's website is one way to assist with this aspect.
- Help publicizing KTB's presence and encouraging donors to sign up.
- Inclusion of KTB's presence in publications
- Suggest Tissue Bank topic to media as story opportunity
- Possible volunteer training location
- If timing permits, travel to a KTB tissue collection to see how it is set up and operated is strongly encouraged.
- Helping to coordinate with minority communities who might be able to assist in recruitment of donors and volunteers.