

## STANDARD OPERATING PROCEDURE

<b>Title:</b>	Shipping Medical Devices – Cardiovascular Registry		
<b>Procedure:</b>	BB.012.01	<b>Supersedes:</b>	none
<b>Originator and Date:</b>	Lise Matzke 21OCT2008	<b>Effective Date:</b>	21OCT2008
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Revision History		
Date	Reviewer	Summary of revision
20Apr2009	Crystal Leung	Reformatted to iCAPTURE format

### Purpose

Some medical devices need to be returned to the manufacturer after surgical removal. As such, all devices must be safely and properly packaged for shipping.

### Responsibilities

This procedure is applicable to:

- Biobank personnel
- Other Biobank personnel who may be responsible for shipping specimens

### Safety

It is important to use personal protective equipment (PPE) when handling biohazardous materials including medical devices. Such PPE includes, but is not limited to:

- Latex/Nitrile Gloves
- Lab Coat
- Safety Glasses

See “Handling Biohazardous Materials” SOP - BB.001.01 for further information.

## Definitions

Accessioning number	Unique identifier that links a specific piece of clinical data or sample to a patient
Medical Device	A device used for therapeutic purposes that has been removed surgically. This can include left ventricular assist devices (VAD), prosthetic heart valves, pacemakers etc.
SOP	Standard Operating Procedure. Document used to control the methods and requirements by which personnel will perform their activities.

## Materials and Equipment

Medical device return kit	Biohazard gown
Copy of surgical specimen or autopsy report	Gloves
Yellow gown	Biohazardous bags (8" x 12")
Latex gloves	Yellow plastic waste bags
Eye protection	

## Procedures

1. Once a device has been identified to be returned, contact the appropriate person/department to request a return kit.
  - a. For VAD devices – contact:
    - Annemarie Kaan – akaan@providencehealth.bc.ca, local 68976
    - Jennifer Kealy – local 68574
2. Check with the attending pathologist that the specimen has been adequately described and gain permission to send it back to the manufacturer.
3. Ensure that sufficient photos of the specimen have been taken. (Refer to BB.002.01 Image Management)
4. Follow the manufacturer's instructions for packing and shipping. In needed, phone the manufacturer's number to clarify instructions.



5. Once properly packaged, ship the package(s) overnight with FED-EX, UPS or any other specified company. **Do not ship** on a Friday as the package will be received on the weekend.
6. Photocopy all shipping forms and include a copy in the patient file (see BB.011.01 Specimen Log-in CV Registry)