ORGANMATCH LIVING DIRECTED DONATION (LDD)- LABORATORY PORTAL

CONTENTS

INTRODUCTION

This document outlines the process of enrolling a recipient and living kidney or liver donor on the Living Directed Donation (LDD) program in OrganMatch and matching via LDD. The transplant unit assesses the recipient's and donor's eligibility for transplant and can enrol the recipient and donor on the LDD pathway through the registration process in the Transplantation Portal. Through this process the Transplant Coordinators create a new record for the recipient and donor or enter clinical information into the recipients existing record. For further information on this process refer to OM-040 Organ Program Registration-Laboratory Portal or OM-050 Living Directed Donation Registration- Transplantation Portal.
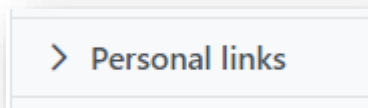
1. PERSONAL LINKS

When the person profile is created through the Transplantation Portal, a personal link is created between the recipient and donor. If the person profile is created via the LIMS import, then a personal link needs to be added so that it can be selected in the enrolment.

1.1 ADDING A NEW PERSONAL LINK

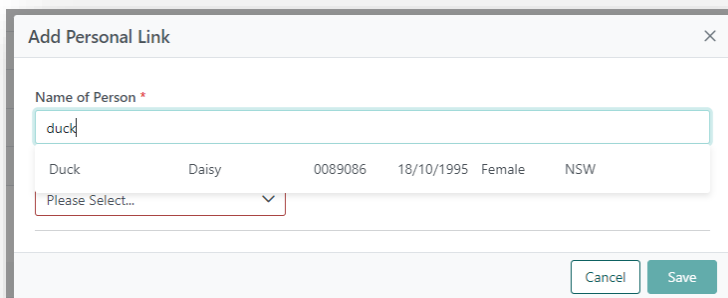1.   Search for the recipient.
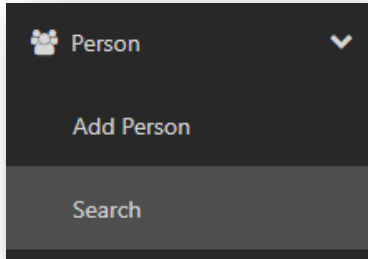
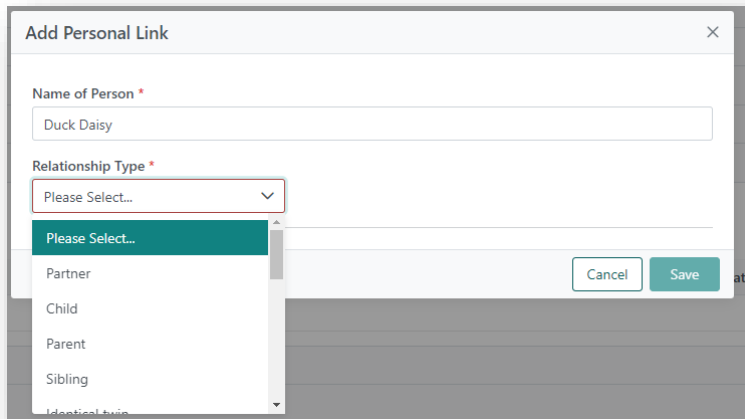2.   Click **Personal links**.

3.   Click **Add Personal Link**.

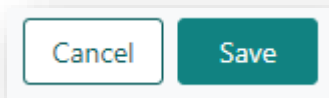4.   Search for the record of the donor in **Name of Person** and select the record.

5. Select the relationship of the recipient to the donor from the **Relationship Type** dropdown.
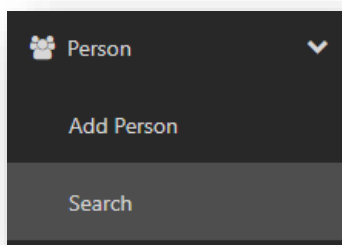

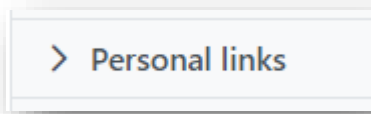6. Click **Save**.

1.2 UPDATING A PERSONAL LINK

A personal link can only be deleted if the Recipient-Donor Link has not been added in the enrolment. Once the Recipient-Donor link has been added in the enrolment the personal link can only be modified to select a different relationship.

To delete a personal link the enrolment needs to be ended and deleted which then deletes the Recipient-Donor Link. If an enrolment requires deleting, contact the National OrganMatch Office.
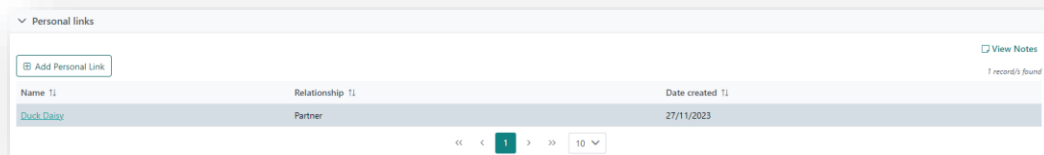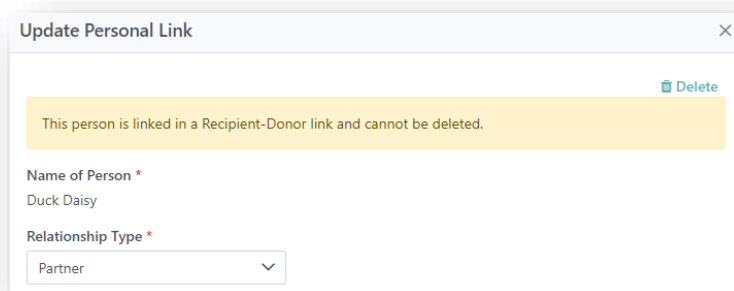
1. Search for the person.

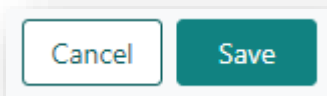2. Click **Personal links**.

> Personal links

3. Click the row of the person that requires modifying.

4. Click **Edit** and select the updated **Relationship Type** from the dropdown.

Update Personal Link ✕

🗑 Delete

This person is linked in a Recipient-Donor link and cannot be deleted.

Name of Person *
Duck Daisy

Relationship Type *
Partner ⌄

5. Click **Save**.

Cancel Save

2. LDD ENROLMENT

When the recipient and donor person profile are created through the Transplantation Portal, the pathway will be selected as LDD.

If the recipient and donor person profile has been created in OM via the LIMS import, then the enrolment for the organ will have been already created but is required to be updated.

The Recipient-Donor Link is required to be added in the enrolment for LDD pairs.

- Both the Recipient and Donor must be enrolled in the same organ program and pathway (LDD) to be linked to each other. They must have reciprocal roles i.e. it is not possible to link two recipients to each other.
- The recipient and donor also must have an active personal link. If a personal link does not exist there will be no Person records to select when adding a Recipient-Donor link in an enrolment.
- When an enrolment is ended for either a donor or a recipient for the LDD Transplant pathway, all links between recipients or donors associated with the enrolment are ended automatically.
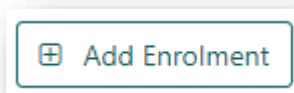
1. Search for the person.
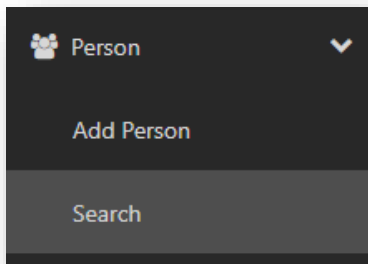
2. Click **Program enrolments.**
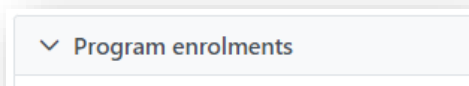
3. If there is no enrolment, click **Add Enrolment**.

   If there is an existing enrolment but not pathway go to step 6.

4. For the recipient select the **Transplant Role** as Recipient; **Organ Program** as per required organ and **Pathway** as LDD. Continue to step 7.

5. For the donor select the **Transplant Role** as Donor; **Donor Type** as Living Directed; **Organ Program** as per required organ and **Pathway** as LDD. Continue to step 7.

6. If there is an existing enrolment with no pathway, click **Edit** and select the **Pathway** LDD from the dropdown menu. Repeat for the donor if required.

7. Select the **Providers** from the dropdown. These links are required to be added into the **Providers** section before they can be selected in the enrolment.

Providers			
Transplant Hospital	**Hospital Reference**	**Transplant Provider**	**Role**
Please Select... ▼		Please Select... ▼	
Clinical Hospital	**Hospital Reference**	**Clinical Provider**	**Role**
Please Select... ▼		Please Select... ▼	

Note: The **Transplant Hospital** must be populated as part of readiness criteria. Refer to *OM-070 Readiness Criteria- Laboratory Portal* for further information.

8. Add the recipient and donor link by clicking **Add Recipient-Donor Link**. Select the donor from the **Name of Person** dropdown and click **Add**.
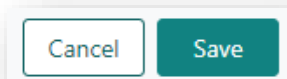
⊕ Add Recipient-Donor Link
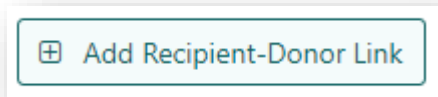
Add Recipient-Donor Link   ✕

Name of Person *

Duck Daisy   ▼

                                          Cancel   Add

Note: The **Recipient-Donor Link** must be populated as part of readiness criteria. Refer to *OM-070 Readiness Criteria- Laboratory Portal* for further information.

9. Click **Save**.

Cancel   Save

3. LDD MATCHING

For LDD matching:

- The donor and recipient both need to be enrolled in the LDD pathway.
- They need to have a Recipient–Donor link in their LDD enrolment.
- The recipient and donor need to be ready (but they can be on hold).

Once all the Histocompatibility testing is complete the recipient and donor can be matched on the LDD pathway.
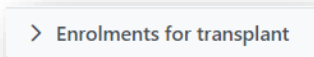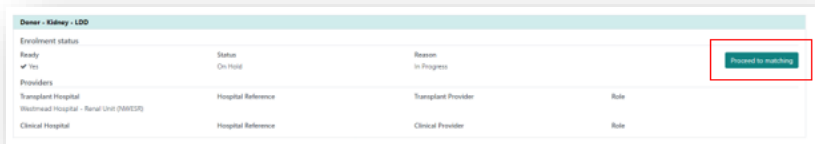
1. Search for the donor.
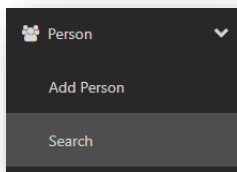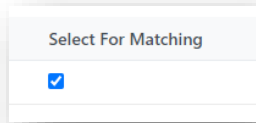

2. Click **Match Profile.**

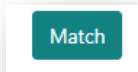3. Click **Enrolments for transplant**.

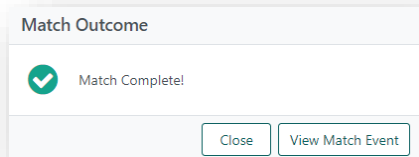4. Under Kidney-LDD click **Proceed to matching**.

5. Tick the **Select for Matching** checkbox.

6. Click **Match**.

7. Once the match is complete click **View Match Event**.

8. Complete the Histocompatibility assessment. For further information see *OM-009 Match Event Assessments- Laboratory Portal*.

4. TUMOUR RESECTED KIDNEY MATCHING

A tumour resected kidney (TRK) donor is a living non-directed donor whose kidney is being removed due to a tumour. The tumour is resected, and the kidney then donated to a recipient on the transplant waiting list (TWL) who is willing to accept a TRK transplant. Not all states or hospitals perform TRK surgery.

1. Search for the donor.
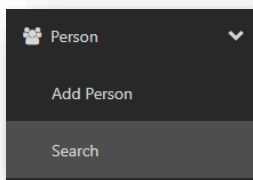
2. Click **Program enrolments.**
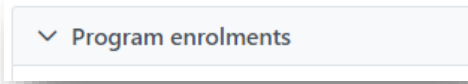
3. Click **Add Enrolment**.

4. Select the **Transplant Role** as Donor; **Donor Type** as Living Non Directed; **Organ Program** as Kidney and **Pathway** as TWL.

5. Select the **Providers** from the dropdown. These links are required to be added into the **Providers** section before they can be selected in the enrolment.
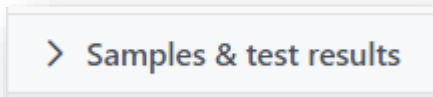
Note: The **Transplant Hospital** must be populated as part of readiness criteria. Refer to *OM-070 Readiness Criteria- Laboratory Portal* for further information.
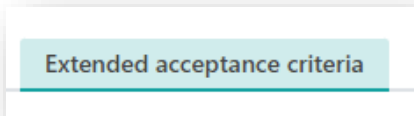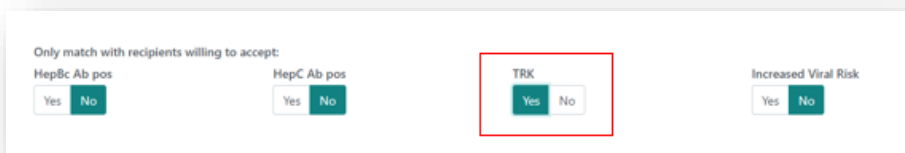
6. Click **Save**.

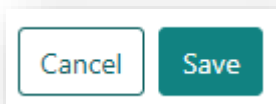7. Click **Samples & tests results**.

8. Click the **Extended acceptance criteria** tab.

9. Click **Edit** and select **Yes** for **TRK**.
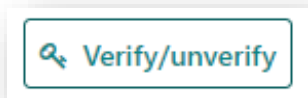

10. Click **Save**.

11. A notification is generated to the Laboratory Portal to Verify TRK.

12. A second user is required to verify TRK. Click on **Samples & test results** and click the **Extended acceptance criteria tab**.

13. Click **Edit** and click **Verify/unverify**.

14. In the **Verify/unverify Extended Acceptance Criteria** pop up, tick the **Verified** check box and click **Submit**.

15. The donor is ready to be matched against recipients willing to accept a TRK donor. Refer to *OM-063 Deceased Donor Matching- Laboratory Portal* for further information on matching against the TWL.
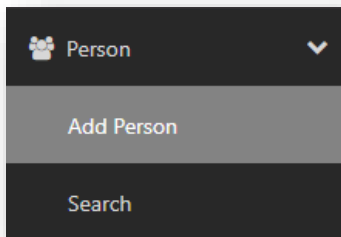
5. OFF SYSTEM DONOR

Off-system donors in OrganMatch are donors who have been worked up or transplanted overseas. In OrganMatch, an Off System Donor is created if there are details of the donor that are not available. There is limited Readiness Criteria to match an Off system donor due to the limited data usually received for these donors. The only requirement is for a Recipient-Donor link to be added to the enrolment. Refer to *OM-070 Readiness Criteria- Laboratory Portal* for further information. For off-system donors:

- Donor will be fixed to the LDD pathway.
- An Off System Donor cannot have another enrolment added, nor can the donor type be changed.
- An existing record cannot be changed to an Off System Donor.

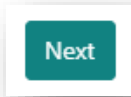### 5.1 ADD AN OFF SYSTEM DONOR

1. Click **Add Person**.

2. Fill in the **Last Name** and **First Name** (mandatory fields) and tick the **Off System Donor** checkbox. A date of birth is not required for these donor records.

3. Click **Next**. OrganMatch will perform duplicate checking and if no duplicate records are found, a new person is added.

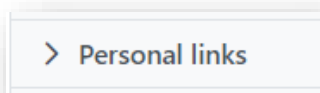4. Select the **Residential Country** as International- Other.
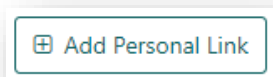

5. Click **Save**.

5.2 ADD A PERSONAL LINK

1. Click **Personal links**.

2. Click **Add Personal Link**.

3. Search for the record of the recipient in **Name of Person** and select the record.

4. Select the relationship of the recipient to the donor from the **Relationship Type** dropdown.

5. Click **Save**.

5.3 ADDING AN ENROLMENT

1. Click **Program enrolments**.

> Program enrolments
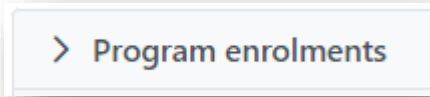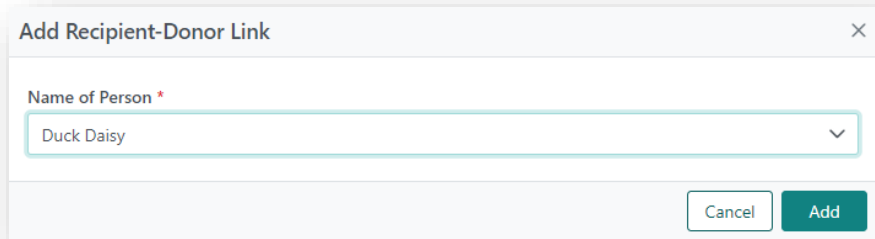
2. Click **Add Enrolment**.
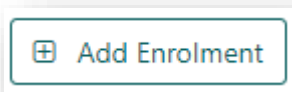
⊞ Add Enrolment

3. Select **Organ Program** as per required organ and **Pathway** as LDD. When adding the Program Enrolment, the **Transplant Role** and **Donor Type** are pre-filled. The **Organ Program** can be selected but note that only LDD **Pathway** is available.

Enrolment information

Transplant Role *   Donor Type *
Donor   Off System

Organ Program *
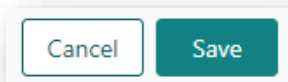Kidney   ⌄

Pathway
LDD   ⌄

4. Add the recipient and donor link by clicking **Add Recipient-Donor Link**. Select the recipient from the **Name of Person** dropdown and click **Add**.
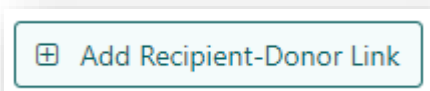
⊞ Add Recipient-Donor Link

5. Click **Save**.

6. Proceed to **Section 3. LDD Matching** to match the Off System Donor.

DEFINITIONS

Term/abbreviation	Definition
LDD	Living Directed Donation
Match Event	A comparison of donor and recipient in OrganMatch, which is created to allow scientists to perform histocompatibility assessment.
Off System Donor	This a donor from overseas that has donated or is potentially donating to a recipient in OrganMatch. There is often missing demographic information on these donors, therefore these donors have reduced mandatory information required.
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators. Previously known as Clinical Portal.
TRK	Tumour Resected Kidney
TWL	Transplant Waiting List

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-009	Match Event Assessments- Laboratory Portal.
OM-040	Organ Program Registration- Laboratory Portal
OM-050	Living Directed Donation Registration- Transplantation Portal
OM-063	Deceased Donor Matching- Laboratory Portal
OM-070	Readiness Criteria- Laboratory Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
1	Refer to Footer	New version of document

ELECTRONIC SIGNATURE

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