

## PRE-SCREENING

### BASIC REQUIRMENTS FOR STEM CELL REGISTRATION

**Age:** 17 to 50 years old.

**Health:** In good general health and feeling well.

- 1) Has valid OHIP or other government issued health card.
  - a) If registrant does not have either, he/she is not eligible to register with OneMatch.
  - b) If registrant has OHIP or other government issued health card but did not bring it, please note on consent form "Health card validation needed" and OneMatch office will contact registrant after the event.
- 2) Ask if the registrant is interested in helping all patients who require stem cell donation.
- 3) Inform people of possible wait times and length of process. The process normally takes about 12 minutes.
- 4) Provide each eligible registrant with a consent form in English or Spanish.
- 5) Provide further information to anyone requiring more information about registration or stem cell donation. If you are not sure, ask another volunteer.



## Registration

### Volunteer's Responsibility:

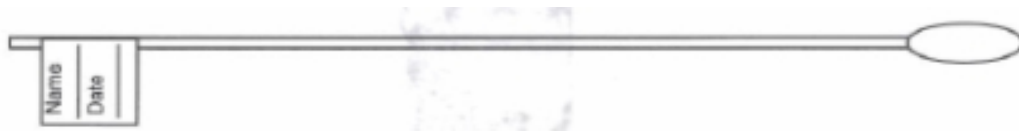
- 1) Respect confidentiality of Registrant.
- 2) View application for completion as best as possible.
- 3) Make sure of the following:
  - a. Confirm name & date of birth according to Health Card.
  - b. If Health Card is not available, verify according to another form of ID such as Driver's License.
  - c. Make sure Registrant's 'Ethnic Background' is indicated.
  - d. Registrant's address and telephone number are given.
  - e. On the back page, name of Registrant is filled in and Registrant signs and dates the form.
- 4) Volunteer does not need to review the questions on the Health Assessment.
- 5) OneMatch staff will contact registrant by telephone once registration kit is returned to OneMatch office for processing.

## Buccal Swab

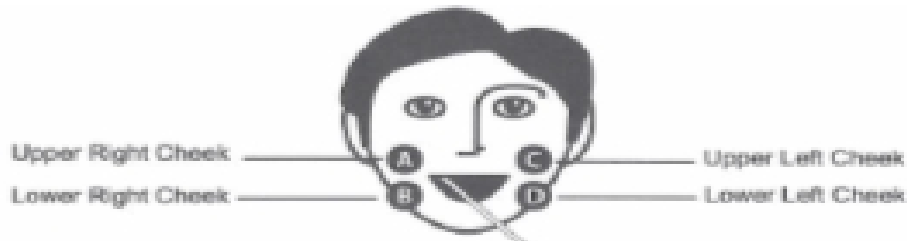
### **Volunteer's Responsibility:**

- 1) Respect Registrant's confidentiality at all times.
- 2) Verify the consent form with OHIP or government issued health card to make sure name and date of birth are same as OHIP Card. If OHIP or government health card is not available, check Driver's License for information.
- 3) Make sure ethnic background of registrant, address and telephone number are provided and the form is signed and dated. Volunteer does not need to review questions on the Health Assessment.
- 4) Ensure table has blank test requisition forms, pens, a stapler and labels available.
- 5) Provide Registrant with a Buccal Swab Kit.
- 6) Explain to Registrant the labeling of swabs and swabbing process.
- 7) The registrant or volunteer can make 5 labels (each with name, date of birth, and registration date). Make sure the name is the same as OHIP Card.
- 8) Have registrant fill out test requisition form.

9) Apply the 4 labels to each of the swabs as they are used. Leave the cotton tip inside the package to avoid contamination. The 5<sup>th</sup> label is applied to the exterior of the envelope.



10) Have registrant use 1 swab at a time (to reduce possibility of cross-contamination), swab 1 section of the inside of cheek. Press harder than brushing teeth (20 –30 seconds).



11) Place swabs into foam slots and swab kit into envelope.

12) Seal the envelope.

13) Staple all paperwork and buccal swab kit together in the following order:

- a. Test requisition form
- b. Consent form
- c. The sealed “Buccal swab kit”

14) Place into specified box for shipment back to OneMatch.

15) Inform registrant the next steps:

- a. We may contact by telephone if we have questions about their registration and testing.
- b. We will send a “Welcome to the Network” letter confirming their completed registration.
- c. Since they can be registered until they turn 60 years old, please update us with changes to health and address over the years.

16) Thank him/her for registering !!!

17) Wipe table surface with disinfectant wipes before inviting next registrant.