## PURPOSE

This document describes the process of registering a recipient in OrganMatch and enrolling on the Transplant Waiting List (TWL) pathway.

The registration menu has an **In Progress** tab where registration records are flagged that have been saved but not submitted. The **Completed** tab lists the records that have been submitted with an enrolment created.

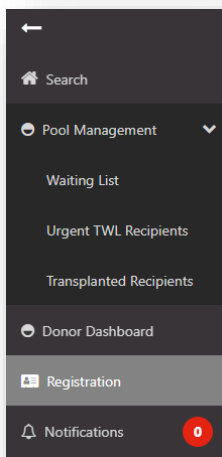Records can be filtered on **Status**, **Organ Program** or **Transplant Pathway**.
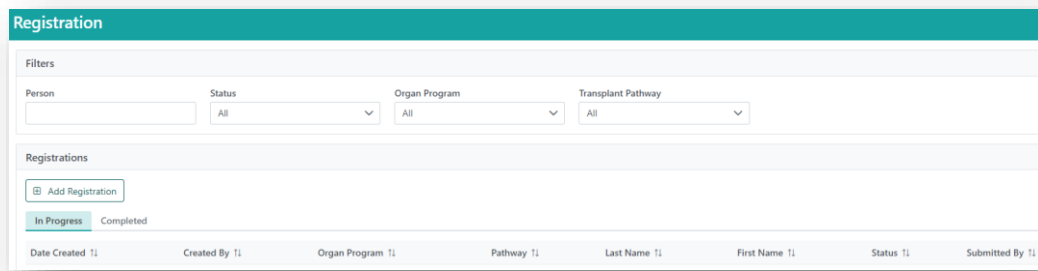


## 1. PROGRAM REGISTRATION
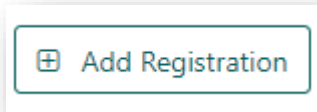
### 1.1 CREATE A REGISTRATION

Perform the following to register a recipient in OrganMatch for TWL.

**Note:** User can only select the Organ Programs/Transplant Pathway assigned to their user account

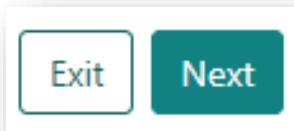1.    Select the **Registration** menu.
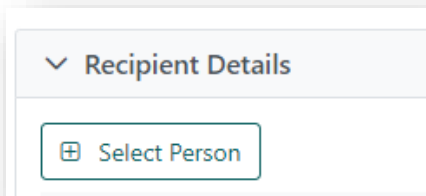
2.  Click **Add Registration**.



3.  Select the **TWL Transplant Pathway** and select **Kidney** for **Organ(s) required**.



4.  Click **Next**.



5.  Search OrganMatch to see if the recipient exists in the system.

    In Recipient Details click **Select Person**.

6. Enter Last Name, First Name and Date of Birth in the Search criteria and click **Search**.



7. If a recipient is found to be a match to the person you are registering, they will appear in the **Potential Duplicates** section.

   Click the **Select** checkbox for the corresponding person and click **Select**.

   Proceed to **1.3 Recipient Details.**



8. If no records match the person to be registered, click **Add Person**.

   Proceed to **1.2 Main Information.**

## 1.2 MAIN INFORMATION

1. The mandatory fields **Last Name**, **First Name** and **Date of Birth** will populate with the details included in your search criteria. Update the fields if required.

   The other fields can be populated if information is available.



2. Select **Interim ABO**, **Rhesus** and **ABO Subtype** (if applicable).



3. Complete the mandatory field of **Residential State/Territory**.

   The other fields can be populated if information is available.
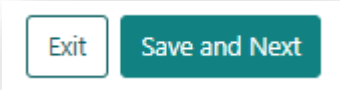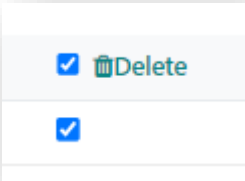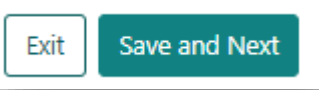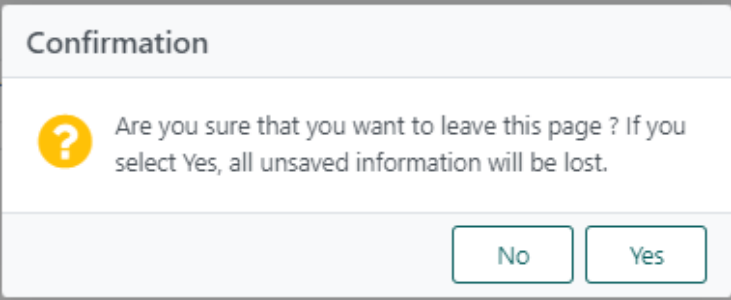


4. Click **Continue to Add**.

## 1.3 RECIPIENT DETAILS

| To… | Then… |
|---|---|
| save the recipient details and proceed to enrolment | click **Save and Next**.<br><br>Exit    Save and Next |
| remove the recipient from the registration section | select the delete check box next on the person's row and click **Delete**.<br><br>☑ 🗑Delete<br>☑ |
| exit without saving | click **Exit**.<br><br>A confirmation pop up will appear as follows "Are you sure you want to leave this page?"<br><br>    o    Select **Yes** and return to the Registrations page.<br>    o    Select **No.** To progress to the next step, click **Save and Next.**<br><br>Exit    Save and Next<br><br>**Confirmation**<br>❓ Are you sure that you want to leave this page ? If you select Yes, all unsaved information will be lost.<br>    No    Yes |

## 2. DETAILED INFORMATION

### 2.1 GENERAL INFORMATION

In the General Information section complete the following steps to add or update demographics, contact details, ABO, Hospital links and Provider links for the person. Any data that is required to be added before submitting the registration will be flagged in the **Click to show errors** box.
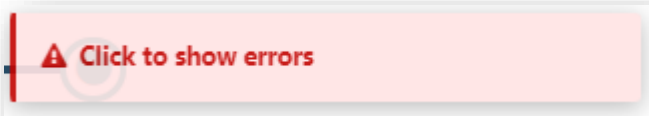


**Note**: Any existing data in OrganMatch will be prepopulated.  Any new details added here will be added/updated in the Person details after registration has been submitted.

1.  Update Demographics and Contact Information as required.



2.  If you have added an ABO result in the main information you are required to upload an ABO report before registration can be submitted. The **Sub-Category** of the note needs to be **ABO Forms**. Click **View Notes** and attach the ABO report as a note, see *OM-077 Notes and Attachments- Transplantation Portal-* for further information.
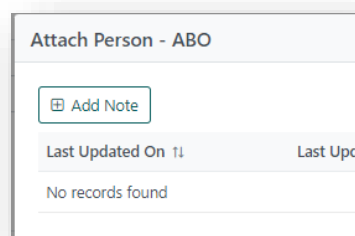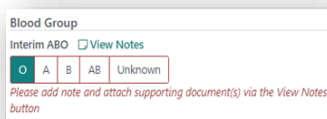
**Note:** a requirement for registration is the upload of NATA accredited ABO results.

This is a critical data field and requires verification before the results are accepted into the system. This will be performed by the scientists in the Tissue Typing lab.

3.  Update Hospital Links as required. Hospital links will be prepopulated with the users hospital under the **Current** tab. See *OM-083 Person Details- Transplantation Portal* for further information for adding or ending hospital links.

    **Hospital links**

    | Current | History |
    | --- | --- |

    ⊞ Add Hospital Link

    Hospital ⇅

    East Coast Transplant Service - Renal Unit (NEASR)

    Wollongong Hospital - Renal Unit (NWOLR)

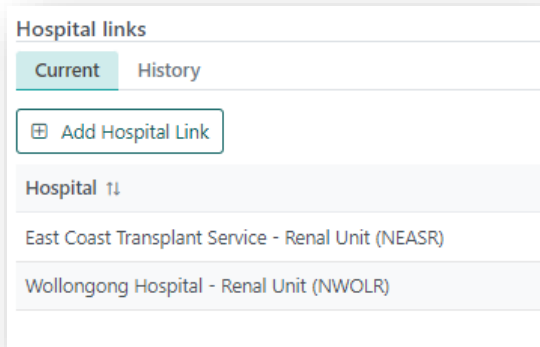4.  Update Provider Links as required. Provider links will be prepopulated with the user under the **Current** tab. See *OM-083 Person Details- Transplantation Portal Guide* for further information for adding or ending a provider link.

    **Provider links**

    | Current | History |
    | --- | --- |

    ⊞ Add Provider Link

    Provider ⇅
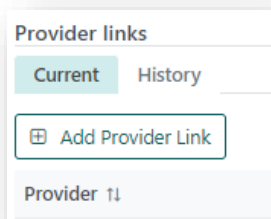
## 2.2 MEDICAL INFORMATION

Complete the medical information as required.

**Note:** Pregnancy information will not be available if the gender of the person is male.

**Note:** When adding drug treatments, the **From Date** field auto-populates with today's date.

**Drug treatments only relevant to immunosuppression, sensitisation or desensitisation need to be added.**

See *OM-083 Person Details- Transplantation Portal* for further information for adding or updating a medical event.



## 2.3 NOTES & ATTACHMENTS

Notes & Attachments relevant to the person can be added or deleted.

See *OM-077 Notes and Attachments- Transplantation Portal* for further information for adding or updating notes and attachments.



## 2.4 ENROLMENT INFORMATION RECIPIENT KIDNEY TWL

1.  If the time frame of activation is expected to exceed a month, the **Estimated Date of Activation** can be populated.

2. Under **Providers**, select the transplant hospital, clinical hospital, transplant provider and clinical provider from the dropdowns.

**Note:** You are only able to select providers and hospitals listed under Hospital and Providers Links.



3. A recipient may consent to receive a kidney from a deceased donor that has tested positive for Hep C, is an increased viral risk or may be willing to accept a tumour resected kidney.

To enable the matching of the recipient with a donor who is Hep C Ab positive, an increased viral risk or has a tumour resected kidney, the recipient must be consented. The acceptance criteria is added to OrganMatch with the date of consent.

**Note:** The recipient's consent for Hep C expires in OrganMatch after one year.

**Note:** Recipients who are consented to receive Hep C Ab Pos donors are usually Hepatitis C Virus Antibody positive/PCR positive (HCV Ab+ve / PCR+ve).

A notification will be sent to the laboratory portal to confirm these **Willing to Accept** criteria.



4. A recipient with blood group A or B may consent to receive an organ from a donor who has an incompatible blood group. It is the clinical/transplant unit's responsibility to test the recipient's blood group titre and to obtain the appropriate consent.

Select **Yes** in Accept **ABOi** and enter the **Date of Consent.** Select the blood group AB (to select both A1B and A2B). A notification is sent to the laboratory portal to confirm the **Willing to Accept ABOi**.



**Note:** ABOi is only relevant to A and B recipients to receive an AB donor. Other options appear in OM but there is no functionality in the matching algorithms.

5. The recipient's range of accepting the Kidney Donor Profile Index (KDPI) score may be adjusted. The **Acceptable KDPI range (%)** for all enrolments defaults to include matching for all deceased donors (i.e. regardless of their score), from 1 – 100%. Update the **From** and **To** boxes as required to change the acceptable range.

Acceptable KDPI range (%)

| From * | To * |
|--------|------|
| 1      | 100  |

6. To be eligible for the kidney TWL, the recipient must be on dialysis. The dialysis start date is used in the calculation of the recipients' waiting time on the TWL, therefore the dialysis start date is required to be eligible for matching on this program. For a second or subsequent transplant, waiting time is calculated from the date that dialysis was recommended (TSANZ Clinical Guidelines for Organ transplantation from Deceased Donors).

Select **Yes** for **Receiving Dialysis** and enter the dialysis start date under **Start Date**.

Dialysis for matching
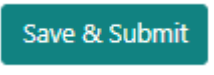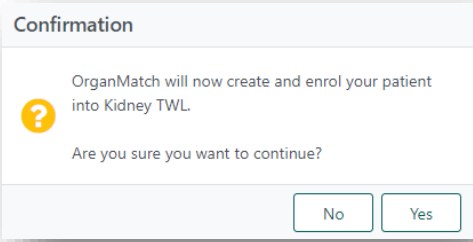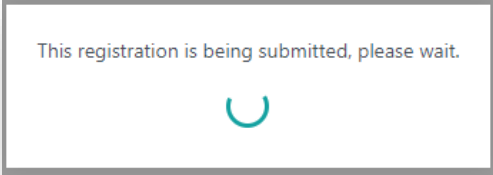
Receiving Dialysis

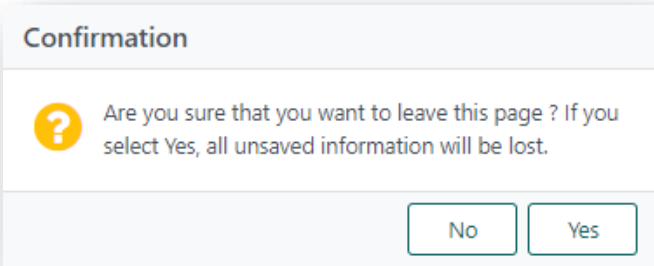| Yes | No | Unknown |

Start Date *

dd/mm/yyyy

*Dialysis Start Date must be entered.*

**Note:** If **Yes** is selected under **Receiving Dialysis** a start date must be entered before registration can be submitted.

## 3. SAVE AND SUBMIT

The above information can be saved at any point.

| If you click… | Then… |
|---|---|
| Save and Submit<br><br>Save & Submit | • a confirmation pop up will appear "OrganMatch will now create and enrol your patient into Kidney TWL.  Are you sure you want to continue?"<br>• Select **Yes** and a pop-up will appear indicating the registration is being submitted. The user is directed to the recipients profile and the enrolment is created.<br>• the data is populated in the person profile.<br>• future updates can be made directly to the person record.<br>• the recipient is enrolled into TWL program with Status On hold "In Progress".<br><br>Confirmation<br>? OrganMatch will now create and enrol your patient into Kidney TWL.<br>Are you sure you want to continue?<br>No   Yes<br><br>This registration is being submitted, please wait. |
| Save<br><br>Save | • All the information added in that session will be saved.<br>• This does not submit the person registration.<br>• The patient record is flagged in the **Registration** menu record as **In Progress.** |

| Exit | A confirmation pop up will appear as follows "Are you sure you want to leave this page?" |
|---|---|
| Exit | • Select **Yes** and return to the Registrations page. The patient record is flagged in the **Registration** menu record as **In Progress**. |
| | • Select **No** and remain in the update general information section. |
| | **Confirmation** <br><br> ❓ Are you sure that you want to leave this page ? If you select Yes, all unsaved information will be lost. <br><br> No    Yes |

# DEFINITIONS

| Term/abbreviation | Definition |
|---|---|
| ABOi | ABO incompatible |
| EPTS | Estimated Post-Transplant Survival |
| Hep C | Hepatitis C |
| IVR | Increased Viral Risk |
| KDPI | Kidney Donor Profile Index |
| TRK | Tumour-Resected Kidney |
| Transplantation Portal | OrganMatch portal for transplant clinicians and coordinators. |
| TWL | Transplant Waiting List |

# REFERENCED EXTERNAL DOCUMENTS

| Document title | Source |
|---|---|
| Clinical Guidelines for Organ Transplantation from Deceased Donors. | TSANZ Clinical Guidelines - TSANZ |

# REFERENCED INTERNAL DOCUMENTS

| Document number | Source |
|---|---|
| OM-077 | Notes and Attachments- Transplantation Portal |
| OM-083 | Person Details- Transplantation Portal |

# CHANGE HISTORY

| Version number | Effective date | Summary of change |
|---|---|---|
| 1 | 06/04/2022 | First version of document. |
| 2 | 26/07/2022 | Update for OrganMatch Sprint 34:<br>• Purpose updated to include filters in registration menu. |

| 3 | 13/06/2023 | Update to new template and inclusion of screenshots. |
|---|---|---|
| 4 | Refer to footer | OrganMatch Sprint 51 updates:<br><br>• Create a registration section updated with new process for duplicate search of existing records.<br><br>Other:<br><br>• Update reference to TSANZ guidelines.<br>• General information and internal documents table updated to reference new notes and attachments and person details documents.<br>• Section 3 updated to include new save and submit process. |

## ELECTRONIC SIGNATURE

| Author | REBECCA SCAMMELL |
|---|---|
| Approver(s) | NARELLE WATSON |