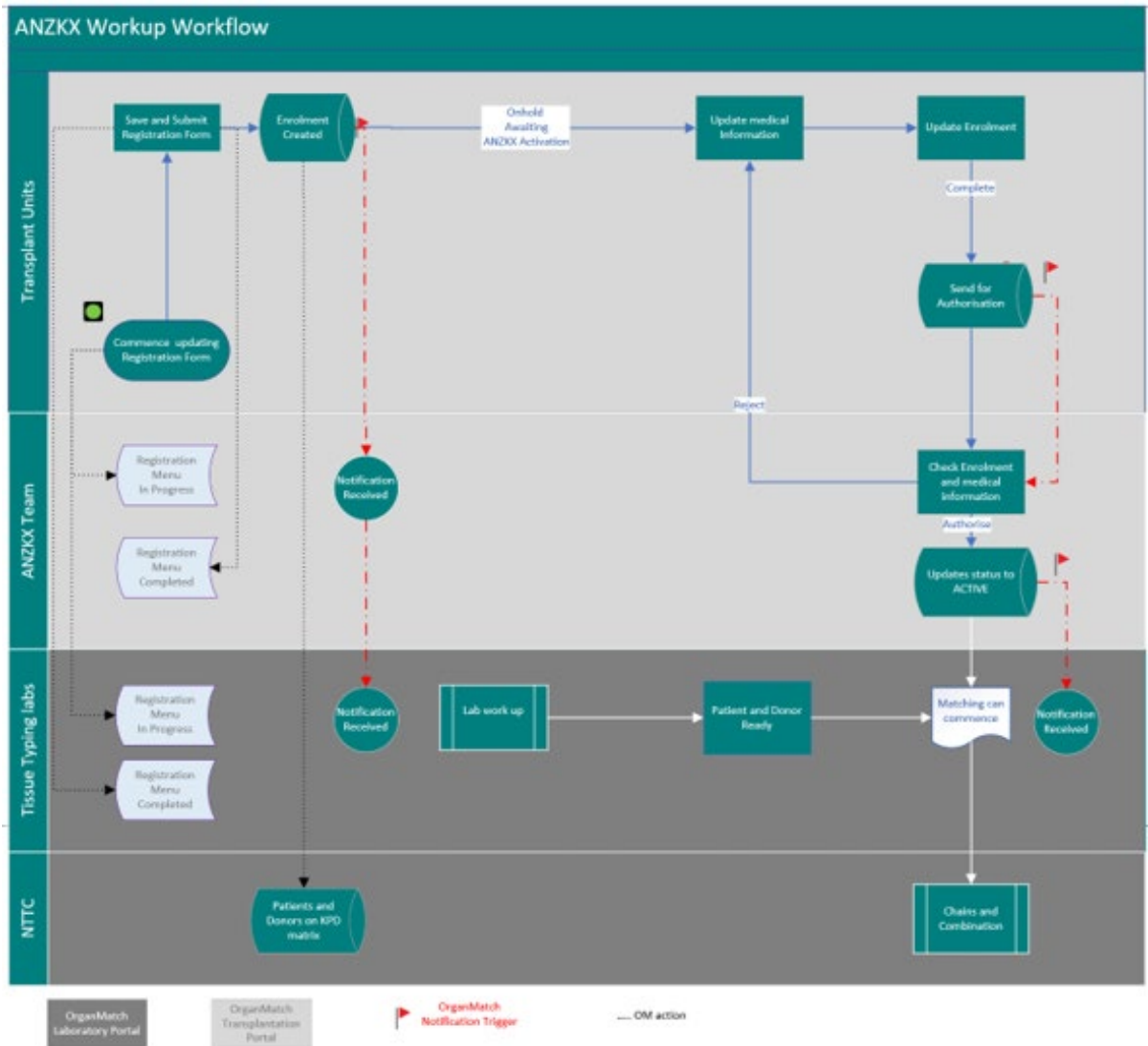


# ORGANMATCH AUSTRALIA AND NEW ZEALAND PAIRED KIDNEY EXCHANGE (ANZKX) REGISTRATIONS AND ENROLMENT PROCESS- TRANSPLANTATION PORTAL

## PURPOSE

This document describes the processes in OrganMatch for recipient and donor pairs enrolling in the Australian and New Zealand Paired Kidney Exchange (ANZKX) program.

The following diagram summarises process flow:



# ORGANMATCH AUSTRALIA AND NEW ZEALAND PAIRED KIDNEY EXCHANGE (ANZKX) REGISTRATIONS AND ENROLMENT PROCESS- TRANSPLANTATION PORTAL

## 1. PATIENT AND DONOR REGISTRATION AND ENROLMENT IN ORGANMATCH

The following steps are performed by the Hospital Transplant coordinators with the appropriate access to register patients in OrganMatch.

1. Log into OrganMatch Transplantation Portal and create Enrolment using the registration form. Refer to *OM-022 Kidney Paired Donation (KPD) Registration- Transplantation Portal*.

The screenshot shows the OrganMatch interface for creating an enrolment. The top navigation bar includes 'Step 01: Manage Enrolment', 'Step 02: Select People', and 'Step 03: Detailed Information'. The main form area is titled 'Select the Organ Program' and contains the following fields:

- Transplant Pathway \***: TWL, LDD, **KPD**
- Organ(s) required \***: **Kidney**
- Organ Program(s) \***: **Kidney**
- Is this enrolment for a Living Non-Directed Donor (LNDD)? \***: Yes, **No**

Buttons for 'Exit' and 'Next' are visible at the bottom right of the form.

2. Once the form is **Saved**, all the information added in that session will be saved and data can still be entered into the registration form. Whilst the registration is in progress, the registration can be viewed in the **Registration Menu –In Progress** and is editable.

The screenshot shows the 'Registrations' menu with the 'In Progress' tab selected. The table below shows the details of the registration:

Date Created T1	Created By T1	Organ Program T1	Pathway T1	Last Name T1	First Name T1	Status T1	Submitted By T1
28/11/2023 08:54	Rebecca Scammell	Kidney	KPD	AideOC	ITOb	In Progress	

Navigation controls at the bottom of the table include '<<', '<', '1', '>', '>>', and a dropdown menu set to '10'.

3. When the registration is **Saved and Submitted**, the recipient and donor pair are enrolled in Kidney KPD program. The registration form can be viewed (and is no longer editable) in the **Registration Menu – Completed**.

- This will trigger a notification to the ANZKX team and the OrganMatch Lab.
- Patient and Donor status will be Awaiting ANZKX Activation.

The screenshot shows the 'Registrations' menu with the 'Completed' tab selected. The table below shows the details of the registration:

Date Created T1	Created By T1	Organ Program T1	Pathway T1	Last Name T1	First Name T1	Status T1	Submitted By T1
28/11/2023 08:54	Rebecca Scammell	Kidney	KPD	AideOC	ITOb	Submitted	Rebecca Scammell

## ORGANMATCH AUSTRALIA AND NEW ZEALAND PAIRED KIDNEY EXCHANGE (ANZKX) REGISTRATIONS AND ENROLMENT PROCESS- TRANSPLANTATION PORTAL

**Enrolment**

Before requesting for authorisation of this enrolment, please ensure the following information is complete:

- Kidney KPD Medical Information form is complete
- Date consent signed has a value
- Consent is attached
- Ministerial Approval is attached

[Edit](#) [Send for authorisation](#)

**Enrolment information**

Waiting Time	Date Enrolled	Date Authorised
-	28/11/2023	-
Transplant Role *	Donor Type *	
Recipient	N/A	
Organ Program *	Status <a href="#">View history</a>	Reason *
Kidney	On Hold	Awaiting ANZKX Activation

4. To continue to update data this can be done via the Person Profile, in the Kidney KPD tab of Medical Information.

**Medical information**

General Information **Kidney KPD** [Edit](#)

**History of hypertension**

Blood Pressure	Hypertension
- / - mmHg	Unknown
On current antihypertensive medication	Number of antihypertensive medication
Unknown	-
<b>Glycaemic status</b>	
Impaired fasting glucose	Impaired glucose tolerance
Unknown	Unknown

5. On completion of all the required medical and enrolment information for the patient and the donor in the Enrolment, click **Send for Authorisation**.  
If any data is incomplete message will appear in the enrolment to prompt the user to complete.

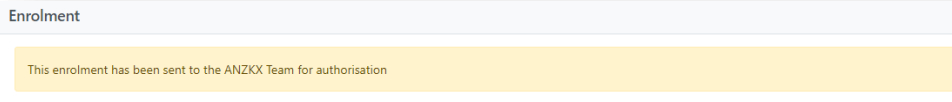
**Enrolment**

Before requesting for authorisation of this enrolment, please ensure the following information is complete:

- Kidney KPD Medical Information form is complete
- Surgeon Name has a value
- Date consent signed has a value
- Donor Declaration has a value
- Consent is attached
- Ministerial Approval is attached

6. Once sent for authorisation the following message will appear:  
"This enrolment has been sent to the ANZKX Team for authorisation".  
The ANZKX team will receive a notification and review the enrolment.

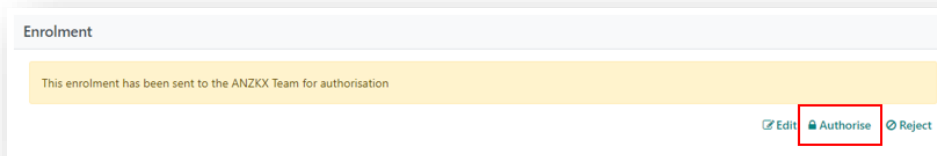
## ORGANMATCH AUSTRALIA AND NEW ZEALAND PAIRED KIDNEY EXCHANGE (ANZKX) REGISTRATIONS AND ENROLMENT PROCESS- TRANSPLANTATION PORTAL



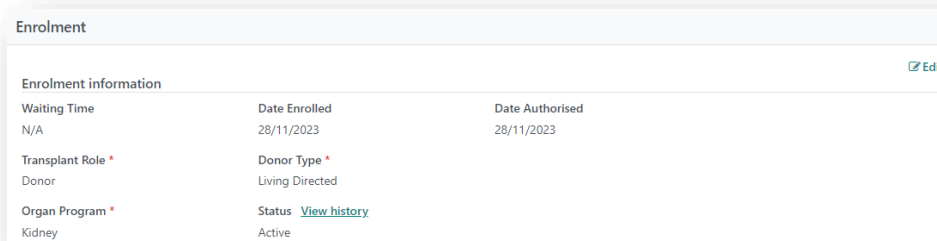
## 2. AUTHORISATION

The following steps are performed by the National ANZKX Team coordinators.

1. ANZKX Team reviews data and confirms that the patient and donor meet the criteria (ANZKX National Protocol).
2. Click **Authorise** to authorise the enrolment.



3. The status of the patient or donor will be updated to **Active** and the date of authorisation will appear in the enrolment.



4. A notification will be sent the OM Lab informing of the change of status.
5. If the enrolment needs to be rejected, click **Reject**.  
The ANZKX team will contact the transplant unit prior to rejection.

ORGANMATCH AUSTRALIA AND NEW ZEALAND PAIRED KIDNEY EXCHANGE (ANZKX) REGISTRATIONS AND ENROLMENT PROCESS- TRANSPLANTATION PORTAL

Enrolment

This enrolment has been sent to the ANZKX Team for authorisation

[Edit](#) [Authorise](#) [Reject](#)

## DEFINITIONS

Term/abbreviation	Definition
ANZKX	Australian and New Zealand Kidney Exchange Program
KPD	Kidney Paired Donation
OM	OrganMatch
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators.

## REFERENCED EXTERNAL DOCUMENTS

Document title	Source
ANZKX National Protocol	Donate Life Website: <a href="https://www.donatelife.gov.au/ANZKX/information-transplant-units#accordion-0-0">https://www.donatelife.gov.au/ANZKX/information-transplant-units#accordion-0-0</a>

## REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-022	Kidney Paired Donation (KPD) Registration- Transplantation Portal

## CHANGE HISTORY

Version number	Effective date	Summary of change
1	16/11/2021	First version of document
2	23/08/2022	OrganMatch Sprint 35 updates: <ul style="list-style-type: none"> <li>Section 2 updated to include the authorised date in the enrolment for patient and donor.</li> </ul>
3	20/09/2022	OrganMatch Sprint 36 update: <ul style="list-style-type: none"> <li>Enrolment authorisation date shown</li> </ul>

4	Refer to footer	Update to the new template
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## ELECTRONIC SIGNATURE

Author	REBECCA SCAMMELL
Approver(s)	NARELLE WATSON