

1. Prescreening

“Do you have a minute to save a life?”

Explain the principles of stem cell donation:

What are stem cells? Refer to diagram→

What stem cell donation treats: Blood Cancers, Immune/Metabolic Diseases

Most needed/Ideal donors: Young, Male, Ethnically Diverse, informed and Committed

Why we swab you: DNA sample to match you with patients

What it means to join the registry: On there until 60; only called if you are a match; may never be a match but you may be the ONLY match

Only join if you are willing to donate in the future

Explain the 2 processes of donation: Refer to Informed Consent Checklist

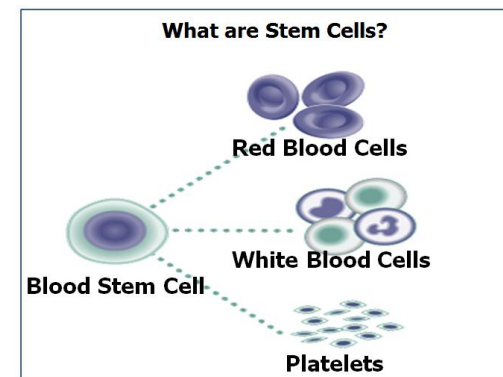
To confirm donor eligibility ask: (Redirect all ineligible donors)

Age 17 to 35?

Good general health?

Willing to help all patients?

Valid Provincial Health Care Coverage?



2. Redirect Donors to Help in Other Ways

Over 35?

- “Stem Cells age” -> “Patients have a better chance of surviving when donor is younger”

Female?

- “Studies have shown that when the donor is male, the patient has less chance of complications”
- “Female donors experience more side effects than males”
- “Today, three out of four stem cell donors chosen to help save a life are male”
- Encourage women to donate cord blood stem cells from baby if they have a child

Poor health?

- “Donors need to be healthy, not just to protect the patient but also to protect themselves”
- Refer the registrant to the website wiki.wmda.info for disease-specific information regarding medical suitability

Unwilling to donate to anyone in need?

- Explain that donation is anonymous for both patient and donor
- Registrants must be willing to donate to anyone in need, anywhere in the world

Lacking Provincial healthcare coverage?

- “Provincial health insurance coverage is required at time of donation to cover the cost of stem cell collection”
- Registrants who will remain in Canada and obtain provincial healthcare coverage may register
- Registrants from another country can search for a registry in their home country on bmdw.org

WAYS TO REDIRECT:

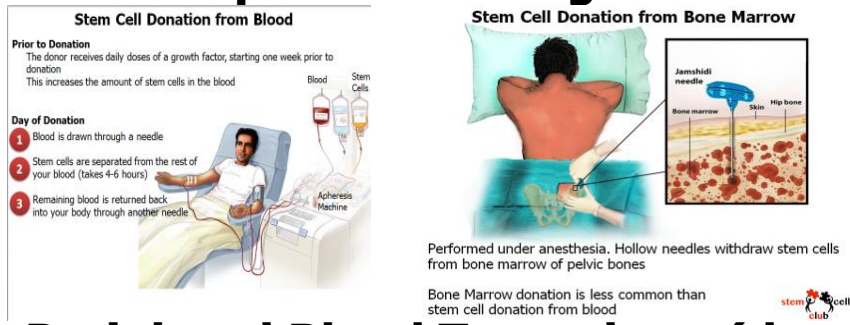
- **“Sign up for blood donation by calling 1-888-TODONATE”**
- **“Encourage family and friends who are males ages 17-35 to register”**



3. Informed Consent

Hand registrants a pamphlet

Refer to procedure diagrams:



Peripheral Blood Transplant (done most of time)

Donor will receive daily injection of growth factor to move stem cells from bone marrow to blood

Stem cells filtered for 4-6 hours; rest of blood returned to donor

Bone Marrow Transplant (less common)

Under general anaesthesia (put to sleep)

Day procedure

Needle into side of hip -> extract stem cells

Explain patient-donor anonymity: Can only meet each other 1 year post transplant if both agree

Explain risks/possible side effects of stem cell donation → refer to Table in Pamphlet

Both procedures:

Temporary Pain

Fatigue

Headache

Nausea

Peripheral Blood:

Aches/Pains from Growth Factor

No long term health effects from Growth Factor seen after 10 years

Median full recovery in ~ 1 week

Bone Marrow:

Pain/Soreness at hip, as if fallen on hard ice

Median full recovery in ~ 4 weeks

Rare risks of reaction to general anaesthetic

Explain donor right to withdraw from registry

4. Registration

ASK WHAT THEY KNOW:

- "What happens if you are a match?"
- "What are the risks involved in donating stem cells?"
- "What happens if you say no?"

Check for errors:

- Date: YYYY-MM-DD
- Legible?
- Each checkbox question to be answered with a ✕ or ✓
- Alternate Contact completed
 - Opportunity to inform registrant about tracing activation ("RCMP will look for you if you can't be reached")
- Missed any questions? Look carefully
 - Especially sex (at top) and health questionnaire
- Consent signed at back (correct date and format)
- Explain confidentiality of personal data** (for both registrant and patient)
- Refer to consent form for details** of data collection, storage, usage
 - "Anonymized health information is shared with other registries to help matches for patients"

Error Correction:

1. Cross out the error,
2. Correct mistake above, and
3. Initial and date the correction

2010-01-04
~~2009-12-01~~ 2010-01-04

5.Swabbing

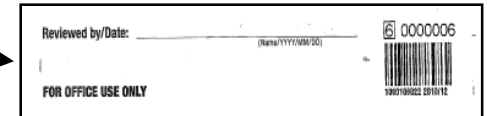
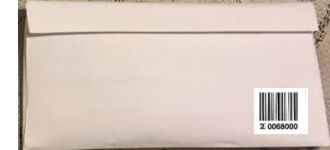
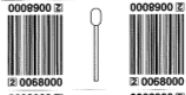
- ❑ **Check with the registrant: Ask what they know (if not already done at registration)**

- ❑ **Affix stickers onto:**

- Swabs

- Back of Envelope

- Consent Form



- ❑ **Guide registrants through swabbing**

- Brush inside of cheek for 30 seconds (Sing Happy Birthday to self)

- No sucking/twirling

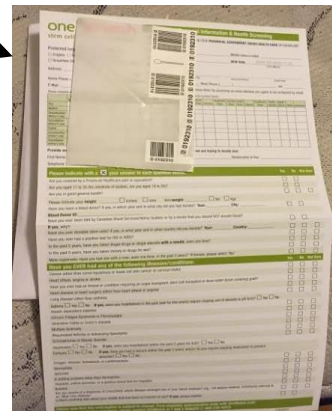
- ❑ **Registrants must place all swabs directly into the swab folder slots and seal the envelope**

- ❑ **Staple** to consent form and sticker page in correct order

- ❑ **Send registrant to reconciliation** (with registration packet)!

Correct order to staple:

- 1)Front: Stickers
- 2)Middle: Full length consent form
- 3)Back: Envelope



6. Reconciliation and Final Paperwork

- “Do you have **unanswered questions?**”
- Error check** the consent form, including
 - Legible? Dates? Missed questions?
 - Sticker placement on consent form/envelope
 - Correctly stapled swab forms
- Provide information** to registrant:
 - “You are on the registry until age 60”
 - “OneMatch may contact you by telephone if they have any questions about your registration”
 - Will be sent a Welcome letter
 - “Update OneMatch with any changes to health or address” → “RCMP will help find you if you can’t be reached”
- Ask the registrant to consider signing up to donate blood

Final Paperwork - For each Swab kit:

- Record registrant **FIRST** name **ONLY** and phone number or email address on registrant data sheet
- Affix small sticker onto tracking log
- Log information on Outcomes form
- All of above forms require event key → obtain from Canadian Blood Services staff

Tracking Log

Tracking Log: Collected Buccal Swab Kits

Event Name: _____ Event Date: _____

Swab Kit	Collected	Returned	Returned	Returned	Returned
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Signature: _____ Date: _____

Registrant Data Sheet

Registrant Data Sheet

Event Name: _____ Event Date: _____

Event Key	First Name	Last Name/Address	Phone Number (Area Code)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Collector Name: _____ Date: _____

NOTE: DO NOT INCLUDE THIS COLUMN COMMENT: EMAIL TO: CANADIANBLOODSERVICES.CCS@CBCS.CA

Outcomes form

Rural Stem Cell Drive Outcomes Tally

Include the following in the Club Post-event report, and save this report on the club's google drive.

Name: _____

Date: _____

Location: _____

Total swabs collected: _____

Total males: _____

Non-caucasian males (any males that check a box other than the Caucasian box)

Males age 25 and under (include males that are 25!)

Aboriginal males (include Metis, First Nations, and Inuit males)



7. Shipping

- ❑ Bundle kits with elastics in groups of five
- ❑ Place into clear plastic bag
- ❑ Complete reconciliation log (the summary of tracking logs)
 - ❑ Record Swabs per each tracking log; Total Kits Collected at drive(bottom of form), and name/event details and event key
- ❑ Complete FedEx waybill
- ❑ Go to FedEx for shipping

In the shipping box, there should be a plastic bag with:

1. Bundled swab kits;
2. Tracking log (s)
3. Reconciliation log;

On the box:

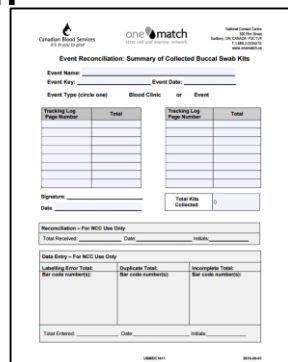
1. FedEx waybill
2. Confidentiality stickers

Take pictures of:

1. FedEx Waybill Number
2. Outcomes Form (with recorded event key) – needed to complete post-event report

Final Steps

- ❑ Send picture of registrant data sheets and fedex waybill number to CBS rep
- ❑ Complete post-event report using outcomes form and event key. Available at www.stemcellclub.ca
- ❑ Count and record remaining supplies; return supplies to storage



The image shows a 'Reconciliation Log' form from OneMatch. It includes fields for Event Name, Event Key, Event Date, Event Type, Blood Clinic, and Event. There are two tables for tracking logs: 'Tracking Log Page Number' and 'Tracking Log Total'. Below these are sections for 'Reconciliation - For MCC Use Only' and 'Data Entry - For MCC Use Only'. The form also has a 'Total Kits Collected' field and a 'Total Entered' field.

Reconciliation Log

