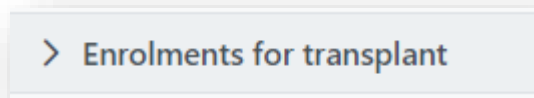


This document outlines a patient’s enrolment for the Heart or Lung Transplant Waiting List (TWL). A recipient can be enrolled through the Transplantation Portal by going through registration.

For further information on this process refer to [Lung Transplant Waiting List \(TWL\) Registration- Transplantation Portal, OM-021](#) or [Heart Transplant Waiting List \(TWL\) Registration- Transplantation Portal, OM-039](#).

ENROLMENT

A patient’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**. Status can be viewed via the pool management where patients can be bulk updated or within the current enrolment.

For further information on Pool Management refer to [Pool Management- Transplantation Portal, OM-056](#).

Role T1	Organ Program T1	Pathway T1	Waiting Time T1	Ready T1	Status T1
Recipient	Heart	TWL	2 years 4 months	✓	Active

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

Enrolment information

Waiting Time	Date Enrolled	
7 months	15/11/2022	
Transplant Role *	Donor Type *	
Recipient	N/A	
Organ Program *	Status View history	Reason *
Heart	On Hold	Waiting for hospital activation
Pathway		
TWL		

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 - In Progress	The laboratory testing is in progress and not yet completed. This testing includes all the mandatory HLA laboratory testing requirements for listing a patient on a program.	Active	No
On hold - Clinical Decision / notification / request	The clinical or transplant unit has changed the status, usually because the patient is currently not medically fit, or is unavailable to be transplanted.	Active	Yes
On hold - Laboratory Decision	Additional testing has been initiated or there is a query related to the patients test results and the lab has placed the patient on hold to investigate further	Active	No
On hold - Waiting for Hospital activation	The testing is complete, and the patient is waiting on you to activate when ready. Readiness will need to be checked before changing the status to Active.	Active	Yes
On hold – Change in Sensitisation Category	The patient’s antibody profile has changed, and an unacceptable antigen (UA) and sensitisation category review are required by the Laboratory for matching.	Active	No

UPDATE STATUS FROM ACTIVE TO ON HOLD

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

Person Search

Search criteria

OM ID

Last Name

First Name

Date of Birth

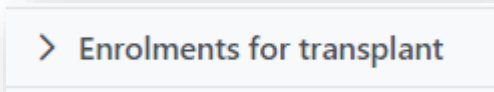
Reference ID Type
 Please Select... ▼

Reference ID
 N/A

Transplant Role
 All ▼

[Reset Filters](#) [Search](#)

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

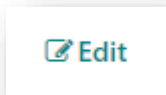


3. Click on the current enrolment and click **Edit**.

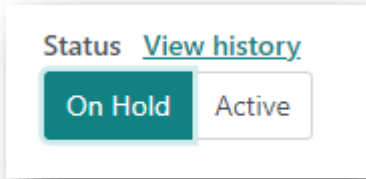
Enrolments for transplant

Current History

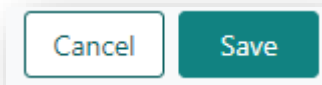
Role ¹	Organ Program ¹	Pathway ¹	Waiting Time ¹	Ready ¹	Status ¹
Recipient	Lung	TWL	3 years 3 months	✓	Active



4. Select **On Hold**. The **Reason** will default to **Clinical decision/notification/request**.



5. Click **Save**.

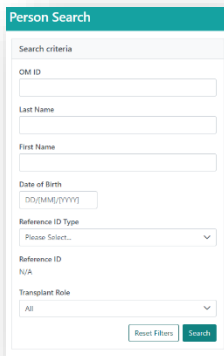


6. A notification is generated to the Laboratory Portal that the enrolment has been updated.

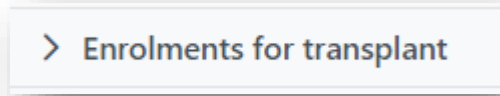
UPDATE STATUS FROM ON HOLD TO ACTIVE

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

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 are several search criteria fields: 'CMR ID', 'Last Name', 'First Name', 'Date of Birth' (with a date picker), 'Reference ID Type' (a dropdown menu with 'Please Select...' selected), 'Reference ID' (with 'N/A' entered), and 'Transplant Role' (a dropdown menu with 'All' selected). At the bottom of the form, there are two buttons: 'Reset Filters' and 'Search'.

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



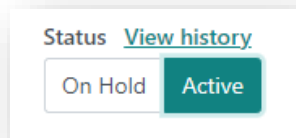
- Click on the current enrolment and click **Edit**.

A table titled "Enrolments for transplant" with tabs for "Current" and "History". The "Current" tab is active. The table has columns for Role, Organ Program, Pathway, Waiting Time, Ready, and Status.

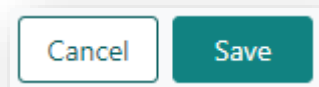
Role T1	Organ Program T1	Pathway T1	Waiting Time T1	Ready T1	Status T1
Recipient	Heart	TWL	7 months	x	On Hold



- Select **Active**.



- Click **Save**.

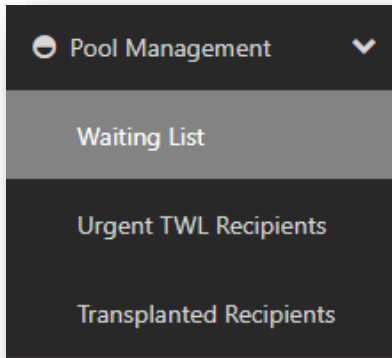


- A notification is generated to the Laboratory Portal that the enrolment has been updated.

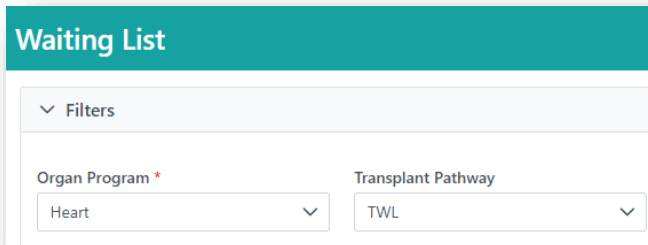
BULK STATUS UPDATE

The enrolment status can be updated from Pool Management in the Waiting List page. This allows the user to update multiple patients at the same time.

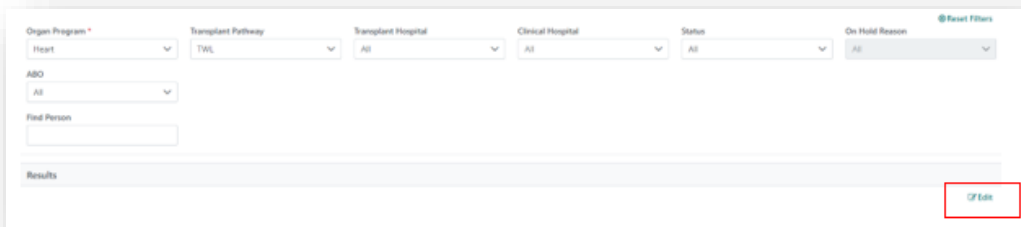
1. Click **Pool Management** menu item and select **Waiting List**.



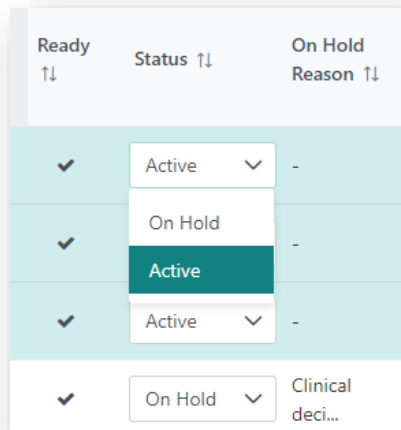
2. Select **Heart** or **Lung** from the **Organ Program** dropdown and **TWL** from the **Transplant Pathway** dropdown.



3. Click **Edit**.

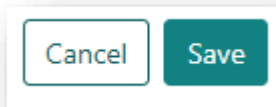


The **Status** column is now editable with a dropdown selection of **Active** or **On Hold**.



Note: On Hold recipients can only be updated to active with specific on hold reasons. See **Error! Reference source not found.** for further information.

4. Select the required status for the relevant recipients and click **Save**.



5. The recipient's status is updated with the change displayed in the enrolment under **View History**. See [View the Status Change History](#) for further information.

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 Transplant Waiting List.

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

Person Search

Search criteria

OM ID

Last Name

First Name

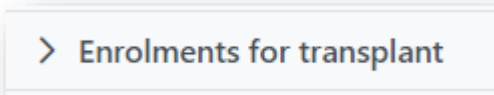
Date of Birth

Reference ID Type

Reference ID

Transplant Role

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

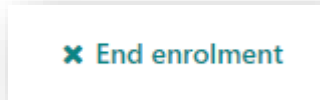
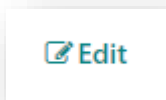


3. Click on the current enrolment and click **Edit**. The **Edit** button turns to the **End enrolment** button.

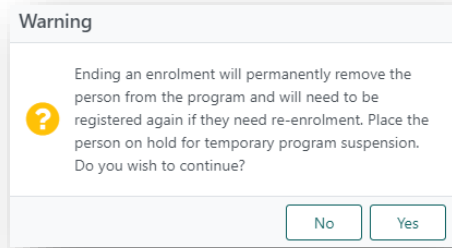
Enrolments for transplant

Current History

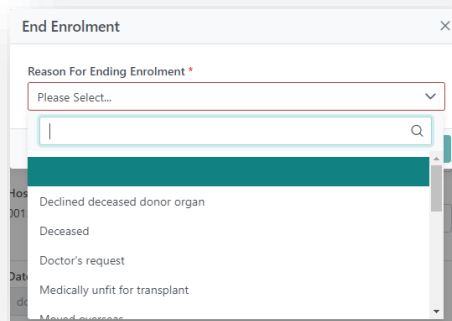
Role ¹	Organ Program ¹	Pathway ¹	Waiting Time ¹	Ready ¹	Status ¹
Recipient	Heart	TWL	7 months	x	On Hold



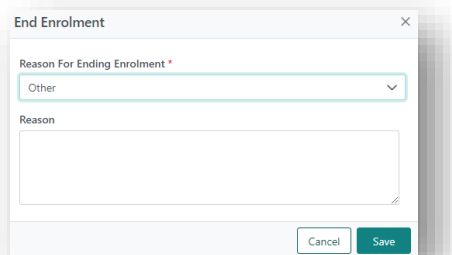
4. Click **End enrolment**. A warning message will appear. Click **Yes**.



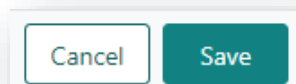
5. Select the **Reason For Ending Enrolment** from the drop-down list.



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



7. Click **Save**.



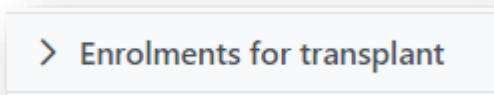
8. A notification is generated to the Laboratory Portal that the enrolment has been ended.

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.

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

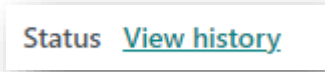
2. From the **Person** record click **Enrolments for transplant**.



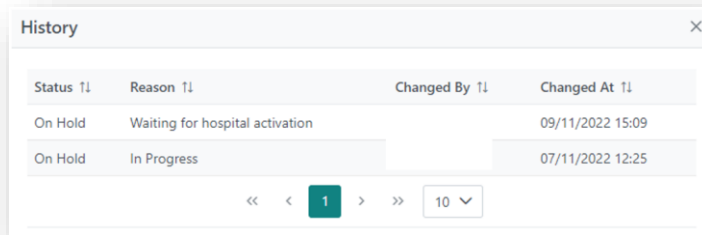
3. Click on the current enrolment.

Role	Organ Program	Pathway	Waiting Time	Ready	Status
Recipient	Lung	TWL	8 months	X	On Hold

- Click on **View history**.



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



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.

ORGAN SPECIFIC DATA FIELDS

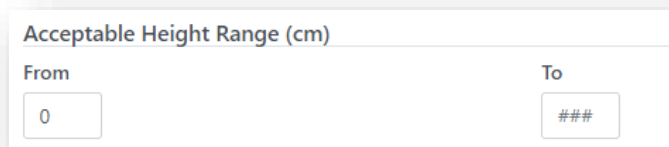
Heart and Lung enrolments have organ specific data fields that can affect readiness for matching.

For further information on readiness for matching refer to [Readiness Criteria- Transplantation Portal, OM-035](#).

LUNG TWL DATA FIELDS

The Lung TWL program has additional data fields in the enrolment which are editable only via the Transplantation Portal.

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



Patient Category

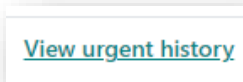
Urgent (National Notification) [View urgent history](#) Urgent Category Date listed as Urgent *

Yes No High acuity ie immediate risk ... 26/09/2024

Thursday, September 26, 2024

If **Urgent (National Notification)** is set to **Yes**, the **Date listed as Urgent** defaults to today’s date and is a mandatory field. A notification will be sent to the Transplantation Portal 28 days after the date listed as urgent, as a reminder to relist the recipient.

When a recipient is listed as urgent, the history of changes can be viewed by clicking the **View urgent history** button.

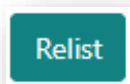


Urgent history

Urgent	Date Listed as Urgent	Date Relisted	Urgent Category	Changed By	Changed At
Yes	26/09/2024	-	High acuity ie immediate risk of death	Rebecca Scammell	26/09/2024 15:36

<< < 1 > >> 10

If an urgent recipient is required to be relisted, clicking the **Relist** button will clear the fields allowing selection of a new category and a relisting date. The original date listed as urgent is retained.



Patient Category

Urgent (National Notification) [View urgent history](#) Urgent Category Date relisted as Urgent * Date listed as Urgent *

Yes No Please Select... dd/mm/yyyy 26/09/2024

Date relisted as Urgent must be entered. Thursday, September 26, 2024

HEART TWL DATA FIELDS

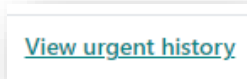
The Heart TWL program has data fields in the enrolment which are editable only via the Transplantation Portal.

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

The screenshot shows a 'Patient Category' form. At the top, there is an 'Urgent' field with 'Yes' selected. Next to it is the 'Urgent Reason' dropdown menu, currently set to 'Unsuitable for Mechanical Sup...'. To the right is the 'Date listed as Urgent' field, showing '08/08/2024' with the text 'Thursday, August 8, 2024' below it. Below these are four rows, each representing a different transplant unit. Each row has an 'Urgent status Accepted at Transplant Unit' field with 'Yes', 'No', and 'Unknown' options. The first two rows (St Vincent's Hospital - Sydney and Alfred Hospital) have 'Yes' selected. The third row (Prince Charles Hospital) has 'Unknown' selected. The fourth row (Fiona Stanley Hospital) has 'Unknown' selected. Each row also has a 'Comment' text area.

If the **Urgent** field is set to **Yes**, the **Date listed as Urgent** defaults to today's date and is mandatory. A notification will be sent to the Transplantation Portal 14 days after the date listed as urgent, as a reminder to relist the recipient.

When a recipient is listed as urgent, the history of changes can be viewed by clicking the **View urgent history** button.



The screenshot shows a table titled 'Urgent history'. The table has the following columns: Urgent, Date Listed as Urgent, Date Relisted, Urgent Reason, Urgent status Accepted at Transplant Unit, Changed By, and Changed At. There are two rows of data. The first row shows 'Yes' for Urgent, '15/09/2024' for Date Listed as Urgent, '-' for Date Relisted, 'Life threatening complications whilst on support' for Urgent Reason, 'Alfred Hospital - Heart Unit' and 'Royal Children's Hospital - Melbourne - Heart Unit' for Urgent status Accepted at Transplant Unit, 'Rebecca Scammell' for Changed By, and '15/10/2024 10:24' for Changed At. The second row shows 'Yes' for Urgent, '15/09/2024' for Date Listed as Urgent, '-' for Date Relisted, 'Life threatening complications whilst on support' for Urgent Reason, 'St Vincent's Hospital - Sydney - Heart Unit' and 'Children's Hospital Westmead - Heart Unit' for Urgent status Accepted at Transplant Unit, 'Rebecca Scammell' for Changed By, and '15/10/2024 10:21' for Changed At. At the bottom of the table, there are navigation arrows and a page number '1' out of '10'.

If an urgent recipient is required to be relisted, clicking the **Relist** button will clear the fields allowing selection of a new category and a relisting date. The original date listed as urgent is retained.

Relist

Patient Category

Urgent [View urgent history](#)

Urgent Reason *

Date relisted as Urgent * Date listed as Urgent *
Date relisted as Urgent must be entered. *Sunday, September 15, 2024*

Urgent status Accepted at Transplant Unit

St Vincent's Hospital - Sydney - Heart Unit Children's Hospital Westmead - Heart Unit	Yes	No	Unknown	<input type="text"/>
Alfred Hospital - Heart Unit Royal Children's Hospital - Melbourne - Heart Unit	Yes	No	Unknown	<input type="text"/>
Prince Charles Hospital - Heart Unit	Yes	No	Unknown	<input type="text"/>
Fiona Stanley Hospital - Heart Unit	Yes	No	Unknown	<input type="text"/>

Comment

Predicted heart mass can be found under **Medical Information** and is calculated by the system using height, weight, and gender of the person.

Medical information

General Information

Height & Weight			
Height (cms)	Weight (kg)	BMI	Predicted Heart Mass
177	80	25.54	184.9

The type of mechanical support can also be selected from the dropdown in **Medical Information**.

Mechanical Support

Type of Mechanical Support

dLVAD (durable LVAD)

Please Select...

- dLVAD (durable LVAD)
- dRVAD
- dBIVAD
- tLVAD (temp LVAD)

DEFINITIONS

Term/abbreviation	Definition
TWL	Transplant Waiting List
UA	Unacceptable Antigen

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-021	Lung Transplant Waiting List (TWL) Registration- Transplantation Portal
OM-035	Readiness Criteria- Transplantation Portal
OM-039	Heart Transplant Waiting List (TWL) Registration- Transplantation Portal
OM-056	Pool Management- Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
-	-	For previous change histories contact the National OrganMatch Office.
4	23/07/2024	Sprint 53 updates: <ul style="list-style-type: none"> Updated to include reference to bulk status update in Pool Management.
5	17/09/2024	Sprint 54 updates: <ul style="list-style-type: none"> Heart TWL data fields updated for urgent heart with new comments box and transplant unit.
6	Refer to footer	Sprint 55 updates: <ul style="list-style-type: none"> Lung and Heart TWL data fields updated with new functionality for urgent relisting.

ELECTRONIC SIGNATURE

Author	REBECCA SCAMMELL
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