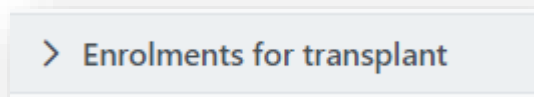


This document outlines a patient’s enrolment for Kidney Paired Donation (KPD). A recipient and donor can be enrolled through the Transplantation Portal by going through registration. For further information on this process refer to *OM-029 ANZKX Registration and Enrolment- Transplantation Portal* or *OM-022 Kidney Paired Donation Registration- Transplantation Portal*.

ENROLMENT

A patient’s or donor’s enrolment can be found on the **Match Profile** under **Enrolments for transplant**.



ENROLMENT STATUS

The Status of a program enrolment indicates the clinical status of a patient and can be either **Active** or **On hold**. Both patient and donor must be active to be matched on the KPD run. Status can be viewed via the pool management or within the current enrolment. For further information on Pool Management refer to *OM-056 Pool Management- Transplantation Portal*.

Role T1	Organ Program T1	Pathway T1	Waiting Time T1	Ready T1	Status T1
Recipient	Kidney	LDD	1 year	✓	Active
Recipient	Kidney	KPD	-	✓	On Hold

When a patient is **On hold** there must be an associated reason. The reason can be viewed in the enrolment and is used by the laboratory to manage the progress of the recipient within OrganMatch, from laboratory work up to activation.

Enrolment information Edit		
Waiting Time	Date Enrolled	Date Authorised
-	28/11/2023	-
Transplant Role *	Donor Type *	
Recipient	N/A	
Organ Program *	Status View history	Reason *
Kidney	On Hold	Awaiting ANZKX Activation

The user role of coordinator can make changes to the enrolment depending on the **Status** and **Reason**. The table below describes the business rules relating to this.

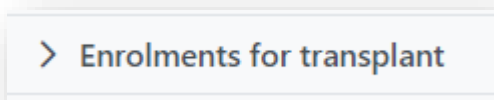
Status/Reason	What it Means	Change to (Status/Reason)	Will you be able to change the status
Active		On hold - Clinical Decision / notification / request	Yes
On hold – Due to KPD chain	The patient is being actively matched in a chain/combination.	Active	No
On hold - Awaiting ANZKX activation	Patient Kidney KPD enrolment is complete. Awaiting ANZKX review and authorisation.	Active	No

Note: Once a person has been authorised by the ANZKX team, the transplant unit will be able to update the active/on hold status as per normal business rules.

UPDATE STATUS FROM ACTIVE TO ON HOLD

1. Search for the patient under **Person Search**.

2. From the **Person** record click **Enrolments for transplant**.

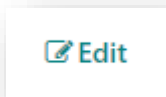


- Click on the current enrolment and click **Edit**.

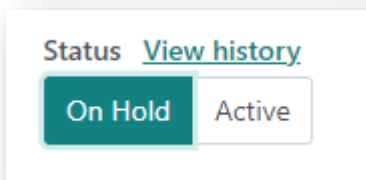
Enrolments for transplant

Current History

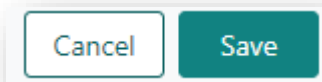
Role T1	Organ Program T1	Pathway T1	Waiting Time T1	Ready T1	Status T1
Recipient	Kidney	LDD	1 year	✓	Active
Recipient	Kidney	KPD	-	✓	Active



- Select **On hold**. The **Reason** will default to **Clinical decision/notification/request**.



- Click **Save**.



- A notification is generated to the Laboratory Portal that the enrolment has been updated.

UPDATE STATUS FROM ON HOLD TO ACTIVE

If a patient is **On hold - due to clinical decision / notification /request**, a coordinator role will be able to change the status to **Active**.

Note: If a Patient is **On Hold – Awaiting ANZKX activation** the status can only be changed through the authorisation process by the ANZKX team.

- Search for the patient under **Person Search**.

Person Search

Search criteria

OM ID

Last Name

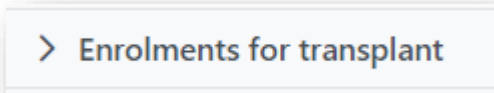
First Name

Date of Birth

Reference ID Type

Reference ID N/A

2. From the **Person** record click **Enrolments for transplant**.

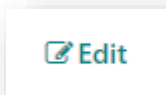


3. Click on the current enrolment and click **Edit**.

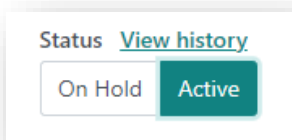
Enrolments for transplant

Current History

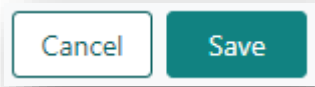
Role ¹	Organ Program ¹	Pathway ¹	Waiting Time ¹	Ready ¹	Status ¹
Recipient	Kidney	LDD	6 years 9 months	✓	On Hold
Recipient	Kidney	KPD	-	✓	On Hold



4. Select **Active**.



5. Click **Save**.

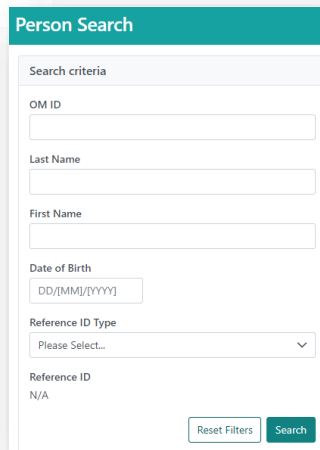


6. A notification is generated to the Laboratory Portal that the enrolment has been updated.

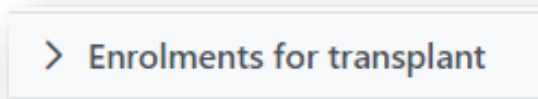
END AN ENROLMENT

If a patient's enrolment is ended, they will be removed from the program and will need to be registered again to be activated onto the ANZKX.

1. Search for the patient under **Person Search**.

A screenshot of the 'Person Search' form. The form has a teal header with the text 'Person Search'. Below the header, there is a section titled 'Search criteria' containing several input fields: 'OM ID', 'Last Name', 'First Name', and 'Date of Birth' (with a date format DD/MM/YYYY). There is also a 'Reference ID Type' dropdown menu with 'Please Select...' as the current selection. Below these fields, the 'Reference ID' is listed as 'N/A'. At the bottom right of the form, there are two buttons: 'Reset Filters' and 'Search'.

2. From the **Person** record click **Enrolments for transplant**.




- Click on the current enrolment and click **Edit**. The **Edit** button turns to the **End enrolment** button.

Enrolments for transplant

Current History

Role T1	Organ Program T1	Pathway T1	Waiting Time T1	Ready T1	Status T1
Recipient	Kidney	LDD	6 years 9 months	✓	On Hold
Recipient	Kidney	KPD	-	✓	On Hold

 Edit

 End enrolment

- Click **End enrolment**. A warning message will appear. Click **Yes**.

Warning

Ending an enrolment will permanently remove the person from the program and will need to be registered again if they need re-enrolment. Place the person on hold for temporary program suspension. Do you wish to continue?

- Select the **Reason For Ending Enrolment** from the drop-down list.

End Enrolment

Reason For Ending Enrolment *

Please Select...

Declined deceased donor organ

Deceased

Doctor's request

Medically unfit for transplant

Moved overseas

- If the reason **Other** is selected, additional information in the **Reason** free text field should be entered.

- Click **Save**.

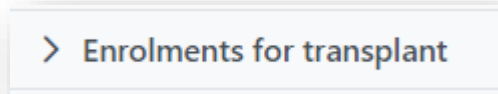
- A notification is generated to the Laboratory Portal that the enrolment has been ended.

VIEW THE STATUS CHANGE HISTORY

Any change to the status is tracked in OrganMatch. Users can see who made the change and the date and time it was changed.

- Search for the patient under **Person Search**.

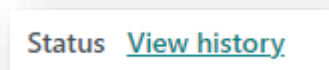
- From the **Person** record click **Enrolments for transplant**.



- Click on the current enrolment.

Enrolments for transplant					
Current		History			
Role T1	Organ Program T1	Pathway T1	Waiting Time T1	Ready T1	Status T1
Recipient	Kidney	LDD	6 years 9 months	✓	On Hold
Recipient	Kidney	KPD	-	✓	On Hold

- Click on **View history**.



- A **History** box will open listing all the changes of status.

Status T1	Reason T1	Changed By T1	Changed At T1
On Hold	Due to KPD chain		20/11/2023 11:44
Active	N/A		20/11/2023 11:27
On Hold	Due to KPD chain		03/11/2023 10:35
Active	N/A		31/10/2023 17:26
On Hold	Due to KPD chain		31/10/2023 17:13
Active	N/A		31/10/2023 10:33
On Hold	Awaiting ANZKX Activation		30/10/2023 14:09

<< < 1 > >> 10 ▾

Close

Note: Coordinators can make changes to a patient status so there is no need to request the lab change a patient status, add a note requesting a change of status or upload an enrolment form to change status.

KPD SPECIFIC DATA FIELDS

The KPD program has additional data fields in the enrolment which are editable only via the Transplantation Portal. These fields can affect the patient and donors’ readiness for matching. For further information on readiness for matching refer to *OM-035 Readiness Criteria- Transplantation Portal*.

PATIENT DATA FIELDS

The patient’s Enrolment pop-up box contains the following organ specific information:

The screenshot shows a patient enrolment pop-up box with two main sections. The first section, titled "Primary goal of entry into ANZKX", contains a dropdown menu currently set to "Improved Matching". The second section, titled "Pre-emptive transplantation", contains three radio button options: "Yes", "No" (which is selected), and "Unknown". Below these sections is a "Consent" section with the following fields: "Date Consent Signed" (04/04/2019), "Ministerial Approval" (with a note to add and attach approval via the View note button), and "Ministerial Approval Date" (dd/mm/yyyy). A "View Notes" checkbox is also present.

DONOR DATA FIELDS

The donor’s Enrolment pop-up box contains the following organ specific information:

The screenshot shows a donor enrolment pop-up box. The top section is titled "Surgeon Details" and contains a dropdown menu for "Surgeon Name" currently set to "Please Select...". Below this is a "Consent" section with the following fields: "Date Consent Signed" (04/04/2019), "Ministerial Approval" (with a note to add and attach approval via the View note button), and "Ministerial Approval Date" (dd/mm/yyyy). A "View Notes" checkbox is also present. At the bottom is a "Donor Declaration" section with the question "Has the donor ticked Yes to any question on the Donor Declaration?" and three radio button options: "Yes", "No" (which is selected), and "Unknown".

DEFINITIONS

Term/abbreviation	Definition
ANZKX	Australia and New Zealand Paired Kidney Exchange
KPD	Kidney Paired Donation

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-022	Kidney Paired Donation Registration- Transplantation Portal
OM-029	ANZKX Registration and Enrolment- Transplantation Portal
OM-035	Readiness Criteria- Transplantation Portal
OM-056	Pool Management- Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
1	16/11/2021	New document
2	21/02/2023	Updated to include new screenshots and process for ending
3	Refer to Footer	Update to new template

ELECTRONIC SIGNATURE

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