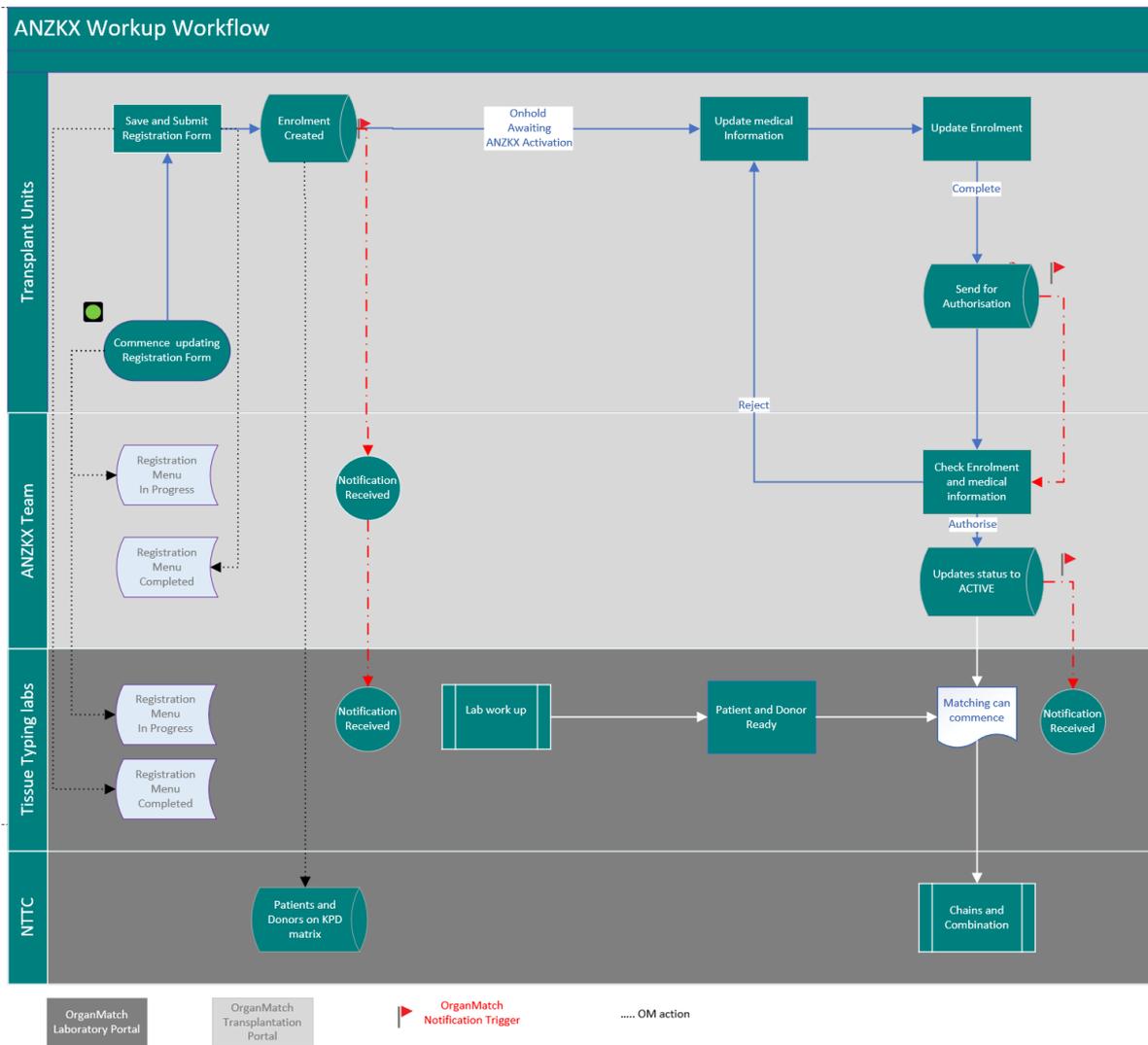


Purpose

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:



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.

Step	Action
1	Log into OrganMatch Transplantation Portal and create Enrolment using the registration form. Refer to <i>OM – Transplantation Portal – Kidney Paired Donation (KPD) Registration</i> , (OM-WI-022)
2	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • This will trigger a notification to the ANZKX team and the OrganMatch Lab. • Patient and Donor status will be Awaiting ANZKX Activation.
3	To continue to update data this can be done via the Person Profile. Refer to <i>OM How to guide – Transplantation Portal - ANZKX Enrolment, Medical Information and Registration Data Fields</i> (OM-INF-028).
4	<p>On completion of all the required medical and enrolment information for the patient and the donor in the Enrolment, click Send for Authorisation.</p> <p>If any data is incomplete message will appear in the enrolment to prompt the user to complete.</p> <p>Enrolment</p> <p>Before requesting for authorisation of this enrolment, please ensure the following information is complete:</p> <ul style="list-style-type: none"> • Kidney KPD Medical Information form is complete • Primary goal of entry into ANZKX has a value • Pre-emptive transplantation has a value • Date consent signed has a value • Consent is attached • Ministerial Approval is attached <p>Once sent for authorisation the following message will appear:</p> <p>“This enrolment has been sent to the ANZKX Team for authorisation”. The ANZKX team will receive a notification and review the enrolment</p>

2. Authorisation

The following steps are performed by the National ANZKX Team coordinators

Step	Action
1	ANZKX Team reviews data and confirms that the patient and donor meet the criteria (ANZKX National Protocol).
2	To authorise the enrolment, Click Authorise . The status of the patient or donor will be updated to Active .
3	The enrolment may be rejected. Click Reject . The ANZKX team will contact the transplant unit prior to rejection.
4	A notification will be sent the OM Lab informing of the change of status.

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	Location
<i>OM How to guide – Transplantation Portal - ANZKX Enrolment, Medical Information and Registration Data Fields (OM-INF-028)</i>	OrganMatch Website: https://www.donatelife.gov.au/organmatch/training-hub
<i>OM – Transplantation Portal – Kidney Paired Donation (KPD) Registration (OM-WI-022)</i>	OrganMatch Website: https://www.donatelife.gov.au/organmatch/training-hub
<i>ANZKX National Protocol</i>	Donate Life Website: https://www.donatelife.gov.au/ANZKX/information-transplant-units#accordion-0-0

Referenced internal documents

N/A

Change history

Version number	Effective date	Summary of change
1	Refer to footer	First version of documents

Electronic signature

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