

Purpose

This Work Instruction (WI) describes the process of registering a person in OrganMatch by creating a person record and enrolling the person on the Kidney Transplant Waiting List (TWL).

Registration Staging

Registration does not have to be completed in one session.

Once a person is registered and the details have been saved *but not submitted*, the Registration is flagged in OrganMatch **Registration** menu as **In Progress**.

Once a person is registered and the details have been saved *and submitted*, the Registration is flagged in OrganMatch **Registration** menu as **Completed**. The enrolment has been created. No further updates can be made in the registration after it has been submitted. Subsequent updates can be made via the person profile.

Note: any updates done on a person’s profile will NOT be reflected in the original registration record.

1. Program Registration

1.1 Create a Registration

Perform the following to register a person in OrganMatch for Kidney TWL

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

Step	Action				
1	<ul style="list-style-type: none"> Click the Registration menu item. Click Add Registration. 				
2	Select the Organ Program <ul style="list-style-type: none"> Select TWL as the Transplant Pathway Select Kidney as the Organ(s) required Click Next or <ul style="list-style-type: none"> Select Exit to end process. This will clear all registration details entered so far. 				
3	Search OrganMatch to see if the person exists in the system. <table border="1" data-bbox="416 1731 1386 1832"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <ul style="list-style-type: none"> Click Select Person. </td> </tr> </tbody> </table>	Step	Action	1	<ul style="list-style-type: none"> Click Select Person.
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		<ul style="list-style-type: none"> • Enter person details in the Search criteria (the more data you add, the more extensive the search will be). • Last Name and Date of Birth are mandatory. • Click Search. <p>Note: system will retrieve all the results based on the details entered. If the person is already enrolled in Kidney TWL registration, the user won't be able to select the person in the results field. This comment appears when hovering over the select tick box.</p>						
	2	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a person is found to be a match to the person you are registering</td> <td> <ul style="list-style-type: none"> • Click the Select Check box for the corresponding person on the list • Then Click Select • On the next screen Click Save and Next to proceed to add the person to the program • Then proceed to Section <i>2 Update General information</i> <p>Note: If you click Delete and Exit you will go back to the registration screen</p> </td> </tr> <tr> <td>no people match the person to be registered</td> <td>Click Add Person and proceed to <i>Section 1.2 Main Information</i></td> </tr> </tbody> </table>	If...	Then...	a person is found to be a match to the person you are registering	<ul style="list-style-type: none"> • Click the Select Check box for the corresponding person on the list • Then Click Select • On the next screen Click Save and Next to proceed to add the person to the program • Then proceed to Section <i>2 Update General information</i> <p>Note: If you click Delete and Exit you will go back to the registration screen</p>	no people match the person to be registered	Click Add Person and proceed to <i>Section 1.2 Main Information</i>
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no people match the person to be registered	Click Add Person and proceed to <i>Section 1.2 Main Information</i>							

1.2 Main Information

In the Main Information section complete the following steps to add main information, blood group and contact information. Not all data is required at this stage.

Note: * denotes mandatory fields for this step

Step	Action
1	Complete the following boxes: <ul style="list-style-type: none"> • Last name* • First Name*

	<ul style="list-style-type: none"> • Middle Name • Date of Birth* • Gender • Ethnic Origin • Specific Ethnic Origin • Is the person of Aboriginal or Torres Strait Islander Origin
2	Select ABO, Rhesus Blood Group and Subtype (if applicable)
3	Complete Contact Information: <ul style="list-style-type: none"> • Residential Country* • Residential State/Territory* • Postcode • Mobile Phone • Home Phone • Email Address
4	Click Save

1.3 Recipient Details

In the Recipient Details section:

To...	Then...
save the person details and proceed	<ul style="list-style-type: none"> • click the Save and Next box
remove the recipient from the enrolment	<ul style="list-style-type: none"> • Check the delete box next to the person's name • Click Delete
exit without saving	<ul style="list-style-type: none"> • Click the Exit button • A confirmation pop up will appear as follows "Are you sure you want to leave this page?" <ul style="list-style-type: none"> ○ Select Yes and return to the Registrations page. ○ Select No. To progress to the next step, click Save and Next.

2. Detailed 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 pre populated.

Any new details added here will be added/updated in the Person details after registration has been submitted.

Step	Action														
1	Update Demographics and Contact Information as required														
2	<p>If you have added an ABO result in the main information you are required to upload an ABO report.</p> <p>To upload an ABO report:</p> <table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Click View Note button.</td> </tr> <tr> <td>2</td> <td>Click Add Note button.</td> </tr> <tr> <td>3</td> <td>Fill in the details box</td> </tr> <tr> <td>4</td> <td>Click the Attachments tab</td> </tr> <tr> <td>5</td> <td> Either: <ul style="list-style-type: none"> Click Select a file button and select file from your computer or Drag and drop the file into the import screen. </td> </tr> <tr> <td>6</td> <td> Click Save. This triggers an OrganMatch notification to OM Laboratory Portal. Note: You can only edit notes that were created by you. </td> </tr> </tbody> </table> <p>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 in the system. This will be performed by the scientists in the Tissue Typing lab.</p> <p>User must add a Note and attachment for the Blood Group section if an Interim ABO is added or updated (registration cannot be submitted if the user doesn't add a note and an attachment).</p>	Step	Action	1	Click View Note button.	2	Click Add Note button.	3	Fill in the details box	4	Click the Attachments tab	5	Either: <ul style="list-style-type: none"> Click Select a file button and select file from your computer or Drag and drop the file into the import screen. 	6	Click Save . This triggers an OrganMatch notification to OM Laboratory Portal. Note: You can only edit notes that were created by you.
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3	<p>Update Hospital Links as required.</p> <p>Hospital link will be prepopulated with the users hospital under the Current tab.</p>														

	<i>See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or ending a hospital link</i>
4	Update Provider Links as required. Provider link will be prepopulated with the user under the Current tab. <i>See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or ending a provider link.</i>

3. 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.

See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or updating a medical event.

4. Notes & Attachments

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

See the OrganMatch Transplantation Portal- How to Guide on the steps for adding or updating notes and attachments

5. Enrolment Information Recipient – Kidney – TWL

In the Enrolment Information section complete the following steps to enter or update enrolment information required for Kidney TWL enrolment.

Step	Action
1	Estimated date of Activation <i>This is used to give the lab an indication of the time frame of activation if the activation is expected to exceed 1 month</i>
2	Providers – Select the transplant hospital, clinical hospital, transplant provider and clinical provider from the dropdowns. <i>You are only able to select providers and hospitals listed under Hospital and Providers Links</i>

3	<p>Willing to Accept</p> <p>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.</p> <p>To enable the matching of the recipient with a donor who is HepC 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.</p> <p>Note: The recipient’s consent for Hep C expires in OrganMatch after one year.</p> <p>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).</p> <p>A notification will be sent to the laboratory portal to confirm these Willing to Accept criteria.</p>								
4	<p>Willing to Accept ABOi</p> <p>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.</p> <p>Complete the following steps to select the recipient as willing to accept an ABOi kidney.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Change the Accept ABOi selection to Yes.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Enter the Date of Consent*. *Note: Mandatory. Date of consent must be entered. You will be prompted by the Click to show errors alert in the top right of the screen.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Select the blood group AB (to select both A1B and A2B) for the ABO groups that the recipient can receive and then click Save. 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.</td> </tr> </tbody> </table> <p>A notification will be sent to the laboratory portal to confirm the Willing to Accept ABOi.</p>	Step	Action	1	Change the Accept ABOi selection to Yes .	2	Enter the Date of Consent* . *Note: Mandatory. Date of consent must be entered. You will be prompted by the Click to show errors alert in the top right of the screen.	3	Select the blood group AB (to select both A1B and A2B) for the ABO groups that the recipient can receive and then click Save . 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.
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5	<p>KDPI minimum acceptance criteria</p> <p>The recipient’s range of accepting the Kidney Donor Profile Index (KDPI) score may be adjusted.</p> <p>The acceptable KDPI range (%) for all enrolments defaults to include matching for all deceased donors (i.e. regardless of their score), from 1 – 100%.</p>								

	Update the From and To boxes as required to change the acceptable range.
6	<p>Dialysis for matching</p> <ul style="list-style-type: none"> To be eligible for the kidney TWL, the recipient must be on dialysis. <i>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 recommenced.</i> <p>(TSANZ Clinical Guidelines for Organ transplantation from Deceased Donors V 1.8 December 2021).</p> <ul style="list-style-type: none"> Select the applicable Receiving Dialysis option Enter Start Date* <p>*Note: Mandatory. Receiving Dialysis Start Date must be entered. You will be prompted by the Click to show errors alert in the top right of the screen.</p>

6. Save and Submit

The above information can be saved at any point.

If...	then...
You click Save and Submit	<ul style="list-style-type: none"> A confirmation pop up will appear "OrganMatch will now create and enroll your patient into Kidney TWL. Are you sure you want to continue?" the enrolment is created. the data is populated in the person profile. Future updates can be made directly to the person record The patient is enrolled into Kidney TWL enrolment with Status Onhold "Waiting for Hospital Activation" if data has been added to registration it will be added to the person for data that was copied into registration it will update the record within the person profile if it is duplicate data, then OM will just use the data from the live profile (NOTE - only possible if the exact data was entered during registration process)

OrganMatch – Transplantation Portal

Kidney Transplant Waiting List Registration

	<ul style="list-style-type: none">• Any notes and attachments will be made accessible via the person profile• Details should be correctly visible in both transplantation portal and in Lab portal and View mode of registration once the registration has been submitted
You click Save	<ul style="list-style-type: none">• All the information added in that session will be saved.• This does not submit the person registration.• The patient record is flagged in the Registration menu record as In Progress.
You click Exit	<p>A confirmation pop up will appear as follows “Are you sure you want to leave this page?”</p> <ul style="list-style-type: none">• 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.

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. Version 1.8 2021.	https://tsanz.com.au/storage/documents/TSANZ_Clinical_Guidelines_Version-18_Final.pdf

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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