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PURPOSE

This document describes the process of managing a recipient who is on a kidney, thoracic (i.e. heart or lung), abdominal (i.e. liver, pancreas, pancreas islets, intestine, kidney and pancreas) or other combined organs Transplant Waiting List (TWL).

The transplant unit assesses the person's eligibility for transplant against the TSANZ's Clinical Guidelines for Organ Transplantation from Deceased Donors. Recipients can only be added to the TWL if the request is from a

recognised transplant unit and associated clinical units (see Appendix 1 and 2 for Renal, Heart, Lung, Liver, Intestine, Pancreas and Pancreas Islet transplant units).

1. TWL ENROLMENT

A recipient can be enrolled on the Transplant Waiting List via the registration process in the Transplantation Portal. Through this process the Transplant Coordinators create a new record for the recipient or enter clinical information into the recipients existing record. For further information on this process refer to OM-040 Organ Program Registration- Laboratory Portal.

There are specific fields in the TWL enrolment related to each organ. Refer to Appendix 3 for these fields.

If the recipient's person profile has been created in OM via the LIMS import, then the enrolment for the organ will have been already created but is required to be updated.

1. Search for the person.



2. Click Program enrolments.



If there is no enrolment, click Add Enrolment.
 If there is an existing enrolment but not pathway go to step 5.



4. Select the **Transplant Role** as Recipient; **Organ Program** as per required organ and **Pathway** as TWL. Continue to step 6.

ransplant Role *		Donor Type *	
Recipient Donor		N/A	
)rgan Program *			
Please Select	\sim		
athway			
Please Select	\sim		

5. If there is an existing enrolment with no pathway, click **Edit** and select the **Pathway** TWL from the dropdown menu.

Encline X End er Wating Time Date Encolled 0 days 11/07/2023 Transplant Role * Donor Type * Recipient N/A Organ Program * Status View history Reason * Lung On Hold Enrolment not complete Patway	rolment
Pathway Please Select Value	
Waiting Time Date Enrolled 0 days 11/07/2023 Transplant Role * Donor Type * Recipient N/A Organ Program * Status View history Reason * Lung On Hold Enrolment not complete Patway	
0 days 11/07/2023 Transplant Role * Donor Type * Recipient N/A Organ Program * Status View history Reason * Lung On Hold Enrolment not complete Pathway Please Select	
Transplant Role * Donor Type * Recipient N/A Organ Program * Status View history Reason * Lung On Hold Enrolment not complete Pathway Please Select Y	
Recipient N/A Organ Program * Status View history Reason * Lung On Hold Enrolment not complete Pathway Please Select	
Organ Program * Status View history Reason * Lung On Hold Enrolment not complete Pathway Please Select V	
Please Select	
Platese Select	
Pathway Please Select	
Please Select V	
Please Select	
TWL Cancel	Save

6. Select the **Providers** from the dropdown. These links are required to be added into the **Providers** section before they can be selected in the enrolment.

Transplant Hospital		Hospital Reference	Transplant Provider		Role
Please Select	\sim		Please Select	~	
Clinical Hospital		Hospital Reference	Clinical Provider		Role
Please Select	\sim		Please Select	\sim	

Note: The **Transplant Hospital** must be populated as part of readiness criteria. Refer to *OM-070 Readiness Criteria- Laboratory Portal* for further information.

7. Click Save.



2. PATIENT CATEGORY

2.1 URGENT KIDNEY LISTING

Complete the following subsections upon receiving a completed OrganMatch - Kidney Transplant Waiting List (TWL) Urgent Listing Form (OM-080) or similar documentation from state renal advisory committees.

2.1.1 NATIONAL URGENT

Recipients listed as nationally urgent will be matched on the National Allocation List after level 1 and before level 2. Refer to *OM-012 Principles of the Kidney Matching Algorithms* for more details on the matching process.

To end national urgency status, the enrolment must be ended, and a new TWL enrolment must be created, if still on the TWL program.

1. Go to the Person details and click Program enrolments.



2. Click on the Kidney TWL enrolment.

Current History		
Add Enrolment		
Role ↑↓	Organ Program ↑↓	Pathway ↑↓
Recipient	Kidney	TWI

3. Click Edit.



4. In the Patient category, enter 1 in the Proposed field for National urgent.

State urgent	Proposed
-	##
National urgent -	Proposed ##

5. Click **Save.** Attach the approval documentation as a note.



- 6. A notification is generated to the Laboratory Portal to Authorise State and/or National Urgency.
- 7. A second user is required to authorise the National Urgency. Click on the enrolment and click Edit.



8. Click Authorise.



2.1.2 STATE URGENT

Medically urgent recipients can be listed as 'state urgent' in OrganMatch. This will allow the recipient to be matched with a deceased donor using the state urgent algorithms. Refer to *OM-012 Principles of the Kidney Matching Algorithms* for more details on the matching process.

To end state urgency status, the enrolment must be ended, and a new TWL enrolment must be created, if still on the TWL program.

1. Go to the Person details and click Program enrolments.



2. Click on the Kidney TWL enrolment.

Current History		
Add Enrolment		
Role 1↓	Organ Program ↑↓	Pathway ↑↓
De statione de	Kidaas	TIMI

3. Click Edit.



4. In the Patient category, enter 1 in the Proposed field for State urgent.

Proposed
1
Proposed
##

5. Click **Save.** Attach the approval documentation as a note.



- 6. A notification is generated to the Laboratory Portal to Authorise State and/or National Urgency.
- 7. A second user is required to authorise the National Urgency. Click on the enrolment and click Edit.

Authorise	
itate urgent	Proposed
	1
National urgent	Proposed
	##

8. Click Authorise.



2.1.3 MANUALLY UPDATE PAEDIATRIC STATUS

Recipients younger than 18 years old are considered as paediatric by the matching algorithm in OrganMatch. This is an automatic flag in the program enrolment.

A recipient may be granted paediatric status when they do not meet the above criteria (i.e. they are older than 18) by their clinician's decision to extend their time as a paediatric.

To end the manually added paediatric status, the TWL enrolment must be ended, and a new TWL enrolment must be created.

1. Go to the Person details and click Program enrolments.



2. Click on the Kidney TWL enrolment.

Current History		
Add Enrolment		
Role ↑↓	Organ Program ↑↓	Pathway ↑↓
Recipient	Kidnev	TWI

3. Click Edit.



4. In the Paediatric section, select Yes for Paediatric Status for Matching.

aediatric Status	Paediatric Status for Matching
× No	Yes No.

5. Click **Save.** Attach the approval documentation as a note.



- 6. A notification is generated to the Laboratory Portal to Authorise the Paediatric override.
- 7. A second user is required to authorise the Paediatric Status for Matching. Click on the enrolment and click **Edit.**

Authorise Paediatric Status	Paediatric Status for Matching 🐧
K No	Yes No

8. Click Authorise.



2.2 NATIONAL PRIORITY LISTING- KIDNEY/PANCREAS

A kidney/pancreas recipient may be listed as National Priority if they meet the criteria of mPRA>75% and be on dialysis. The National Priority field is not editable, and the value will be set by system. The National Priority Override field can be edited to override the value set by the system. This ability to edit the National Priority Override field is only available to the Business Admin user role.

Patient Category	
National Priority	National Priority Override
✓ Yes	✓ Yes

2.3 URGENT (NATIONAL NOTIFICATION)- LUNG

A lung recipient maybe listed as Urgent. There are three categories in use:

- High acuity ie: immediate risk of death
- Highly sensitised ie >95% cPRA
- Recipient < 16 years old

This information is managed by the transplant units and can be only updated via the Transplantation portal.

 Patient Category
 Urgent (National Notification)
 Urgent Category *

 ✓ Yes
 High acuity ie immediate risk of death

 Date listed as Urgent *
 20/07/2023

2.4 URGENT- HEART

A heart recipient maybe listed as Urgent. To be included in the Heart National Urgent algorithm, the donor state Heart Transplant unit must have accepted this recipient as urgent. This is then recorded in the recipient's enrolment. Refer to *OM-049 Principles of the Heart Matching Algorithm* for further information on the Heart Matching Algorithm

There are two categories in use.

- Unsuitable for Mechanical Support
- Life threatening complications whilst on support

This information is managed by the transplant units and can be only updated via the Transplantation portal.

Urgent 🕤	Urgent Reason *	Urgent status Accepted at Transplant Unit	
✓ Yes	Unsuitable for Mechanical Support	St Vincent's Hospital - Sydney - Heart Unit 🚺	✓ Yes
	Date listed as Urgent * 20/07/2023	Alfred Hospital - Heart Unit Royal Children's Hospital - Melbourne - Heart Unit	✔ Yes
		Prince Charles Hospital - Heart Unit	Unknown
		Fiona Stanley Hospital - Heart Unit	Unknown

2.5 URGENT- LIVER

A liver recipient maybe listed as Urgent. There are five categories in use.

- 1
- 2a
- 2b
- 2c
- Share 35

This information is managed by the transplant units and can be only updated via the Transplantation portal.

3. KIDNEY ACCEPTANCE CRITERIA

Additional criteria may be added to a recipient's enrolment to be used for matching or to expand the pool of donors that the recipient can be matched with.

3.1 ACCEPT ABO INCOMPATIBLE (ABOI) DONORS

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.

When advised by the clinical/transplant unit, complete the following steps to record or to renew the consent that a blood group A or B recipient is willing to accept an ABO incompatible (ABOi) transplant from a blood group AB donor.

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.

If changes are made to **Willing to accept** from the Transplantation Portal, the Laboratory Portal user can skip to Step 9 below.

1. Go to the Person details and click Program enrolments.



2. Click on the Kidney TWL enrolment.

Current History		
Add Enrolment		
Role ↑↓	Organ Program ↑↓	Pathway ↑↓
Recipient	Kidnev	TWI

3. Click Edit.



4. In the Willing to accept section, select Accept ABOi as Yes.



5. Enter the **Date of Consent**.



6. Select the blood group **AB** (to select both A1B and A2B) for the ABO groups that the recipient can receive.



7. Click **Save.** Attach the consent documentation as a note.



- 8. A notification is generated to the Laboratory Portal to Verify ABOi for Kidney TWL.
- 9. A second user is required to verify Accept ABOi. Click on the enrolment and click Edit.

♣ Verify/unverify			
Accept HepC Ab pos	Date of Consent	Accept TRK	Date of Consent
Yes No	dd/mm/yyyyy	Yes No	dd/mm/yyyy
Accept Increased Viral Risk	Date of Consent		
Yes No	dd/mm/yyyy		
Accept ABOi 🚺	Date of Consent *	ABO Groups *	
Yes No	01/01/2023	A AB	во
	Sunday, January 1, 2023	A1 A2 A1B A2B	

10. Click Verify/unverify.



11. In the Verify Willing to Accept pop up, tick the Verified check box and click Submit.

/erify Willing to Accept	×
Willing to accept	Verified
Accept ABOi AB A1B A2B	
	Cancel

12. A notification is generated to the Transplantation Portal that the recipients ABOi has been verified for Kidney TWL.

3.2 INCREASED VIRAL RISK (IVR) DONORS

Recipients may be consented to accept a deceased donor with increased viral risk. The consent paperwork may be forwarded to the laboratory or the Willing to accept can be updated from the Transplantation Portal. Proceed to step 8 if this information has been updated through the Transplantation Portal.

1. Go to the Person details and click Program enrolments.

✓ Program enrolments	- 1

2. Click on the Kidney TWL enrolment.

Current History		
Add Enrolment		
Role î↓	Organ Program ↑↓	Pathway 1↓
Recipient	Kidney	TWI

3. Click Edit.



4. In the Willing to accept section, select Accept Increased Viral Risk as Yes.



5. Enter the Date of Consent.



6. Click **Save.** Attach the consent documentation as a note.



- 7. A notification is generated to the Laboratory Portal to Verify Increased Viral Risk for Kidney TWL.
- 8. A second user is required to verify Accept Increased Viral Risk. Click on the enrolment and click Edit.

🝳 Verify/unverify			
Accept HepC Ab pos	Date of Consent	Accept TRK	Date of Consent
Yes No	dd/mm/yyyy	Yes No	dd/mm/yyyy
Accept Increased Viral Risk 🚺	Date of Consent *		
Yes No	01/01/2023		
	Sunday, January 1, 2023		
Accept ABOi	Date of Consent		
Yes No	dd/mm/yyyy		

9. Click Verify/unverify.



10. In the Verify Willing to Accept pop up, tick the Verified check box and click Submit.

×
Verified
Cancel

11. A notification is generated to the Transplantation Portal that the recipients Increased Viral Risk has been verified for Kidney TWL.

3.3 TUMOUR RESECTED KIDNEY DONOR

Recipients may be consented to accept a tumour resected kidney donor. The consent paperwork may be forwarded to the laboratory or the Willing to accept can be updated from the Transplantation Portal. Proceed to step 8 if this information has been updated through the Transplantation Portal.

1. Go to the Person details and click Program enrolments.

 ✓ Program enrolments	-

2. Click on the Kidney TWL enrolment.

Current History		
Add Enrolment		
Role ↑↓	Organ Program 1↓	Pathway ↑↓
Recipient	Kidney	TWI

3. Click Edit.



4. In the Willing to accept section, select Accept TRK as Yes.



5. Enter the Date of Consent.



6. Click **Save.** Attach the consent documentation as a note.



- 7. A notification is generated to the Laboratory Portal to Verify TRK for Kidney TWL.
- 8. A second user is required to verify Accept TRK. Click on the enrolment and click Edit.

🔦 Verify/unverify			
Accept HepC Ab pos	Date of Consent	Accept TRK 🚺	Date of Consent *
Yes No	dd/mm/yyyy	Yes No	01/01/2023
			Sunday, January 1, 2023
Accept Increased Viral Risk	Date of Consent		
Yes No	dd/mm/yyyyy		
Accept ABOi	Date of Consent		
Yes No	dd/mm/yyyy		

9. Click Verify/unverify.



10. In the Verify Willing to Accept pop up, tick the Verified check box and click Submit.

Verify Willing to Accept	×
Willing to accept	Verified
Accept TRK	
	Cancel

11. A notification is generated to the Transplantation Portal that the recipients TRK has been verified for Kidney TWL.

4. KIDNEY WAITING TIME CALCULATIONS

To be eligible for the Kidney TWL, the recipient must be on dialysis. Recipients accrue waiting time for a transplant while on dialysis.

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.

On occasion a kidney transplant will fail very early or does not function at all. When a transplant fails very early, it may be possible for the recipient to retain their original waiting time. Usually this would only apply to graft loss for technical reasons or due to organ quality and would not normally apply in the case of graft loss due to early rejection or disease recurrence.

In Australia, if a kidney transplant fails within the first 12 months the recipient can retain their original accrued waiting time when/if they are relisted for a subsequent transplant. Approval for reinstatement of waiting time needs to be obtained by the relevant state based renal transplant advisory committee (TSANZ Clinical Guidelines for Organ transplantation from Deceased Donors).

4.1 ENTER DIALYSIS INFORMATION

The dialysis start date can be entered in the enrolment through the Transplantation Portal. Complete the below steps if this date is entered through the Laboratory Portal.

1. Go to the Person details and click Program enrolments.



2. Click on the Kidney TWL enrolment.

Current History		
Add Enrolment		
Role ↑↓	Organ Program ↑↓	Pathway ↑↓
Recipient	Kidney	TWL

3. Click Edit.



4. In the **Dialysis for matching** section, select **Yes** for **Receiving dialysis** and enter the dialysis start date.

ceiving o	dialysis	Start date *
Yes No Unknown	dd/mm/yyyy	
		Dialysis Start Date must be entered.

5. Click Save.

Cancel	Save	l
		ł

5. CHANGES TO TWL ENROLMENT

Coordinators in the Transplantation Portal can change the status of the enrolment for their recipients.

If a recipient is temporarily unavailable for transplant, then the recipient's clinical or transplant unit may classify the recipient as **On Hold** and the recipient will not receive any offers of transplant.

The laboratory may need to update the status on **On Hold** if the recipient has had a sensitising event and further testing is required.

5.1 CHANGING A RECIPIENT STATUS

1. Go to the Person details and click Program enrolments.



2. Click on the TWL enrolment.

Current History		
Add Enrolment		
Role 1↓	Organ Program ↑↓	Pathway ↑↓
Recipient	Kidney	TWI

3. Click Edit.



4. Select **On Hold** in the **Status**.



5. Select the **Reason** from the dropdown menu. Refer to Appendix 4 for the reasons and descriptions.



Note: The **On Hold** reason of **Waiting for hospital activation** and **Clinical decision/notification/request** allow access for Transplant Portal users to update the status to **Active**.

6. Click Save.



7. A notification is generated to the Transplantation Portal that the recipient's enrolment status is now on hold.

5.2 ENDING AN ENROLMENT

The recipient must be removed from the program if:

- they transfer to interstate OrganMatch Lab. Transferring to an interstate Transplant centre may not require an OrganMatch lab transfer or ending an enrolment.
- they receive a transplant.
- they are deceased.
- they are no longer medically suitable for transplant.
- the recipient becomes a deceased organ donor.

1. Go to the Person details and click Program enrolments.



2. Click on the TWL enrolment.

Current History		
Add Enrolment		
Role ↑↓	Organ Program ↑↓	Pathway ↑↓
Recipient	Kidnev	TWL

3. Click Edit. The Edit button changes to the End enrolment button.



4. Click End enrolment.



5. Select the **Reason For Ending Enrolment** from the dropdown menu. If **Other** is selected, additional information in the **Reason** free text field should be entered.



6. Click Save.

Cancel	Save

7. A notification is generated to the Transplantation Portal that the recipient's enrolment status has been ended.

5.3 REMOVE HOSPITAL OR PROVIDER LINKS

When changing hospitals or clinicians, all requests for a change of unit or change to a recipient's clinician must be given in writing. This is particularly important, as clinicians will be able to access recipient data via OrganMatch once linked to a recipient.

1. Go to the Person details and click Providers.



2. Click on the link of the hospital or provider.

Hospital Link)
		🕑 Edit
Hospital *	Hospital Reference	
Blacktown Hospital - Renal unit (NBLAR)	0387938	
From Date *	To Date	
27/08/2020		
Receive Reports		
Comment		
		Close

3. Click Edit.



4. Enter the end date in the **To Date** field and click **Save**.

Hospital *	Hospital Reference	
Blacktown Hospital - Renal unit (NBLAR)	1	
From Date *	To Date	
27/08/2020	13/07/2023	
Thursday, August 27, 2020	Thursday, July 13, 2023	
Receive Reports		
Comment		

5. The link is moved from the **Current** tab to the **History** tab.

ıks	- 1
History	
_	_
	ıks History

5.4 TRANSFER A RECIPIENT INTERSTATE

A recipient may be transferred to an interstate hospital or transplant unit. If the recipient is currently enrolled on a program, confirm the transfer with the current transplant unit prior to proceeding.

The recipient's enrolment and hospital and provider links may need to be ended. Refer to **5.2 Ending an Enrolment** and **5.3 Remove Hospital or Provider Links** to perform these processes.

1. Go to the Person details and click Demographic & contact details.



2. Click Edit.



3. In the Contact information section, update the OM Laboratory and Residential State/Territory fields.

Contact information	
OM Laboratory * NSW	
Residential Country	Residential State/Territory
Australia Mobile Phone	NSW Home Phone

4. Click Save.



5. A notification is sent in the Laboratory Portal to the new OM laboratory.

APPENDIX 1: LIST OF RENAL TRANSPLANT UNITS IN AUSTRALIA

State	Renal Transplant Unit(s)
NSW	The Children's Hospital at Westmead
	John Hunter Hospital
	Prince of Wales Hospital
	Royal North Shore Hospital
	St Vincent's Hospital, Sydney
	St Vincent's Private Hospital, Sydney
	Statewide Renal Services (Royal Prince Alfred Hospital)
	Sydney Children's Hospital
	Westmead Hospital
VIC	The Alfred Hospital
	Austin Hospital
	Monash Medical Centre
	Royal Children's Hospital
	The Royal Melbourne Hospital
	St Vincent's Hospital, Melbourne
SA	Royal Adelaide Hospital
	Women's and Children's Hospital
WA	Fiona Stanley Hospital
	Sir Charles Gairdner Hospital
QLD	Princess Alexandra Hospital
	Queensland Renal Transplant Service

APPENDIX 2: LIST OF HEART, LUNG, LIVER, INTESTINE, PANCREAS AND PANCREAS ISLET TRANSPLANT UNITS IN AUSTRALIA

Organs	Transplant units in each Australian state				
	NSW	Vic	SA	WA	Qld
Heart and Lung	St Vincent's Hospital, Sydney	 The Alfred Hospital Royal Children's Hospital 	n/a	Fiona Stanley Hospital	Prince Charles
Liver	 Royal Prince Alfred (adult) Children's Hospital Westmead (paediatric) 	 The Austin Hospital (adult) Royal Children's Hospital (paediatrc) 	Flinders Medical Centre (adult)	Sir Charles Gardiner Hospital (adult)	 Princess Alexandra Hospital (adult) Lady Cilento Hospital (paediatric)
Kidney and Pancreas	Westmead	Monash	Royal Adelaide	N/A	N/A
Pancreas Islet	Westmead	St Vincent's Melbourne	Royal Adelaide	N/A	N/A
Intestine	N/A	The Austin Hospital	n/a	N/A	N/A

APPENDIX 3: ORGAN SPECIFIC DATA FIELDS

Organ	Clinical Parameters	Patient Category
Kidney	N/A	State UrgentNational Urgent
Kidney/Pancreas	 Referral Date eGFR at referral Date eGFR is less than 15ml/min Activation Date 	 National Priority National Priority Override
Lung	Acceptable Height Range	Urgent (National Notification)Urgent Category
Heart	N/A	UrgentUrgent Reason
Liver	N/A	UrgentUrgent Category

APPENDIX 4: ON HOLD REASONS

Reason	Description
In progress	Testing is underway.
Waiting for hospital activation	Testing is complete but hospital work up not complete.
Clinical decision/ notification/request	Clinical/Transplant unit has changed to status to On Hold so the recipient doesn't receive offers. May be due to the recipient being not well or on holidays).
Lab decision	Further testing is required, e.g. after a blood transfusion.
Change in Sensitisation Category	Recipient requires a review of their Unacceptable Antigen Profile due to changes in their sensitisation.
Due to KPD chain	Placed on hold by the National ANZKX Tissue Typing Coordinator as the patient is on a current chain/combination in a match run.
Awaiting ANZKX activation	Recipient has been registered for KPD but the enrolment hasn't been authorised by the ANZKX team.

DEFINITIONS

Term/abbreviation	Definition
ABOi	ABO incompatible
ANZKX	Australia and New Zealand Paired Kidney Exchange Program
DSA	Donor-specific antibody
eGFR	Estimated Glomerular Filtration Rate. A key indicator of kidney function.
IVR	Increased Viral Risk
Match Profile	In OM, the match profile contains all the information that will be used in matching algorithms
ОМ	OrganMatch
OOL	Organ Offer List
Recipient	A patient who requires an organ transplant
TRK	Tumour-resected kidney
TSANZ	The Transplantation Society of Australia and New Zealand
TWL	Transplant Waiting List
Transplantation Portal	OrganMatch Portal which is accessible by transplant and clinical units
UA	Unacceptable Antigens
VXM	Virtual Crossmatch

REFERENCED EXTERNAL DOCUMENTS

Document title	Source
Clinical Guidelines for Organ Transplantation from Deceased Donors.	TSANZ Clinical Guidelines for Organ transplantation from Deceased Donors V 1.11 May 2023

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-008	Patient Antibody Assessment

OM-012	Principles of the Kidney Matching Algorithms
OM-040	Organ Program Registration- Laboratory Portal
OM-049	Principles of the Heart Matching Algorithm
OM-054	Pool Management- Laboratory Portal
OM-070	Readiness Criteria- Laboratory Portal
OM-080	Kidney Transplant Waiting List (TWL) Urgent Listing Form

CHANGE HISTORY

Version number	Effective date	Summary of change
1	Refer to Footer	New document

ELECTRONIC SIGNATURE

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