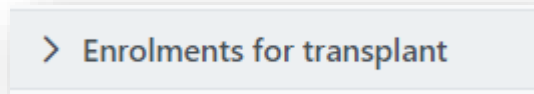


This document outlines a patient’s enrolment for the Kidney/Pancreas Transplant Waiting List (TWL). A recipient can be enrolled through the Transplantation Portal using the registration functionality.

For further information on this process refer to [Kidney/Pancreas Transplant Waiting List \(TWL\) Registration- Transplantation Portal, OM-020](#).

ENROLMENT

A patient’s enrolment can be found on the **Match Profile** under **Enrolments for transplant**.



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 pool management where patients can be bulk updated or within the current enrolment.

For further information on Pool Management refer to [Pool Management- Transplantation Portal, OM-056](#).

Role	Organ Program	Pathway	Waiting Time	Ready	Status
Recipient	Kidney/Pancreas	TWL	4 years 3 months	✓	Active

When a patient is **On Hold** there must be an associated reason. The reason can be viewed in the enrolment and is used by the laboratory to manage the progress of the recipient within OrganMatch, from laboratory work up to activation.

Enrolment

Enrolment information

Waiting Time 1 year 4 months	Date Enrolled 16/08/2023
Transplant Role * Recipient	Donor Type * N/A
Organ Program * Kidney/Pancreas	Status View history On Hold
Pathway TWL	Reason * Waiting for hospital activation

The user role of coordinator can make changes to the enrolment depending on the **Status** and **Reason**. The table below describes the business rules relating to this.

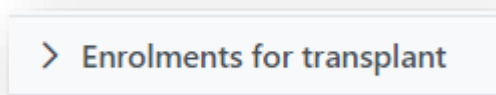
Status/Reason	What it Means	Change to (Status/Reason)	Will you be able to change the status
Active		On hold - Clinical Decision / notification / request	Yes
On hold - In Progress	The laboratory testing is in progress and not yet completed. This testing includes all the mandatory HLA laboratory testing requirements for listing a patient on a program.	Active	No
On hold - Clinical Decision / notification / request	The clinical or transplant unit has changed the status, usually because the patient is currently not medically fit, or is unavailable to be transplanted.	Active	Yes
On hold - Laboratory Decision	Additional testing has been initiated or there is a query related to the patients test results and the lab has placed the patient on hold to investigate further	Active	No

Status/Reason	What it Means	Change to (Status/Reason)	Will you be able to change the status
On hold - Waiting for Hospital activation	The testing is complete, and the patient is waiting on you to activate when ready. Readiness will need to be checked before changing the status to Active.	Active	Yes
On hold – Change in Sensitisation Category	The patient’s antibody profile has changed, and an unacceptable antigen (UA) and sensitisation category review are required by the Laboratory for matching.	Active	No

UPDATE STATUS FROM ACTIVE TO ON HOLD

1. Search for the patient under **Person Search**.

2. From the **Person** record click **Enrolments for transplant**.



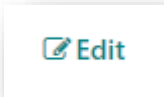
- Click on the current enrolment and click **Edit**.

Enrolments for transplant

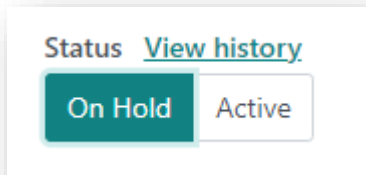
Current History

Role TI	Organ Program TI	Pathway TI	Waiting Time TI	Ready TI	Status TI
Recipient	Kidney/Pancreas	TWL	4 years 3 months	✓	Active

« < 1 > » 10



- Select **On Hold**. The **Reason** will default to **Clinical decision/notification/request**.



- Click **Save**.



- A notification is generated to the Laboratory Portal that the enrolment has been updated.

UPDATE STATUS FROM ON HOLD TO ACTIVE

If a patient is **On Hold - due to clinical decision / notification /request** or **Waiting for hospital activation**, a coordinator role will be able to change the status to **Active**.

1. Search for the patient under **Person Search**.

Person Search

Search criteria

OM ID

Last Name

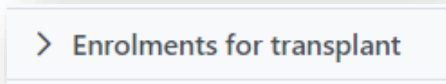
First Name

Date of Birth

Reference ID Type

Reference ID

2. From the **Person** record click **Enrolments for transplant**.



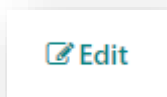
3. Click on the current enrolment and click **Edit**.

Enrolments for transplant

Current History

Role T1	Organ Program T1	Pathway T1	Waiting Time T1	Ready T1	Status T1
Recipient	Kidney/Pancreas	TWL	1 year 4 months	✘	On Hold

« < 1 > » 10



4. Select **Active**.

Status [View history](#)

5. Click **Save**.

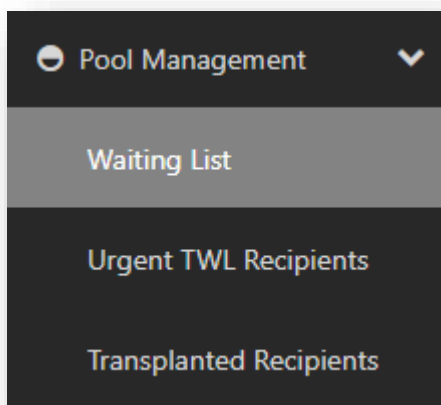


-
6. A notification is generated to the Laboratory Portal that the enrolment has been updated.
-

BULK STATUS UPDATE

The enrolment status can be updated from Pool Management in the Waiting List page. This allows the user to update multiple patients at the same time.

1. Click **Pool Management** menu item and select **Waiting List**.



2. Select **Kidney/Pancreas** from the **Organ Program** dropdown and **TWL** from the **Transplant Pathway** dropdown.

Waiting List

Filters

Organ Program *
Kidney/Pancreas

Transplant Pathway
TWL

3. Click **Edit**.

Organ Program * Kidney/Pancreas Transplant Pathway TWL Transplant Hospital All Clinical Hospital All Status All On Hold Reason All

ABO All National Flag All

Find Person

Results

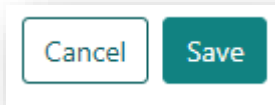
Edit

The **Status** column is now editable with a dropdown selection of **Active** or **On Hold**.

Ready ↑↓	Status ↑↓	On Hold Reason ↑↓
✓	Active	-
✓	On Hold	-
✓	Active	-
✓	On Hold	Clinical deci...

Note: On Hold recipients can only be updated to active with specific on hold reasons. See **Error! Reference source not found.** for further information.

- Select the required status for the relevant recipients and click **Save**.



- The recipient's status is updated with the change displayed in the enrolment under **View History**. See [View the Status Change History](#) for further information.

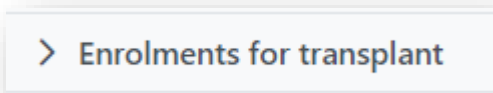
END AN ENROLMENT

If a patient's enrolment is ended, they will be removed from the program and will need to be registered again to be activated onto the Transplant Waiting List.

- Search for the patient under **Person Search**.

 A screenshot of the "Person Search" form. It has a teal header with the text "Person Search". Below the header is a section titled "Search criteria" containing several input fields: "OM ID", "Last Name", "First Name", "Date of Birth" (with a date format DD/(MM)/(YYYY)), "Reference ID Type" (a dropdown menu with "Please Select..." selected), and "Reference ID" (with "N/A" entered). At the bottom right of the form are two buttons: "Reset Filters" and "Search".

- From the **Person** record click **Enrolments for transplant**.



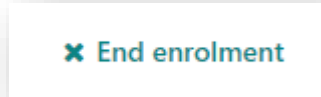
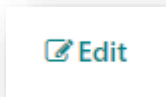
- Click on the current enrolment and click **Edit**. The **Edit** button turns to the **End enrolment** button.

Enrolments for transplant

Current History

Role T1	Organ Program T1	Pathway T1	Waiting Time T1	Ready T1	Status T1
Recipient	Kidney/Pancreas	TWL	1 year 4 months	✘	On Hold

<< < 1 > >> 10



- Click **End enrolment**. A warning message will appear. Click **Yes**.

Warning

Ending an enrolment will permanently remove the person from the program and will need to be registered again if they need re-enrolment. Place the person on hold for temporary program suspension. Do you wish to continue?

No Yes

- Select the **Reason For Ending Enrolment** from the drop-down list.

End Enrolment

Reason For Ending Enrolment *

Please Select...

Declined deceased donor organ

Deceased

Doctor's request

Medically unfit for transplant

Moved overseas

- If the reason **Other** is selected, additional information in the **Reason** free text field should be entered.

- Click **Save**.

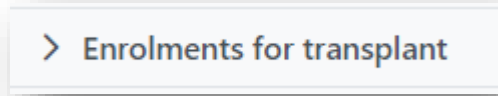
- A notification is generated to the Laboratory Portal that the enrolment has been ended.

VIEW THE STATUS CHANGE HISTORY

Any change to the status is tracked in OrganMatch. Users can see who made the change and the date and time it was changed.

- Search for the patient under **Person Search**.

- From the **Person** record click **Enrolments for transplant**.



- Click on the current enrolment.

Enrolments for transplant						
Current		History				
Role	Organ Program	Pathway	Waiting Time	Ready	Status	
Recipient	Kidney/Pancreas	TWL	1 year 4 months	X	On Hold	

<< < 1 > >> 10

- Click on **View history**.



- A **History** box will open listing all the changes of status.

History			
Status	Reason	Changed By	Changed At
On Hold	Waiting for hospital activation		09/11/2022 15:09
On Hold	In Progress		07/11/2022 12:25

<< < 1 > >> 10

Note: Coordinators can make changes to a patient status so there is no need to request the lab change a patient status, add a note requesting a change of status or upload an enrolment form to change status.

ORGAN SPECIFIC DATA FIELDS

Kidney/Pancreas enrolments have organ specific data fields that can affect readiness for matching.

For further information on readiness for matching refer to [Readiness Criteria- Transplantation Portal, OM-035](#).

KIDNEY/PANCREAS TWL DATA FIELDS

The Kidney TWL 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:

Clinical Parameters	
Referral date	eGFR at referral
<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
Date eGFR is less than 15 ml/min	
<input type="text" value="dd/mm/yyyy"/>	
Activation Date	
<input type="text" value="dd/mm/yyyy"/>	
Patient Category	
National Priority	National Priority Override
<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No

Note: The National Priority value will be set by the system if the patient meets the criteria of mPRA>75% and be on dialysis. The National Priority Override can be edited in the Lab Portal.

DEFINITIONS

Term/abbreviation	Definition
eGFR	Estimated Glomerular Filtration Rate. A key indicator of kidney function.
TWL	Transplant Waiting List
UA	Unacceptable Antigen

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-020	Kidney/Pancreas Transplant Waiting List (TWL) Registration- Transplantation Portal
OM-035	Readiness Criteria- Transplantation Portal
OM-056	Pool Management- Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
1	22/09/2021	New document
2	21/02/2023	Adding section for ending an enrolment
3	Refer to footer	<p>Sprint 53 updates:</p> <ul style="list-style-type: none"> Updated to include reference to bulk status update in Pool Management. <p>Other changes:</p> <ul style="list-style-type: none"> Update to new template. Include information for how the national priority field is set.

ELECTRONIC SIGNATURE

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