

<p>St. Louis Cord Blood Bank <small>SSM Cardinal Glennon Children's Medical Center St. Louis University Department of Pediatrics</small></p> <p><i>The First Gift™</i></p>	<p>TRAINING AND AUTHORIZATION OF THE CORD BLOOD COLLECTION TEAM</p>
<p>Cellular Therapy Laboratory & St. Louis Cord Blood Bank 3662 Park Avenue, St. Louis MO 63110, 314-268-2787</p>	<p>CL.02.04</p>

PRINCIPLE:

The St. Louis Cord Blood Bank strives to ensure all team members involved with the collection of cord blood are familiar with, and properly trained for, the cord blood donation process.

PURPOSE:

This policy describes the procedure for training physicians/midwives and the labor and delivery team at the hospitals.

POLICY:

Background

When the St. Louis Cord Blood Bank (SLCBB) began collecting cord blood in 1996, physicians/midwives and nurses were educated about collection techniques through a combination of obstetrical grand rounds, small group meetings, labor and delivery unit-based in-services, personal office visits, and/or written informational packets sent to their offices. There are currently over 450 obstetricians and midwives participating at 28 collection sites. Members of the SLCBB team are available to make educational presentations to physicians/midwives and hospital staff upon request. For the specifics of the actual responsibilities during cord blood collections, please refer to SOP CL.06.XX, Method of Collection of Cord Blood.

Physician/midwife Training

1. If a physician/midwife is interested in collecting cord blood for the bank, s/he needs to be authorized by the St. Louis Cord Blood Bank.
2. If the physician/midwife is not solicited directly, s/he may initiate the process by calling the SLCBB. Contact number 314-268-2787 or 888-453-2673.
3. The physician/midwife is presented an educational packet that outlines recruitment, donor eligibility requirements and collection instructions.
4. After review, the physician/midwife signs and returns the attestation (CL.02A.XX) to the SLCBB. The nurse coordinator/designee documents and maintains attestations.
5. By signing the attestation form, The physician/midwife agrees to be monitored by the SLCBB's quality assurance program. The SLCBB may contact physicians/midwives when bacterially contaminated products are received at the bank. Also, if a trend alerting SLCBB staff that poor practice or specification will not be met, the physician/midwife is contacted, and provided additional education as necessary.
6. Re-certification of all physician/midwife collectors will be requested every 5 years, regardless of the number of his/her cord blood collections. If a physician/midwife active in collecting cord blood is overdue for reauthorization, SLCBB will send an additional request for signature.

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RN Training

1. Obstetrical nurses fulfill an invaluable role throughout the collection process.
2. New hires are trained through unit-based orientation training. Recommended training for new hires is outlined in CL.02B.XX. Nurses should be trained regarding cord blood collection prior to participating in the cord blood collection process.
3. Nurses are annually trained through unit-based education facilitated by the hospital where they are stationed. Recommended yearly education is also provided and outlined in CL.02C.XX. The SLCBB's Nurse Coordinator/designee is available to assist with this education if requested.
4. Documentation of RN training is maintained by the hospital's labor and delivery nurse manager and/or unit based education.
5. The SLCBB's Nurse Coordinator/designee will visit and certify participating collection sites every three years (CL.01.XX). During the site visit, a review of proper labeling, transport issues and other collection issues will occur.
6. The labor and delivery teams are also monitored for any trend alerting SLCBB staff that poor practice or specification will not be met, and they are contacted and provided with additional education as deemed necessary by the SLCBB Nurse Coordinator.

MATERIALS:

NA

PROCEDURE NOTES:

1. There are instances when the SLCBB receives a cord blood collection from a physician/midwife that has not been authorized by the SLCBB. This is discovered through the typical procedure of reviewing Labor & Delivery information (CL.13.10 Assessment of Donor Eligibility by Cord Blood Bank) . In this case, the SLCBB will strive to provide information to him/her as soon as possible. The disposition of the resulting product collected by this physician/midwife is determined by the Quality Unit per SOP TE.04.XX Cord Blood Product Disposition Determination.
2. If a physician/midwife 5-year reauthorization is overdue, the disposition of the manufactured cord blood products collected by this physician/midwife will be determined by the Quality Unit per SOP TE.04.XX Cord Blood Product Disposition Determination.

RELATED FORMS:

- CL.02A.XX Physician/Midwife Certification for Umbilical Cord Blood Collections
CL.02B.XX Initial RN Training
CL.02C.XX Annual Review of Cord Blood Collection Process

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RELATED SOP'S:

- CL.01.XX Certification of Cord Blood Collection Sites
- CL.06.XX Method of Collection of Cord Blood
- CL.13.10 Assessment of Donor Eligibility by Cord Blood Bank
- TE.04.XX Cord Blood Product Disposition Determination

REFERENCES:

NetCord-FACT International Standards for Cord Blood Collection, Banking, and Release, Current Edition.