**Enhancing the Eye Donor Record Filing System – Reaching the International Standard**

*WONG CSM (1) WONG VWY (2)*

(1) Hospital Authority Lions Eye Bank, Hong Kong Eye Hospital (2) Hong Kong Eye Hospital

**Keywords:**
- Eye donation
- Eye donor records filing system

**Introduction**
The Hospital Authority Lions Eye Bank approaches more than 200 families of potential donors each year to solicit suitable corneas for patients with cornea diseases. Whether or not the donors were eventually suitable for donation, an eye donation record would be created. All along there was no systematic way of compiling the contents of these records and essential information may be missing, making it difficult to retrieve donor information when needed. Also, there was no standardization on the duration and site of storage and disposal procedures. All these are not in accordance with international eyebanking standards and a quality improvement exercise was carried out to rectify the condition.

**Objectives**
To systemize the contents eye donor records to facilitate retrieval of donor information.
To standardize duration, site of storage and disposal procedures of eye donor records so as to work in line with the international eyebanking standards.

**Methodology**
All Eye Bank staff was engaged in the improvement exercise and this filing system enhancement is part of the Eye Bank quality improvement program ranging from donor screening, tissue recovery, assessment, processing, distribution and delivery.

**Result**
The amount of information to be retained in each eye donor record was standardized based on the Medical Standards of the Eye Bank Association of America (EBAA). Existing forms were revised and new forms created when appropriate, to ensure all essential information is available and without unnecessary overlap. A centralized storage facility was created. Standard operating procedures (SOP) for the order of
information compilation, duration of storage, and disposal schedules were established. Staff training was provided to ensure understanding and compliance with the SOP. Since 1 January 2014, the revised eye donor record filing system was adopted. A staff was designated to review the content of every donor record quarterly and to perform tracing if any document/information was missing. An audit mechanism to randomly review the information records was initiated. The revised eye donor record filing system not only fulfils the requirement of EBAA, but also advances our practice to the international standards. The entire process of eyebanking is more transparent as all essential information can be readily retrieved, even years after transplantation. The confidentiality of eye donor records and the safety of cornea transplantation are also enhanced in the process.