

This guide covers the following areas:

- Pool Management
- KPD Specific Data fields
- Enrolment Status

Pool Management

Pool Management- Waiting List displays all recipients enrolled on a current organ program. Waiting List is tailored specifically for each organ program and pathway.

Transplantation Portal users can use the waiting list screen to view basic information relevant to each program for current enrolments.

The following screen shot shows the filters in waiting list and the data fields shown in the KPD Waiting List:

The screenshot shows the 'Waiting List' interface. At the top, there's a header 'Waiting List' with a user profile icon and name 'Rebecca Scam...'. Below this is a 'Filters' section with a dropdown arrow and a 'Reset Filters' button. The filters include: 'Organ Program' (set to 'Kidney'), 'Transplant Pathway' (set to 'KPD'), 'Transplant Hospital' (set to 'All'), 'Clinical Hospital' (set to 'All'), 'Provider' (set to 'All'), and 'Status' (set to 'All'). There are also 'ABO' (set to 'All') and 'Authorisation Required' (set to 'All') filters. A 'Find Person' search bar is located below the filters. Below the filters is a 'Results' section with an 'Export Excel' button. The results table has two main sections: 'Recipient' and 'Donor'. The 'Recipient' section has columns: Last Name, First Name, Date of Birth, ABO, Transplant Hospital, Clinical Hospital, Date of Last Serum, Ready, Status, and Authorisation Required. The 'Donor' section has columns: Last Name, First Name, Date of Birth, ABO, Transplant Hospital, Clinical Hospital, Ready, Status, and Authorisation Required. The table shows 1 record found.

Data can be extracted using the **Export Excel** button.

The Export Excel function will export data on patients into an excel file.



- **Important Note:** **Organ Program** and **Transplant Pathway** must be selected in the filters for the Export Excel button to appear.

KPD – Specific Data fields

The KPD 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:

Primary goal of entry into ANZKX		Pre-emptive transplantation	
<div>Improved Matching</div>		<div>Yes No Unknown</div>	

Consent			
Date Consent Signed	Ministerial Approval	Ministerial Approval Date	<input type="checkbox"/> View Notes
<div>04/04/2019</div>	Please add note and attach the Ministerial Approval via the View note button	<div>dd/mm/yyyy</div>	
<small>Thursday, April 4, 2019</small>			

Donor:

Surgeon Details			
Surgeon Name			
<div>Please Select...</div>			

Consent			
Date Consent Signed	Ministerial Approval	Ministerial Approval Date	<input type="checkbox"/> View Notes
<div>04/04/2019</div>	Please add note and attach the Ministerial Approval via the View note button	<div>dd/mm/yyyy</div>	
<small>Thursday, April 4, 2019</small>			

Donor Declaration	
Has the donor ticked Yes to any question on the Donor Declaration?	<div>Yes No Unknown</div>

All the above fields can be updated via Transplant Portal by clicking edit in the enrolment and modifying the fields.

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 waiting list or within the current enrolment.

As a coordinator you will be able to make changes to the status ONLY under certain conditions.

- For the role, Provider, no changes can be made to enrolments Updating enrolment status
- For the role, Coordinator, the edit button is visible in the enrolment, and changes can be made to the status, within the business rules as described in the table below.

Status (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 – Due to KPD chain	The patient is being actively matched in a chain/combination		No
On hold – Awaiting ANZKX activation	Patient Kidney KPD enrolment is complete. Awaiting ANZKX review and authorisation		No



- **Important Note:** Once a person has been authorised by the ANZKX team, the transplant unit will be able to update the active/on hold status as per normal business rules.

How do I change a patient from Active to On Hold?

1. Find the patient using the search function or waiting list.
2. Go to the patient's enrolments for transplant.
3. Click on the current enrolment
4. Then click on **Edit**.
5. Select **On hold**.
6. The reason will default to **Clinical decision/notification/request**.
7. Click **Save**.

How do I change a patient from On hold due to a clinical decision to Active?

Transplantation Portal – Kidney Paired Donation (KPD) Enrolment

If a patient is **On hold - due to clinical decision / notification /request** you will be able to change it to **Active**.

1. Find the patient using the search function or waiting list.
2. Go to the patient's enrolments for transplant.
3. Click on the current enrolment, and then click on **Edit**.
4. Select **Active**.
5. Click **Save**.

! **Important Note:** If a Patient is **On Hold – Awaiting ANZKX activation** the status can only be changed through the authorisation process by the ANZKX team.

How do I end an enrolment?

If a patient's enrolment is ended they will be removed from the program and will no longer be matched on the KPD. If the patient is to be re-enrolled on KPD they will need to be registered again through the Transplantation Portal

1. Find the patient using the search function or waiting list.
2. Go to the patient's enrolments for transplant.
3. Click on the current enrolment, and then click on **Edit**. The **Edit** button turns to the **End Enrolment** button.
4. Click **End Enrolment**.
5. Select the reason from the drop-down list. If the reason 'Other' is selected, additional information in the **Reason** free text field should be entered.
6. Click **Save**.

What is readiness?

Readiness indicates whether a patient is system ready for matching. Each program has specific criteria and testing requirements that must be completed before the patient can be matched in the KPD donor pool.

How do I check a patient's readiness?

- By looking in waiting list
- By looking in the patient's enrolments for transplant

If the patient is not ready there will be an **X** in the ready column.

