

RTC Action Notes for next phase of HCV Look Back

There are 3 forms and 6 letters:

Forms

LBF 1 - notification of the fate of the implicated component. This form will be in a folded A3 format.

LBF 2 - Assessment of suitability of recipient for counselling. Page 3 on sheet 2 of the form will be retained in the RTC as a working record sheet.

LBF 3 - Documentation of recipient counselling. This form will be in a folded A3 format and will also serve as the order form for HCV testing by PHLS.

Letters

DLHCV 1 - The initial letter from the RTC to the Consultant Haematologist at the Hospital laboratory. This letter will be accompanied by form LBF 1 and letter DLHCV 2.

DLHCV 2 - Letter from the Hospital Haematologist to the Clinician who originally gave the transfusion.

DLHCV 3 - From the RTC to the GP or Clinician currently caring for the patient.

DLHCV 4 - From the RTC to the Doctor who is to undertake the counselling.

DLHCV 5 - From the RTC to the recipient of the donation.

DLHCV 6 - From the counselling consultant/GP to the recipient of the donation.

Any enquiries on the letters, forms or procedures should be addressed to Dr Angela Robinson at the NBA, or Dr Peter Flanagan at the NBA Northern Zone (phone 0113 264 5091).

1) RTC consultant sends letter DLHCV 1 to the consultant haematologist in charge of the Hospital Blood Bank.

Enclosures: -

- a.) complete list of components issued to the hospital
- b.) Form LBF 1 and letter DLHCV 2 and reply paid envelope for each component on the complete list

Retain records of this action at RTC.

cc: Dr Bombless
Dr Harrison
Mr. McDermott
Mr. Duce
Mr. Hambrook
7/4/95

2) Actions that follow (1) at hospital -

- a.) Search of hospital blood bank records to complete Section A of LBF 1.
- b.) Location of hospital records to complete Section B
- c.) Letter DLHCV 2 sent to the consultant responsible for the transfusion, dated copy of this letter to be sent to the RTC
- d.) Completed sections A and B of LBF 1 to be returned to the RTC so progress can be monitored and the next actions generated from the RTC as soon as the information is returned to them.
- e.) Hospital to retain copies of LBF 1 to -
 - i) insert in the patient's notes
 - ii) retain for the hospital blood bank records

3) Follow on RTC actions -

- a.) On receipt of dated copy letter DLHCV 2, if no response in 14 days send letter DLHCV 3 with LBF 2 to the consultant or GP responsible for the recipients care plus a reply paid envelope.
- b.) If a yes response received on letter DLHCV 2 send letter DLHCV 4 together with LBF 3 and the counselling package.
- c.) On receipt of a completed LBF 2 from the clinician or GP link it with and complete the LBF 2 summary sheet which should have been retained at the RTC and take the appropriate follow up action.
 - Either -
 - i) send letter DLHCV 4 with letter DLHCV 6¹ plus counselling package to Clinician/GP
 - or -
 - ii) send contact letter DLHCV 5 to the identified recipient and arrange for RTC consultant to counsel and test.

NB Once the recipient has been notified every effort must be made to see the patient as soon as possible particularly in the light of the recent judgement where a Health Authority was found liable for giving bad news to a patient by post. Likewise every effort should be made by the Diagnostic Laboratory to provide the results as quickly as possible so there is the minimum interval possible between recipient notification and that individual knowing their test result.

The counselling package for non RTC counsellors should contain: -

- a.) Contact letter DLHCV 6
- b.) LBF 3
- c.) Counselling guidelines
- d.) Adjust letter DLHCV 4 or include advice re sampling and testing arrangements and any arrangements you have agreed locally with regard to which liver specialist units should be used.

¹ NB - This has been printed wrongly on LBF 1 Section C as DLHCV 5

4) Copies of all test results must be returned to the RTC. The RTC should ensure that copies of these test results are provided for the patients hospital records and GP's records.

5) Once LBF 3 is completed this must be returned to the RTC/ or completed at the RTC and a copy must be forwarded to Dr A Robinson at NBA HQ as this will act as an authorised invoice for payment as well as enabling a national data base to be set up and maintained for future reference.