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INTRODUCTION

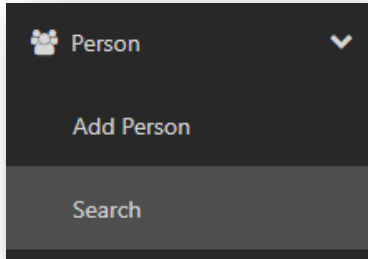
This document outlines the process of enrolling a recipient and living kidney or liver donor on the Living Directed Donation (LDD) program in OrganMatch and matching via LDD. The transplant unit assesses the recipient’s and donor’s eligibility for transplant and can enrol the recipient and donor on the LDD pathway through the registration process in the Transplantation Portal. Through this process the Transplant Coordinators create a new record for the recipient and donor or enter clinical information into the recipients existing record. For further information on this process refer to OM-040 Organ Program Registration- Laboratory Portal or OM-050 Living Directed Donation Registration- Transplantation Portal.

1. PERSONAL LINKS

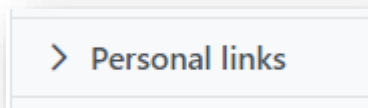
When the person profile is created through the Transplantation Portal, a personal link is created between the recipient and donor. If the person profile is created via the LIMS import, then a personal link needs to be added so that it can be selected in the enrolment.

1.1 ADDING A NEW PERSONAL LINK

1. Search for the recipient.



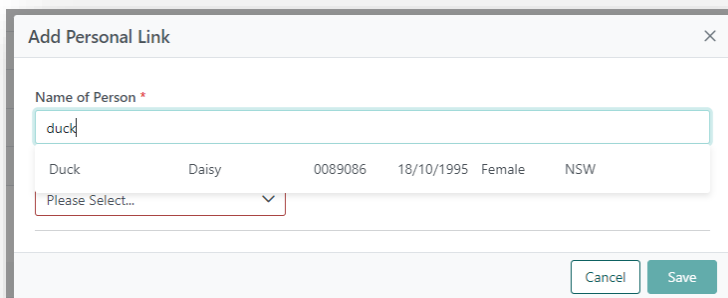
2. Click **Personal links**.



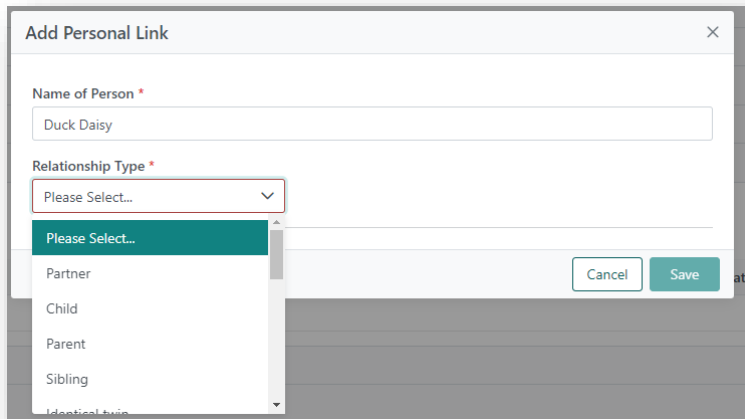
3. Click **Add Personal Link**.



4. Search for the record of the donor in **Name of Person** and select the record.

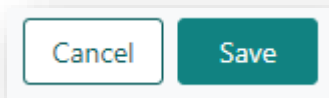


5. Select the relationship of the recipient to the donor from the **Relationship Type** dropdown.



The screenshot shows a dialog box titled "Add Personal Link". It has a close button (X) in the top right corner. Below the title bar, there are two main sections. The first is "Name of Person *" with a text input field containing "Duck Daisy". The second is "Relationship Type *" with a dropdown menu. The dropdown menu is open, showing a list of options: "Please Select..." (highlighted in teal), "Partner", "Child", "Parent", "Sibling", and "Identical twin". At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save".

6. Click **Save**.

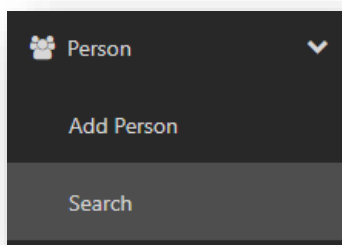


1.2 UPDATING A PERSONAL LINK

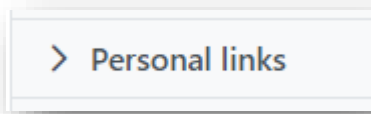
A personal link can only be deleted if the Recipient-Donor Link has not been added in the enrolment. Once the Recipient-Donor link has been added in the enrolment the personal link can only be modified to select a different relationship.

To delete a personal link the enrolment needs to be ended and deleted which then deletes the Recipient-Donor Link. If an enrolment requires deleting, contact the National OrganMatch Office.

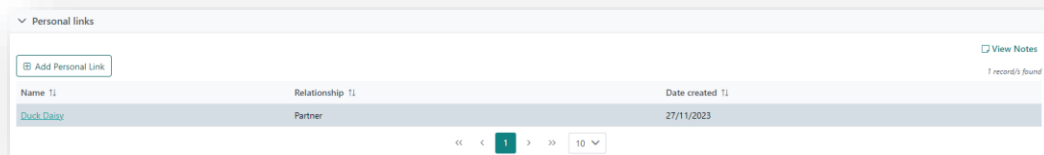
1. Search for the person.



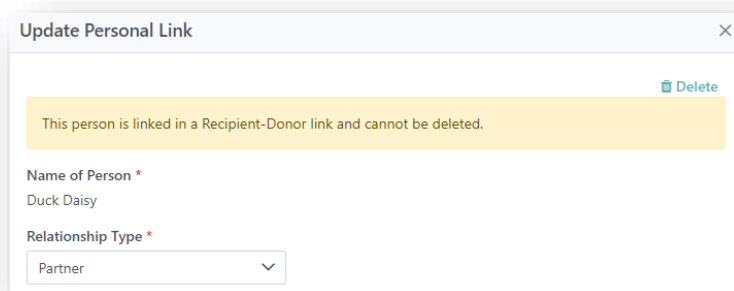
2. Click **Personal links**.



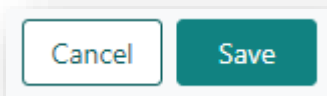
3. Click the row of the person that requires modifying.



4. Click **Edit** and select the updated **Relationship Type** from the dropdown.



5. Click **Save**.



2. LDD ENROLMENT

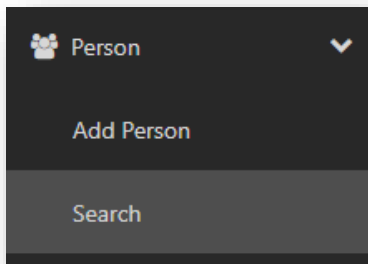
When the recipient and donor person profile are created through the Transplantation Portal, the pathway will be selected as LDD.

If the recipient and donor 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.

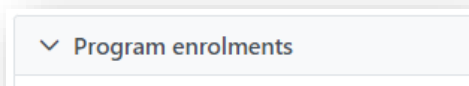
The Recipient-Donor Link is required to be added in the enrolment for LDD pairs.

- Both the Recipient and Donor must be enrolled in the same organ program and pathway (LDD) to be linked to each other. They must have reciprocal roles i.e. it is not possible to link two recipients to each other.
- The recipient and donor also must have an active personal link. If a personal link does not exist there will be no Person records to select when adding a Recipient-Donor link in an enrolment.
- When an enrolment is ended for either a donor or a recipient for the LDD Transplant pathway, all links between recipients or donors associated with the enrolment are ended automatically.

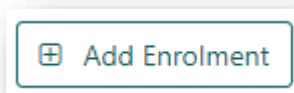
1. Search for the person.



2. Click **Program enrolments**.



3. If there is no enrolment, click **Add Enrolment**.
If there is an existing enrolment but not pathway go to step 6.



- For the recipient select the **Transplant Role** as Recipient; **Organ Program** as per required organ and **Pathway** as LDD. Continue to step 7.

Add Enrolment

Enrolment information

Transplant Role *
 Recipient Donor

Donor Type *
 N/A

Organ Program *
 Kidney

Status
 On Hold Active

Pathway
 LDD

- For the donor select the **Transplant Role** as Donor; **Donor Type** as Living Directed; **Organ Program** as per required organ and **Pathway** as LDD. Continue to step 7.

Add Enrolment

Enrolment information

Transplant Role *
 Recipient Donor

Donor Type *
 Living Directed

Organ Program *
 Kidney

Status
 On Hold Active

Pathway
 LDD

- If there is an existing enrolment with no pathway, click **Edit** and select the **Pathway** LDD from the dropdown menu. Repeat for the donor if required.

Update Enrolment ✕ End enrolment

Enrolment information

Waiting Time Date Enrolled

Transplant Role *
 Recipient

Donor Type *
 N/A

Organ Program *
 Kidney

Status [View history](#)
 On Hold Active

Reason *
 In Progress

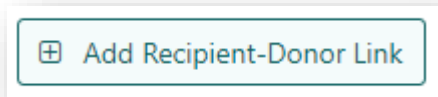
Pathway
 LDD

7. 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.

Providers			
Transplant Hospital	Hospital Reference	Transplant Provider	Role
Please Select... ▾		Please Select... ▾	
Clinical Hospital	Hospital Reference	Clinical Provider	Role
Please Select... ▾		Please Select... ▾	

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

8. Add the recipient and donor link by clicking **Add Recipient-Donor Link**. Select the donor from the **Name of Person** dropdown and click **Add**.



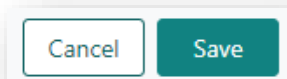
Add Recipient-Donor Link ✕

Name of Person *

Duck Daisy ▾

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

9. Click **Save**.



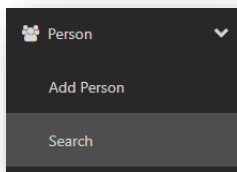
3. LDD MATCHING

For LDD matching:

- The donor and recipient both need to be enrolled in the LDD pathway.
- They need to have a Recipient–Donor link in their LDD enrolment.
- The recipient and donor need to be ready (but they can be on hold).

Once all the Histocompatibility testing is complete the recipient and donor can be matched on the LDD pathway.

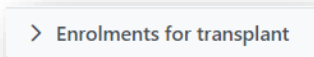
1. Search for the donor.



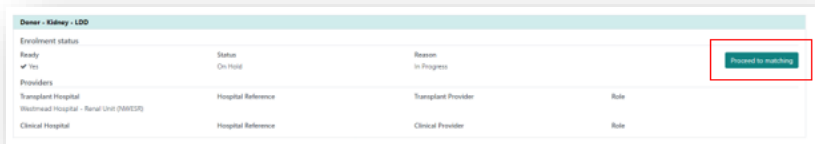
2. Click **Match Profile**.



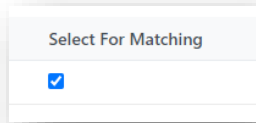
3. Click **Enrolments for transplant**.



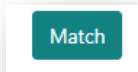
4. Under Kidney-LDD click **Proceed to matching**.



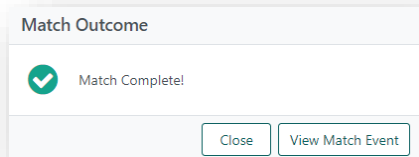
5. Tick the **Select for Matching** checkbox.



6. Click **Match**.



7. Once the match is complete click **View Match Event**.

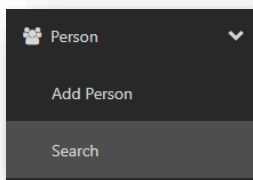


8. Complete the Histocompatibility assessment. For further information see *OM-009 Match Event Assessments- Laboratory Portal*.

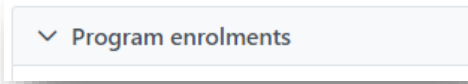
4. TUMOUR RESECTED KIDNEY MATCHING

A tumour resected kidney (TRK) donor is a living non-directed donor whose kidney is being removed due to a tumour. The tumour is resected, and the kidney then donated to a recipient on the transplant waiting list (TWL) who is willing to accept a TRK transplant. Not all states or hospitals perform TRK surgery.

1. Search for the donor.



- Click **Program enrolments**.



- Click **Add Enrolment**.



- Select the **Transplant Role** as Donor; **Donor Type** as Living Non Directed; **Organ Program** as Kidney and **Pathway** as TWL.

Add Enrolment

Enrolment information

Estimated Date of Activation
-

Transplant Role * Donor Type *

Organ Program * Status

Pathway

- 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.

Providers

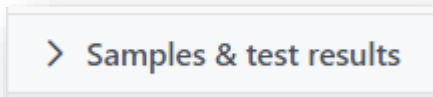
Transplant Hospital	Hospital Reference	Transplant Provider	Role
<input type="text" value="Please Select..."/>		<input type="text" value="Please Select..."/>	
Clinical Hospital	Hospital Reference	Clinical Provider	Role
<input type="text" value="Please Select..."/>		<input type="text" value="Please Select..."/>	

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

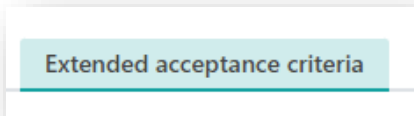
6. Click **Save**.



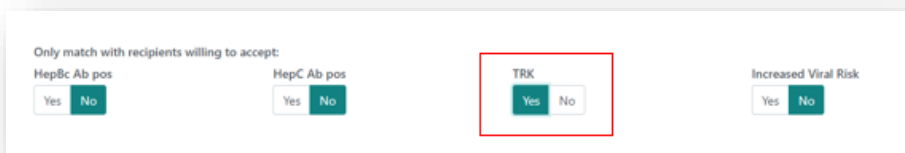
7. Click **Samples & tests results**.



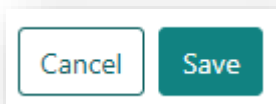
8. Click the **Extended acceptance criteria** tab.



9. Click **Edit** and select **Yes** for **TRK**.



10. Click **Save**.

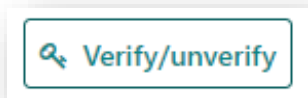


11. A notification is generated to the Laboratory Portal to Verify TRK.

12. A second user is required to verify TRK. Click on **Samples & test results** and click the **Extended acceptance criteria tab**.

Samples	HLA antibody screen results	Antibody consolidation	HLA typing results	Non-HLA antibody results	Crossmatch	Blood group	Extended acceptance criteria
Only match with recipients willing to accept:							
HepBc Ab pos		HepC Ab pos		TRK ⓘ		Increased Viral Risk	
No		No		Yes		No	

13. Click **Edit** and click **Verify/unverify**.



14. In the **Verify/unverify Extended Acceptance Criteria** pop up, tick the **Verified** check box and click **Submit**.

Verify/unverify Extended Acceptance Criteria ✕

Extended Acceptance Criteria	Verified
TRK	<input checked="" type="checkbox"/>

Cancel
Submit

15. The donor is ready to be matched against recipients willing to accept a TRK donor. Refer to *OM-063 Deceased Donor Matching- Laboratory Portal* for further information on matching against the TWL.

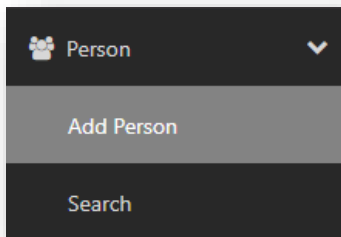
5. OFF SYSTEM DONOR

Off-system donors in OrganMatch are donors who have been worked up or transplanted overseas. In OrganMatch, an Off System Donor is created if there are details of the donor that are not available. There is limited Readiness Criteria to match an Off system donor due to the limited data usually received for these donors. The only requirement is for a Recipient-Donor link to be added to the enrolment. Refer to *OM-070 Readiness Criteria- Laboratory Portal* for further information. For off-system donors:

- Donor will be fixed to the LDD pathway.
- An Off System Donor cannot have another enrolment added, nor can the donor type be changed.
- An existing record cannot be changed to an Off System Donor.

5.1 ADD AN OFF SYSTEM DONOR

1. Click **Add Person**.

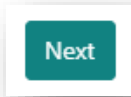


2. Fill in the **Last Name** and **First Name** (mandatory fields) and tick the **Off System Donor** checkbox. A date of birth is not required for these donor records.

A screenshot of a form titled 'Main details'. It contains the following fields and controls:

- 'Last Name *' with a red asterisk and a text input field.
- 'First Name *' with a red asterisk and a text input field.
- 'Middle Name' with a text input field.
- 'Date of Birth' with a text input field containing the placeholder 'dd/mm/yyyy'.
- 'Off System Donor' with a checked checkbox.
- A 'Next' button in the bottom right corner.

3. Click **Next**. OrganMatch will perform duplicate checking and if no duplicate records are found, a new person is added.



4. Select the **Residential Country** as International- Other.

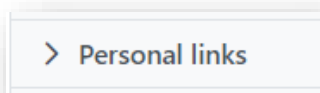
A form titled "Contact information" with a dropdown arrow. It contains a field for "OM Laboratory *" with a row of buttons for NSW, QLD, SA, VIC, WA, and NZ. Below that is a "Residential Country" dropdown menu with "International - Other" selected and a dropdown arrow.

5. Click **Save**.

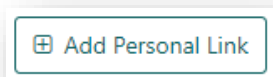


5.2 ADD A PERSONAL LINK

1. Click **Personal links**.



2. Click **Add Personal Link**.



3. Search for the record of the recipient in **Name of Person** and select the record.

Add Personal Link

Name of Person *

duck

Duck Daisy 0089086 18/10/1995 Female NSW

Please Select...

Cancel Save

4. Select the relationship of the recipient to the donor from the **Relationship Type** dropdown.

Add Personal Link

Name of Person *

Duck Donald

Relationship Type *

Other (Unrelated)

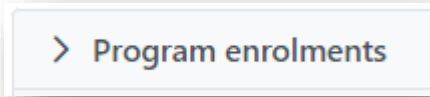
Cancel Save

5. Click **Save**.

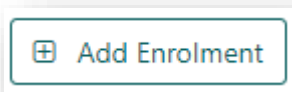
Cancel Save

5.3 ADDING AN ENROLMENT

1. Click **Program enrolments**.



2. Click **Add Enrolment**.

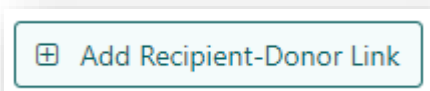


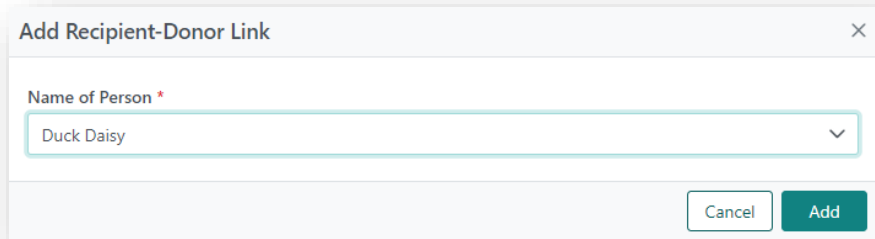
3. Select **Organ Program** as per required organ and **Pathway** as LDD. When adding the Program Enrolment, the **Transplant Role** and **Donor Type** are pre-filled. The **Organ Program** can be selected but note that only LDD **Pathway** is available.

Enrolment information

Transplant Role *	Donor Type *
Donor	Off System
Organ Program *	
<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Kidney ▼ </div>	
Pathway	
<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> LDD ▼ </div>	

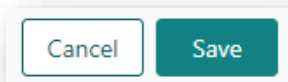
4. Add the recipient and donor link by clicking **Add Recipient-Donor Link**. Select the recipient from the **Name of Person** dropdown and click **Add**.





The screenshot shows a dialog box titled "Add Recipient-Donor Link" with a close button (X) in the top right corner. Below the title is a label "Name of Person *" followed by a dropdown menu. The dropdown menu is open, showing the text "Duck Daisy" and a downward-pointing arrow. At the bottom right of the dialog box are two buttons: "Cancel" and "Add".

5. Click **Save**.



The screenshot shows two buttons side-by-side: "Cancel" and "Save". The "Save" button is highlighted in a teal color, while the "Cancel" button is white with a teal border.

6. Proceed to [Section 3. LDD Matching](#) to match the Off System Donor.

DEFINITIONS

Term/abbreviation	Definition
LDD	Living Directed Donation
Match Event	A comparison of donor and recipient in OrganMatch, which is created to allow scientists to perform histocompatibility assessment.
Off System Donor	This a donor from overseas that has donated or is potentially donating to a recipient in OrganMatch. There is often missing demographic information on these donors, therefore these donors have reduced mandatory information required.
Transplantation Portal	OrganMatch portal for transplant clinicians and coordinators. Previously known as Clinical Portal.
TRK	Tumour Resected Kidney
TWL	Transplant Waiting List

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-009	Match Event Assessments- Laboratory Portal.
OM-040	Organ Program Registration- Laboratory Portal
OM-050	Living Directed Donation Registration- Transplantation Portal
OM-063	Deceased Donor Matching- Laboratory Portal
OM-070	Readiness Criteria- Laboratory Portal

CHANGE HISTORY

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

ELECTRONIC SIGNATURE

Author	REBECCA SCAMMELL
Approver(s)	NARELLE WATSON