CONTENTS

1. PERSON SEARCH

Clicking **Search** from the navigation pane opens the **Person search** pane.
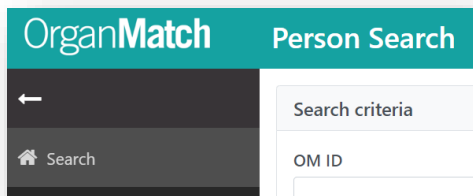
1.1 SEARCH USING FILTERS

To search for a person, you may search using several different criteria in combination:

- Enter two or more letters into either name field. Possible name matches will display immediately below the search box.

- For remaining criteria, enter the search details into any search criteria field and then click **Search** or press <Enter>. A list of people who meet the criteria will be displayed in the Search results on the right hand side of the page.

- Searching using the **Transplant Role** allows users to find records that have an enrolment for recipient or donor. Selecting unenrolled from the dropdown will return any records that have no current or historical enrolment i.e. patients or donors that have never been enrolled on a program.

SEARCHING FOR A PERSON IN ORGANMATCH USING FILTERS

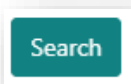1. From the navigation pane, click **Person**, then **Search**.
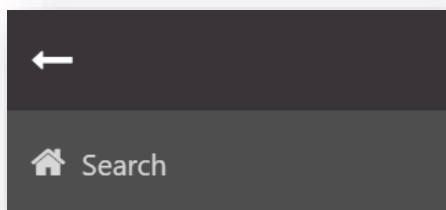
2. Select required **Search** criteria.

Note:

If **Reference ID Type** is chosen, the **Reference ID** field becomes available so the reference can be added.

3. Click **Search**.

Note: Click **Reset Filters** to reset all filters
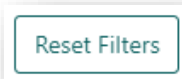
4. Person records that match the filter criteria will appear in the **Search results** pane.

2. PERSON DETAILS

OrganMatch Transplantation Portal allows users to view information on recipients and donors.

Recipient and Donor information is found in the Match profile:

2.1 PERSON BANNER

The Person record displays key details about the person in a banner at the top of the screen for easy reference.

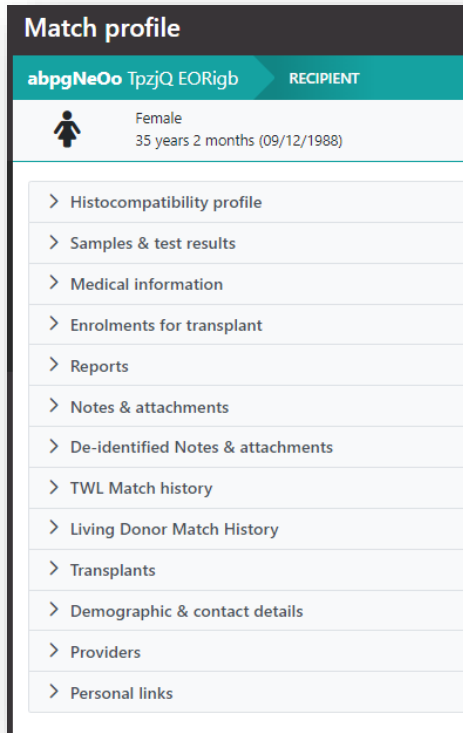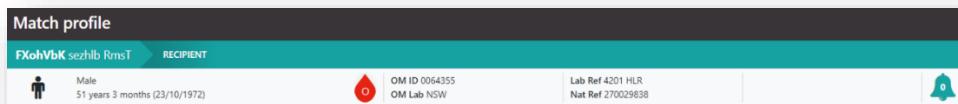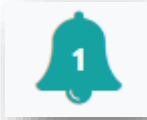| Banner information	Notes
FXohVbK sezhlb RmsT	Patient Name – **Last name** First name
q RECIPIENT	Transplant role
	Visually indicates gender – Male or Female
Male	Written Gender label
51 years 3 months (23/10/1972)	Calculated age in years/months, and date of birth **Note** – If a person does not have a date of birth entered, the banner will display 'Age Unknown'. **Note** – If date of death is added in person record, then age will stay the same.
O	Blood Group **Note** – Once the ABO has been Confirmed, the Final ABO will appear as a red blood drop in the banner. If no blood drop appears you know that the blood group has not been confirmed.
OM ID 0035683	OrganMatch ID (alphanumeric)
OM Lab NSW	OrganMatch Lab location
Lab Ref 4201 HLR	Lab reference number (alphanumeric)
Nat Ref 270029838	National reference number

	Indicates the number of current notifications

2.2 PERSON DETAILS TABS

2.2.1 HISTOCOMPATIBILITY PROFILE

HLA TYPING PROFILE

The HLA typing of the patient is displayed. HLA results are used in matching. For further details such as testing method, test date, refer to patient report issued by the laboratory.

UNACCEPTABLE AND ACCEPTABLE ANITGENS (UA & AA)

Sensitisation Category is displayed in this section.

An assessment of factors, such as HLA antibodies, previous transplant mismatches are used when defining a list of HLA donor antigens that would be considered unacceptable for an individual recipient.

- TWL UA will potentially exclude the patient from progressing through to the matching algorithms and therefore will be ineligible to be offered an organ from any deceased organ donor with those antigens.
- Living Donor UA will exclude KPD patients from being eligible to be offered a kidney from a live donor on the KPD with those HLA antigens.

Acceptable Antigens are used in specific cases, for example if the patient has an allele specific antibody.

There are three types of Unacceptable antigens in Organ Match:

- Antibody sourced – the result of HLA antibody test results.
- Previous donor mismatch.
- Other - HLA antigens added from other sources such as those to avoid high eplet loads.

Contact your local HLA lab for further explanation of UA or refer to Patient Antibody Assessment- Laboratory Portal, OM-008 for further information.

MPRA (MATCH CALCULATED PANEL REACTIVE ANTIBODY)

Provides an estimate of the percentage of deceased organ donors that will be incompatible for a recipient based on the antigens assigned as unacceptable. The mPRA represents the HLA antigen frequency in the population, based on a pool of donors from the Australian population. If more than one HLA antigen is unacceptable, the mPRA is the total frequency of the HLA antigens.

2.2.2 SAMPLES & TEST RESULTS

The following tabs are viewable:
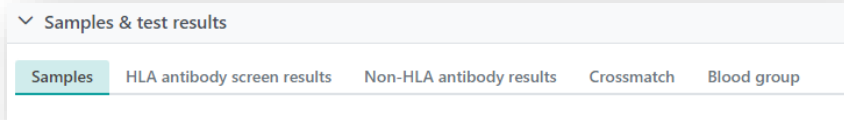
- Samples
- HLA antibody screen results
- Non-HLA antibody results
- Crossmatch
- Blood group

SAMPLES TAB

Samples from the Lab Portal can be viewed as read only in the Transplant Portal. The columns in the table are as below. Samples can be expanded to view test results in the child table.

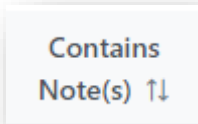## HLA ANTIBODY SCREEN RESULTS

Verified HLA antibody results are viewable if the checkbox View in Transplantation Portal is selected in OrganMatch - Lab Portal. Hovering over Contain Notes displays reportable notes.

Note: Results from April 2019 are viewable. For results prior to this date contact your local Tissue Typing Lab.

Further details are viewable by clicking the row.

NON-HLA ANTIBODY RESULTS

Verified Non-HLA antibody result are viewable. Only ATIR results will be shown.

CROSSMATCH

Verified crossmatch results are viewable in the Transplantation Portal. The crossmatch record can be expanded, and the sample and test results viewed by clicking on the crossmatch record.

Note: Patient or donor details are withheld for records that are not linked to the users hospital access.

BLOOD GROUP

ABO, Rhesus and ABO subtype blood group details can be viewed.

Interim and verified blood group results are viewable. Hovering over the displays details of person who last updated and verified the person blood group.

A formal blood group report must be uploaded via Notes & attachments. When adding the note select the **Category** as Person and **Sub-Category** as ABO Forms. This allows Laboratory Portal users to view the report and verify the result.

For further information on adding a note see Notes and Attachments- Transplantation Portal, OM-077.
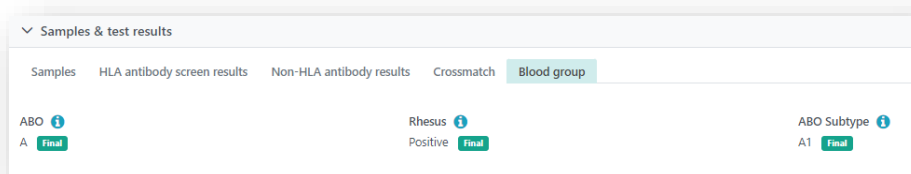
2.2.3 MEDICAL INFORMATION

Medical information can be viewed:
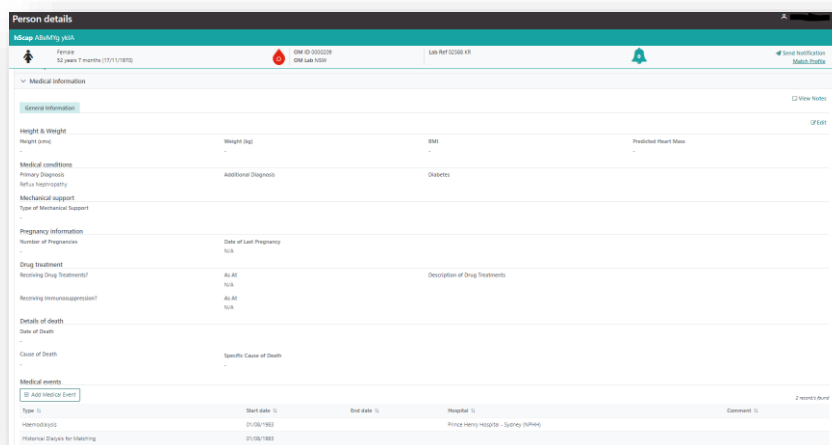
Information can be added and edited in these sections.

Recipients enrolled on Liver TWL program will have a **Liver Recipients** tab viewable in the **Medical Information** section. This contains data required for listing an urgent liver recipient.

For further information refer to Liver Transplant Waiting List Enrolment - Transplantation Portal, OM-026.
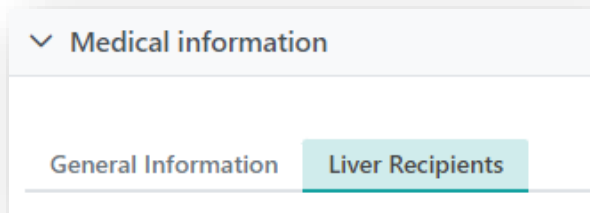
Medical Event information can be added to Person Details. The medical event box also has a comments section for free text information.

ADD OR EDIT MEDICAL EVENTS

1.   Under **Medical events**, click **Add Medical Event**.
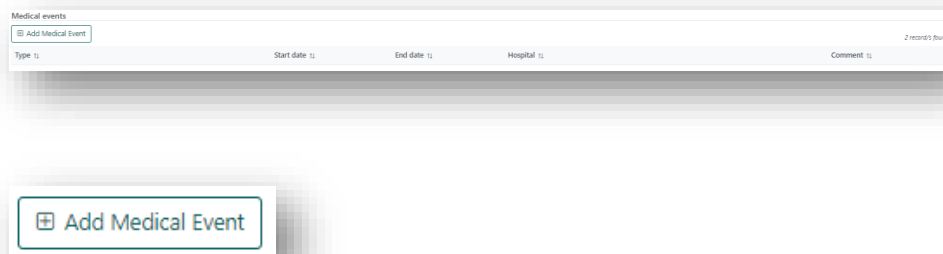
2.   Enter a **Start Date**, and an **End Date** (if known).
     From the **Medical Event** field, select the medical event.
     From the **Hospital** field, select the hospital if applicable.
     Free text can be added in the **Comment** field.
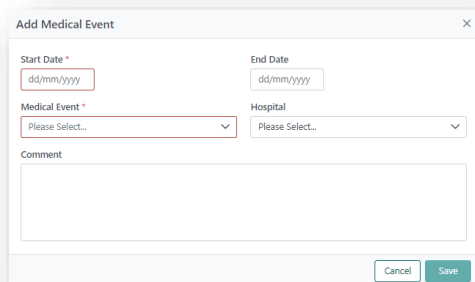
3.   Click **Save**.
     Click **Cancel** to close the box without saving.
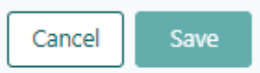
4. You can view the new record in the table.

5. Click on the record and click **Edit** to edit or delete the record. Click **Close** to close the record.
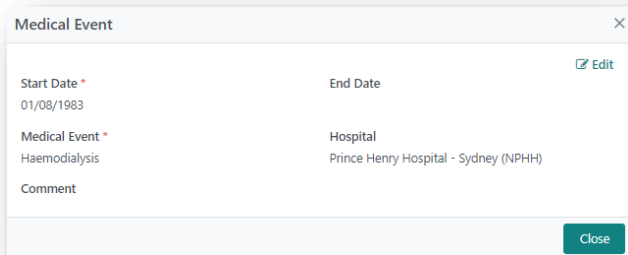
6. Make any edits to the information and click **Save**, or **Cancel** to close the box without saving. Click **Delete** to delete the record.
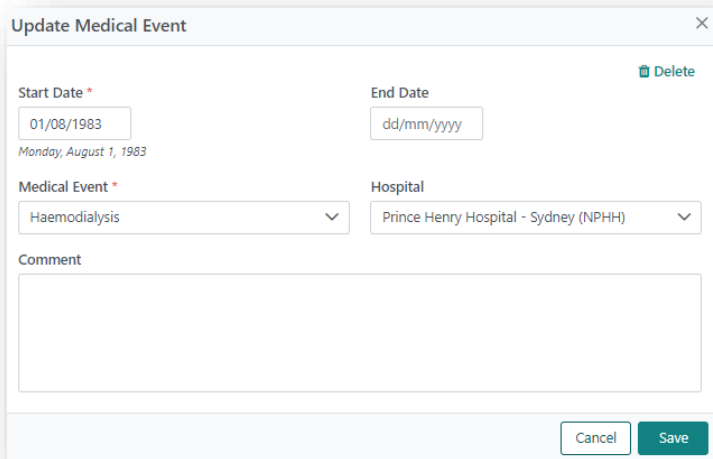
2.2.4 ENROLMENTS FOR TRANSPLANT

Current and historical enrolments can be viewed. **View History** of status changes is also available.

A new enrolment can be added via Registration in the Transplantation Portal. Each Organ Program (OP) and Transplant Pathway (TP) requires its own enrolment. See registration documents for further information:

- Kidney Transplant Waiting list (TWL) Registration – Transplantation Portal, OM-019
- Kidney/Pancreas Transplant Waiting list (TWL) Registration – Transplantation Portal, OM-020
- Heart Transplant Waiting list (TWL) Registration – Transplantation Portal, OM-039
- Lung Transplant Waiting list (TWL) Registration – Transplantation Portal, OM-021
- Liver Transplant Waiting list (TWL) Registration – Transplantation Portal, OM-045
- Kidney Paired Donation (KPD) Registration – Transplantation Portal, OM-022
- Living Directed (LDD) Registration – Transplantation Portal, OM-050
- ANZKX Registration and Enrolment – Transplantation Portal, OM-029

For each OP/TP enrolment, a Ready status will be displayed in the Enrolment table.

See Readiness Criteria – Transplantation Portal, OM-035 for further information.

It is possible for a person to be enrolled in one or all Transplant Pathways for their Organ Program enrolment. i.e. any combination is allowed.

Current Transplant Pathways include:

- TWL - Transplant Waiting List
- LDD - Living Directed Donor
- KPD - Kidney Paired Donation

WAITING TIME

The Waiting Time calculation is based on the Organ Program – Transplant Pathway.

- Waiting time for Kidney-TWL or Kidney-KPD is calculated:
  - from the Dialysis for matching - Start Date up to the current system date.

  If there is no Dialysis for Matching - Start Date then the system displays " - ".

- Waiting time for Kidney/Pancreas is calculated:
  - From the Referral date, if Referral date has a value, and eGFR at referral is less than 15.
  - From Date eGFR is less than 15ml/min if there is no Referral date or eGFR at referral is equal to or greater than 15.
  - if none of the above is met, then Waiting time is null.

- For all other Organ Program – Transplant Pathways, the Waiting Time is calculated:
  - from the Date Enrolled in OrganMatch on the Transplant Program up to the current system date.

  This date may differ from the transplant units waiting time.

When the enrolment ends, the Waiting Time does not continue to 'elapse'. Whatever the waiting time was when the enrolment ended, it will stay at that value.

2.2.5 REPORTS

Authorised reports are viewable and can be downloaded.

See Accessing Reports – Transplantation Portal, OM-010 for further information.

2.2.6 NOTES & ATTACHMENTS

Users can add notes or attach files in the **Notes & attachments** section of the person record. Up to 5 attachments can be added for any note and attachments must be less than 2MB in size.

See Notes and Attachments- Transplantation Portal, OM-077 for further information.
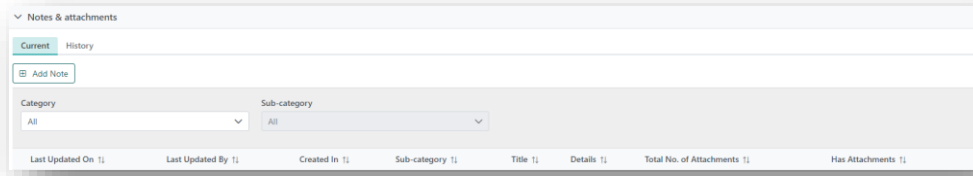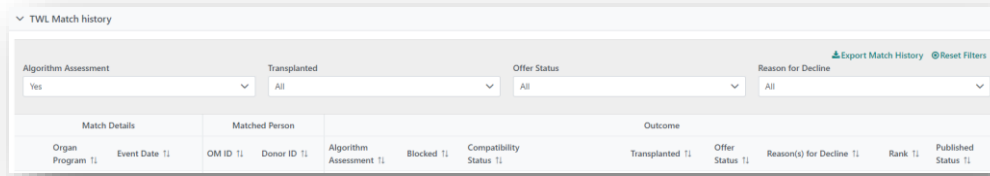
2.2.7 TWL MATCH HISTORY

The TWL Match history pane shows all the match events for an individual. The sort order is by **Event Date** (which is the date and time matching was last completed for the organ program and transplant pathway).

The default Algorithm Assessment is set to **Yes**, thus displaying donors that passed through to matching.

Refer to Transplant Waiting List (TWL) Match History- Transplantation Portal, OM-059 for further information.

2.2.8 LIVING DONOR MATCH HISTORY

Once a match event for LDD or KPD is published it is viewable in the Transplantation Portal through the Living Donor Match History.

The match event can be viewed by clicking on the highlighted row and this displays histocompatibility information about the patient and the matched donor.

See Match Event Assessment- Transplantation Portal, OM-062 for further information about match events.
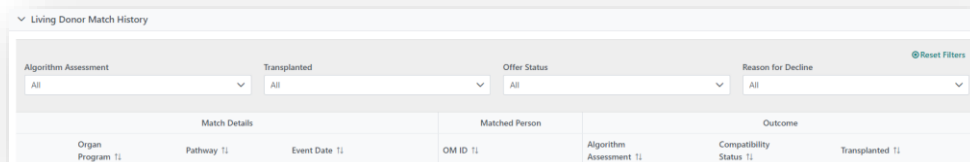
2.2.9 TRANSPLANTS

Once confirmation has been received that the transplant proceeded, a transplant event is created.

The transplant record is then displayed in the Transplants section.

The following information can be viewed for previous transplants:

Click on the row and the transplant event and Histocompatibility assessment can be viewed. This contains DSA assessment and crossmatch assessment.

2.2.10 DEMOGRAPHIC & CONTACT DETAILS

Demographic and contact details in the Person record has three sections:

- Main Information
- Contact Information
- Reference Information

The following information can be added and edited by Coordinator access:

- Ethnic Origin
- Specific Ethnic Origin
- Is the person of Aboriginal or Torres Strait Islander origin?
- Residential Country
- Residential State
- Postcode
- Mobile Phone
- Home phone
- Email address

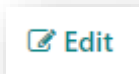**Note:** National Reference and Off System Donor fields cannot be edited.

VIEW AND EDIT DEMOGRAPHIC AND CONTACT DETAILS

1. In the Demographic & contact details section, **Main Information**, **Contact Information**, and **Reference Information** is displayed.

To edit information in this section, click **Edit**.

2. Edit the fields required.

3. Click **Save**.
   Click **Cancel** to close the box without saving.
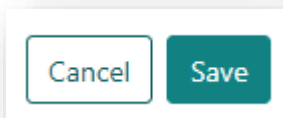
2.2.11 PROVIDERS

Hospital and provider links allow access to the person record through the Transplantation Portal. Only links in the **Current** tab will give access to the record through the Transplantation Portal. The links can be viewed in the Provider section and the Coordinator role can edit the links.

Ended hospital/provider links are viewed in the **History** tab.
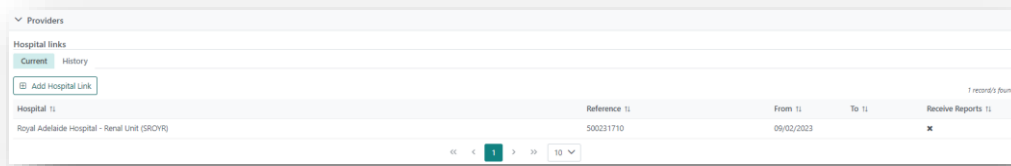
ADD A HOSPITAL OR PROVIDER LINK

1. Click **Add Hospital Link** or **Add Provider Link**.
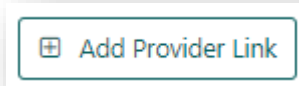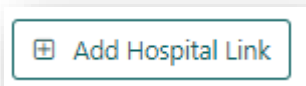
2. Select the hospital from the **Hospital** drop down or the doctor from the **Provider** dropdown.

   Note: Adding a Provider already linked, brings up error message.

3. If a hospital medical reference number is available add it to the **Hospital Reference**.

Hospital Reference

4. The **From Date** defaults to the day the link was added. Modify the date if the association with the hospital or provider began prior to this.

5. Select **Receive Reports** checkbox if required.

Note: The Provider Link allows the Transplantation Portal user to view the report in the person record at any time.

6. Add **Comment** if required.

7. Click **Save**.

Cancel   Save

EDIT HOSPITAL OR PROVIDER LINK

1. Click the Hospital or Provider link record to update in **Current** tab.

Provider links

Current	History

⊞ Add Provider Link

Provider ↑↓	Role ↑↓
Dr Jenny Chen	Physician

Note:

Hospital and Provider Links cannot be edited in **History** tab.

2. **Hospital Link** or **Provider Link** screen displays.
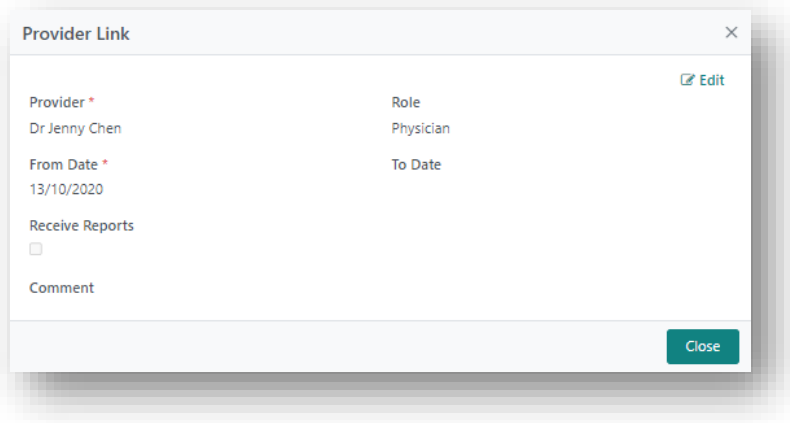
3. Click **Edit**.

4. Edit **Hospital Link** or **Provider Link** as required.

5. Click **Save**.

ENDING A HOSPITAL OR PROVIDER LINK

1. Click the row for the Hospital or Provider.

2. Click **Edit**.

3. Add the date the link was ended in the **To Date** box.

4. Click **Save**.

2.12 PERSONAL LINKS

A person can be associated to another person in OrganMatch via a personal link. Personal links are maintained in the Person record. A link can be between a recipient and, for example, a relative or friend when they are on the KPD or LDD pathway.

The personal link is created between the pair when they are registered for KPD or LDD through the Transplantation Portal.

The name of the donor will be withheld if the record is not linked to the users hospital.

Clicking on the donor name will navigate to the donor match profile.

VIEW PERSONAL LINK

1. In the **Personal Links** section, the list of personal links is displayed.

2. Click the name of the person to view their Person record.
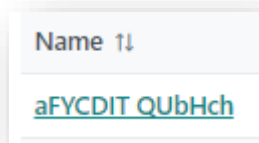
OR

Click the row to view the **Personal Link** record.

ADD PERSONAL LINK

Note: Users can only add links for records which are associated to their hospital.

1. Click **Add Personal Link**.
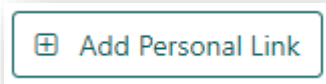
2. Search for the record by entering the name in the **Name of Person** box and select the record.
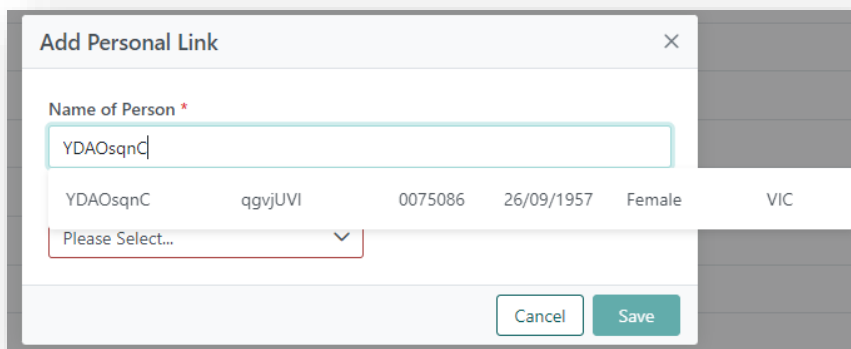
3. Select the relationship from the **Relationship Type** dropdown.
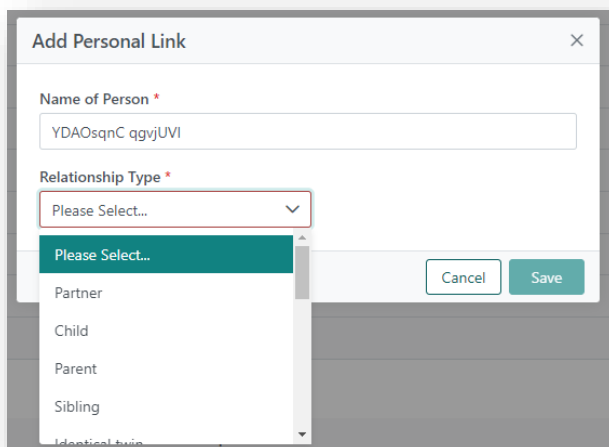
4. Click **Save.**
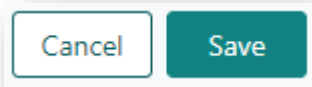
EDIT PERSONAL LINK

The **Relationship Type** on an existing personal link can be updated.

1. In the **Personal Links** section, click the row to view the **Personal Link** record.

---

2. Click **Edit**.

---

3. Select the relationship from the **Relationship Type** dropdown.

Note: Link cannot be deleted displays.

---

4. Click **Save**.

DEFINITIONS

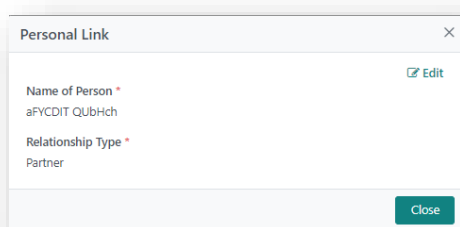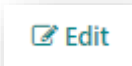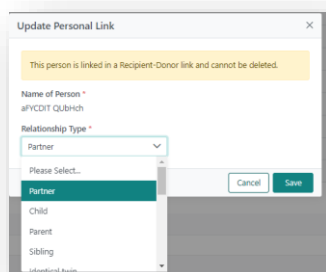| Term/abbreviation	Definition
AA	Acceptable Antigen. Antigens that may be considered for organ transplantation purposes. If the antigen is listed as acceptable it allows the patient to pass through to matching with donors that have that antigen.
ABO	ABO blood group system
AT1R	Angiotensin Type 1 receptor
LDD	Living Directed Donor
KPD	Kidney Paired Donation
mPRA	Match calculated panel-reactive antibody. Provides an estimate of the percentage of deceased organ donors that will be incompatible for a recipient based on the antigens assigned as unacceptable for a recipient. This is based on a pool of donors from the Australian population and should represent the HLA antigen frequency in the population. If more than one HLA antigen is unacceptable, the mPRA is the total frequency of the HLA antigens.
OM ID	Unique OrganMatch identifier of the person
OP	Organ Program
TP	Transplant Pathway
TWL	Transplant Waiting List
UA	Unacceptable (HLA) Antigen is an antigen that has been determined as high risk with any potential donor and should be avoided for transplantation purposes.

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-008	Patient Antibody Assessment- Laboratory Portal
OM-010	Accessing Reports – Transplantation Portal
OM-019	Kidney Transplant Waiting list (TWL) Registration – Transplantation Portal (OM-019)

OM-020	Kidney/Pancreas Transplant Waiting list (TWL) Registration – Transplantation Portal (OM-020)
OM-021	Lung Transplant Waiting list (TWL) Registration – Transplantation Portal
OM-022	Kidney Paired Donation (KPD) Registration – Transplantation Portal
OM-026	Liver Transplant Waiting List Enrolment - Transplantation Portal
OM-029	ANZKX Registration and Enrolment – Transplantation Portal
OM-031	OM Quick Reference Guide – Registration
OM-035	Readiness Criteria – Transplantation Portal
OM-039	Heart Transplant Waiting list (TWL) Registration – Transplantation Portal
OM-045	Liver Transplant Waiting list (TWL) Registration – Transplantation Portal
OM-050	Living Directed (LDD) Registration – Transplantation Portal
OM-059	Transplant Waiting List (TWL) Match History – Transplantation Portal
OM-062	Match Event Assessment – Transplantation Portal
OM-077	Notes and Attachments – Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
1	03/04/2024	First version of document
2	28/05/2024	Sprint 52 update: • Section 2.2.3 updated to include new tab for Liver recipients. • Referenced Internal Documents table updated with reference to OM-026.

3	Refer to footer	Sprint 54 update: • Section 1.1 updated to include new search criteria for transplant role. Other: • Table of contents added.

ELECTRONIC SIGNATURE

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