

### ORGANMATCH CHANGE PROPOSAL REQUEST - OVERVIEW

This document outlines the process for requesting a change to OrganMatch including the evaluation and approval process.

A change can be initiated by the following groups

- OrganMatch Laboratory Portal user group (OMLUG)
- OrganMatch Transplantation Portal Use Group (OMTUG)
- OrganMatch Donation Portal User Group (OMDUG)
- TSANZ (Transplantation Society of Australia and New Zealand) Advisory committees or subcommittees
- TSANZ National Tissue Typing Advisory Committee
- ANZKX Director
- Organ and Tissue Authority (OTA)
- Donate Life Agencies
- National OrganMatch office (NOMO)

All Change requests need to be submitted to the National OrganMatch Office (NOMO). The change proposals will then be evaluated to understand the reason for the change and the benefits of the change. If required further stakeholders will be engaged to provide feedback on the proposed change and to assess the impact of the change. The changes will then be reviewed by the OrganMatch Operational Governance committee (OMOGC) to approve or reject the change and consider any decisions required regarding reallocation of resources and funds required to progress the change. See Appendix 1 for Flow chart of the process.

### INITIATING CHANGE REQUESTS - PROCESS

1. The initiator completes the Change Request Proposal Form addressing the following:
  - a. The issue that the change will address.
  - b. Benefits of making the change.
  - c. Any risks associated with the current process or not making the change in OrganMatch.
  - d. Whether the change part of a larger project?
  - e. Whether there is a current work around to facilitate the process?

Any other supporting evidence from the relevant committee should be attached to the request, if applicable.

The Change Request Proposal form can be accessed via

<https://www.donatelife.gov.au/sites/default/files/2023-09/OM-001%20Change%20Proposal%20Request%20Form%20v2.pdf>

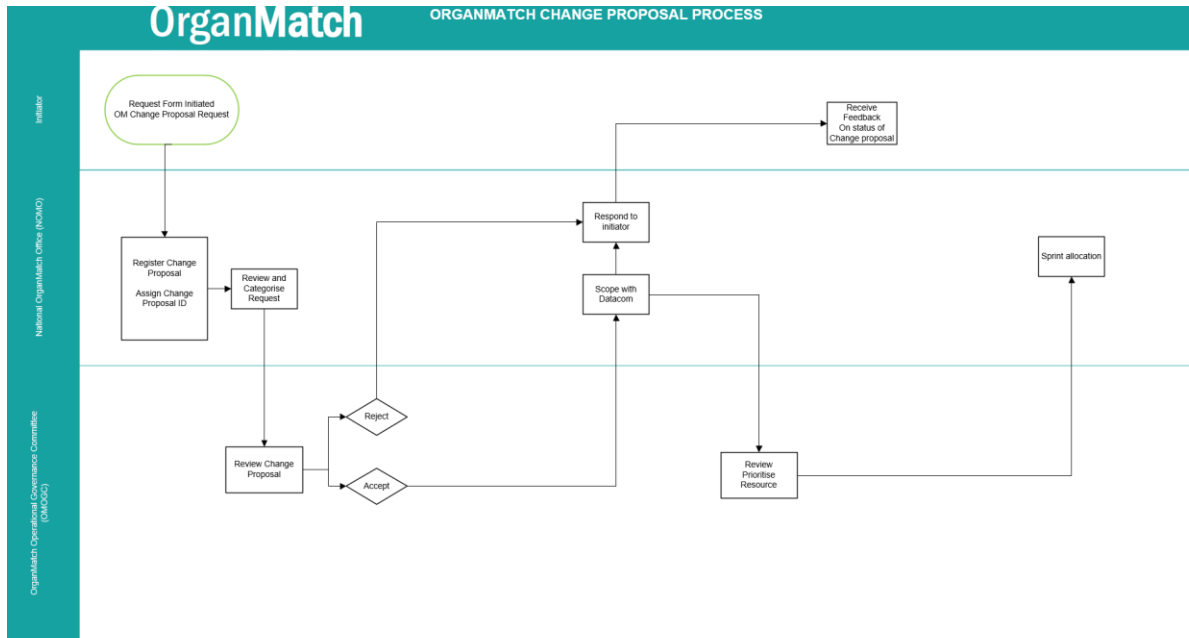
## ORGANMATCH CHANGE PROCESS

2. The Change Request Proposal Form must be emailed to the NOMO at [nationalorganmatchoffice@redcrossblood.org.au](mailto:nationalorganmatchoffice@redcrossblood.org.au).
3. On receipt of the Change Request, the NOMO will log the request in the Change Request Register and assign a Change Request Proposal identification number (CP\_ID).
4. Endorsement from other stakeholders may be required. If the request is from a stakeholder group, NOMO will evaluate the change, and seek feedback from any other relevant committees or User groups if applicable.
5. NOMO will then classify the change by category, risk level and size of change. Categorising the proposal may require further information from the initiator or Datacom. Full scoping of the change will not occur at this stage.

Category	Risk Level	Size of change
Improvement to existing functionality	Low ( Eg Enhancement to existing functionality)	Small
Major Change	Moderate	Medium
Large Change with clinical practice implications	High (Any Risk associated with patient or donor safety will be	Large

6. The change proposal request will be presented at the monthly OrganMatch Operational Governance committee (OMOGC) for approval and prioritisation.
7. Following the meeting, the initiator of the change proposal will be updated with the outcome by the National OrganMatch office.
8. If rejected by OMOGC, the initiator of the change proposal will be advised of the OMOGC decision.
9. If accepted by OMOGC the proposal will be scoped by Datacom and then will return to OMOGC for prioritisation and resource requirement review.
10. The proposal will then be allocated into an appropriate sprint for development based on the OMOGC prioritisation (this may be immediate, or for future development).

## APPENDIX 1



## DEFINITIONS

Term/abbreviation	Definition
NOMO	National OrganMatch Office
OMLUG	OrganMatch Lab user Group
OMTUG	OrganMatch Transplantation Portal user group
OMDUG	OrganMatch Donation Portal User group
OMOGC	OrganMatch Operational Governance Committee
TSANZ	Transplantation Society of Australia and New Zealand

## REFERENCED EXTERNAL DOCUMENTS

Document title	Source
Change Proposal Request Form	<a href="https://www.donatelife.gov.au/sites/default/files/2023-09/OM-001%20Change%20Proposal%20Request%20Form%20v2.pdf">https://www.donatelife.gov.au/sites/default/files/2023-09/OM-001%20Change%20Proposal%20Request%20Form%20v2.pdf</a>

## CHANGE HISTORY

Version number	Effective date	Summary of change
1	01/05/2020	1 <sup>st</sup> version of document
2	01/09/2023	Process updated

## ELECTRONIC SIGNATURE

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Approver(s)	ORGANMATCH OPERATIONAL GOVERNANCE COMMITTEE