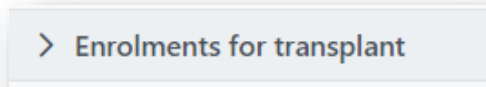


This document outlines a patient’s enrolment for the Liver Transplant Waiting List (TWL). A recipient can be enrolled through the Transplantation Portal by going through registration.

For further information on this process refer to [Liver Transplant Waiting List \(TWL\) Registration- Transplantation Portal, OM-045.](#)

ENROLMENT

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



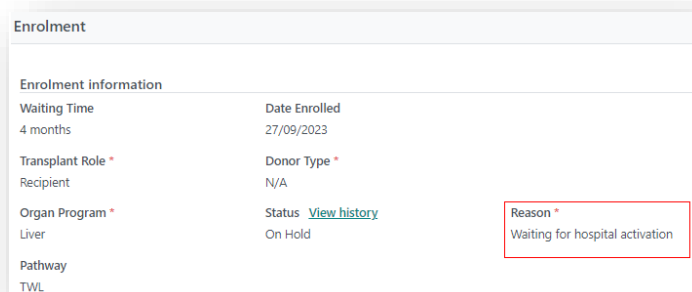
ENROLMENT STATUS

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.](#)



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.



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
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

UPDATE STATUS FROM ACTIVE TO ON HOLD

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

Person Search

Search criteria

OM ID

Last Name

First Name

Date of Birth

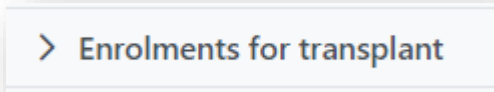
Reference ID Type
 Please Select... ▼

Reference ID
 N/A

Transplant Role
 All ▼

[Reset Filters](#) [Search](#)

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



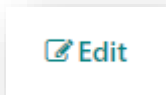
3. Click on the current enrolment and click **Edit**.

Enrolments for transplant

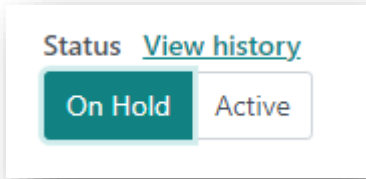
Current History

Role ¹	Organ Program ¹	Pathway ¹	Waiting Time ¹	Ready ¹	Status ¹
Recipient	Liver	TWL	1 year 1 month	▼	Active

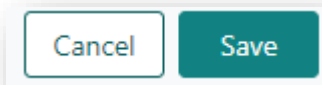
« 1 » 10



- 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.

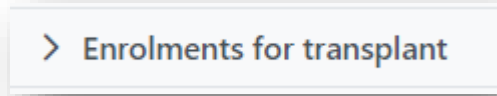
UPDATE STATUS FROM ON HOLD TO ACTIVE

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**.

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

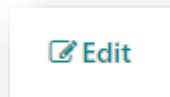
A screenshot of the 'Person Search' form. The form has a teal header and contains the following fields: 'Search criteria' (with sub-fields for OM ID, Last Name, and First Name), 'Date of Birth' (with a DD/MM/YYYY date picker), 'Reference ID Type' (a dropdown menu with 'Please Select...' as the current selection), 'Reference ID' (with 'N/A' as the current value), and 'Transplant Role' (a dropdown menu with 'All' as the current selection). At the bottom of the form are 'Reset Filters' and 'Search' buttons.

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

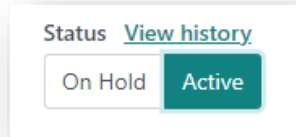


- Click on the current enrolment and click **Edit**.

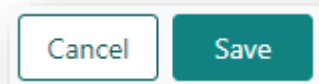
Enrolments for transplant						
Current		History				
Role ¹	Organ Program ¹	Pathway ¹	Waiting Time ¹	Ready ¹	Status ¹	
Recipient	Liver	TWL	4 months	✓	On Hold	



- Select **Active**.



- Click **Save**.

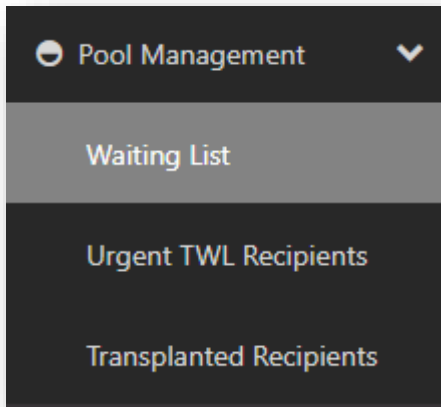


- A notification is generated to the Laboratory Portal that the enrolment has been updated.

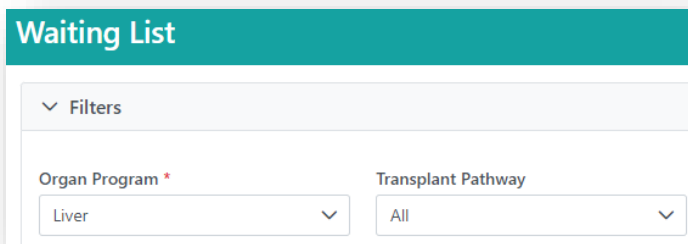
BULK STATUS OR PRIORITY UPDATE

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

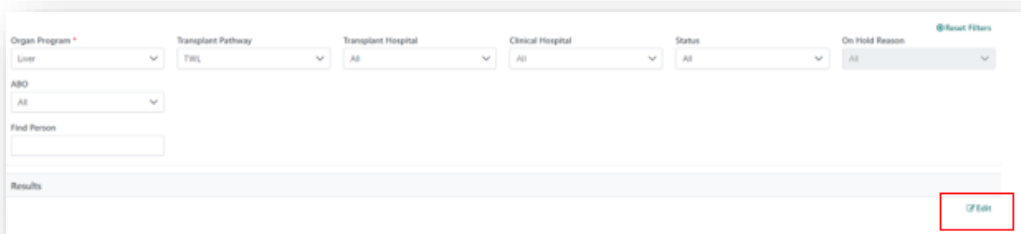
1. Click **Pool Management** menu item and select **Waiting List**.



2. Select **Liver** from the **Organ Program** dropdown and **TWL** from the **Transplant Pathway** dropdown.



3. Click **Edit**.

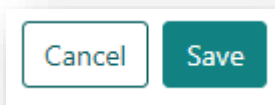


4. The **Priority for Allocation** and **Status** column are now editable. The **Status** column has a dropdown selection of **Active** or **On Hold**.

Priority for Allocation ↑↓	Status ↑↓	On Hold Reason ↑↓
<input checked="" type="checkbox"/>	On Hold ▾	Waiting for h...
<input type="checkbox"/>	On Hold	-
<input type="checkbox"/>	Active	Waiting for h...
<input type="checkbox"/>	On Hold ▾	Waiting for h...

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

5. Select the required status or priority for allocation for the relevant recipients and click **Save**.



6. 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.

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

Person Search

Search criteria

OM ID

Last Name

First Name

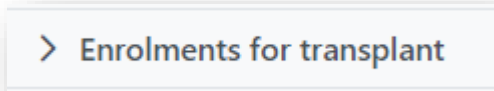
Date of Birth

Reference ID Type
 Please Select... ▼

Reference ID
 N/A

Transplant Role
 All ▼

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

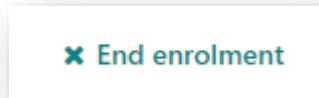
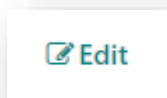


3. Click on the current enrolment and click **Edit**. The **Edit** button turns to the **End enrolment** button.

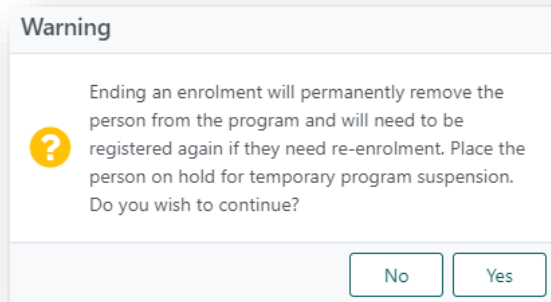
Enrolments for transplant

Current History

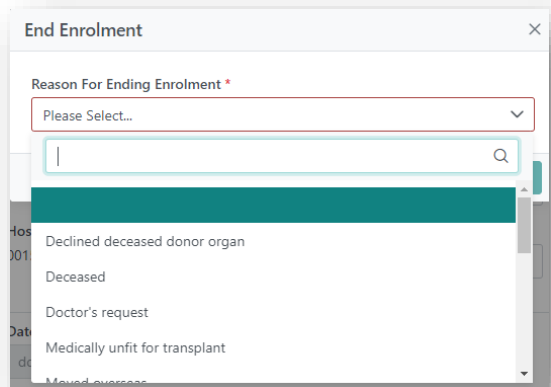
Role ¹	Organ Program ¹	Pathway ¹	Waiting Time ¹	Ready ¹	Status ¹
Recipient	Liver	TWL	4 months	✓	On Hold



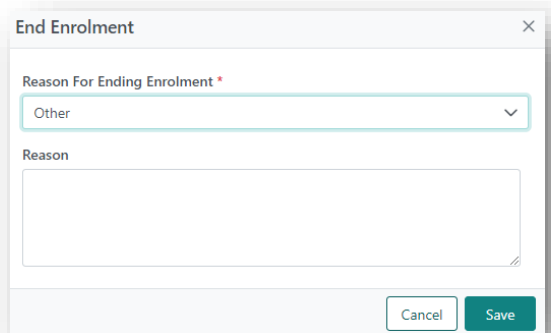
- Click **End enrolment**. A warning message will appear. Click **Yes**.



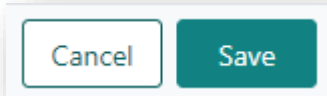
- Select the **Reason For Ending Enrolment** from the drop-down list.



- 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.

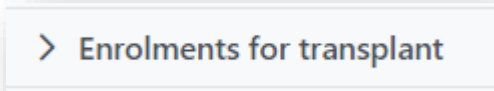
VIEW THE STATUS CHANGE HISTORY

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**.

 A screenshot of the 'Person Search' form. It has a teal header with the text 'Person Search'. Below the header, there is a section titled 'Search criteria' containing several input fields: 'OM ID', 'Last Name', 'First Name', and 'Date of Birth' (with a date picker showing 'DD/[MM]/[YYYY]'). There are also two dropdown menus: 'Reference ID Type' (set to 'Please Select...') and 'Transplant Role' (set to 'All'). At the bottom of the form are two buttons: 'Reset Filters' and 'Search'.

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



- Click on the current enrolment.

Role	Organ Program	Pathway	Waiting Time	Ready	Status
Recipient	Liver	TWL	4 months	✓	On Hold

- Click on **View history**.



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

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

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.

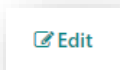
LIVER SPECIFIC DATA FIELDS

Liver enrolments have organ specific data fields that can affect readiness for matching. For further information on readiness for matching refer to *OM-035 Readiness Criteria- Transplantation Portal*.

URGENT LIVER TWL DATA FIELDS

The Liver TWL program has additional data fields in the enrolment which are editable only via the Transplantation Portal.

- To list a recipient as urgent, click **Edit** in the Liver TWL enrolment.



2. Select **Yes** for **Patient Category** and select the **Urgent Category** from the dropdown.

The screenshot shows a form section titled "Patient Category". On the left, there are two radio buttons: "Yes" (which is selected and highlighted in green) and "No". To the right of the "Yes" button is a link that says "View urgent history". On the right side of the form, there is a dropdown menu labeled "Urgent Category *" with the number "1" selected and a downward arrow icon.

3. The **Date listed as Urgent** defaults to today's date but can be modified if required. It is a mandatory field if **Urgent** is selected as **Yes**.

The screenshot shows a date input field with the text "Date listed as Urgent *". The date "30/09/2024" is entered in the field. Below the date input, the text "Monday, September 30, 2024" is displayed in a smaller font.

4. Select the **Urgent Listing Physician** and the **Urgent Listing Surgeon** from the dropdown. Add any relevant notes to the **Comments** box.

The screenshot shows a form section with two dropdown menus at the top. The first is labeled "Urgent Listing Physician" and has "Dr Simone Strasser" selected. The second is labeled "Urgent Listing Surgeon" and has "Dr Michael Crawford" selected. Below these is a large text area labeled "Comments" with a vertical cursor at the beginning, indicating it is ready for text input.

5. Click **Save**.

The screenshot shows two buttons side-by-side: a white "Cancel" button and a green "Save" button.

6. The urgent history status can then be viewed by clicking **View urgent history**. This table includes a history of any information that was added or updated when the urgent status was edited in the enrolment.

Patient Category

Urgent [View urgent history](#)

Yes

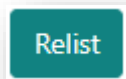
Urgent history

Urgent	Date Listed as Urgent	Date Relisted	Urgent Category	Urgent Listing Physician	Urgent Listing Surgeon	Changed By	Changed At
Yes	01/10/2024	20/10/2024	1	-	-	Rebecca Scammell	22/10/2024 08:17
Yes	01/10/2024	-	1	-	-	Rebecca Scammell	22/10/2024 08:16

« < 1 > » 10 ▾

Close

7. If a recipient requires relisting, click **Relist** when editing the enrolment.



8. The **Urgent Category**, **Date relisted as Urgent** and physician and surgeon dropdowns then need to be selected again. The original date listed as urgent is retained.

Patient Category

Urgent [View urgent history](#)

Yes No

Urgent Category *

Date relisted as Urgent *

Date relisted as Urgent must be entered. *Monday, September 30, 2024*

Urgent Listing Physician

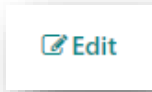
Urgent Listing Surgeon

LIVER PRIORITY FIELD

A Priority for Allocation field is editable in the enrolment for Liver TWL recipients. This field allows coordinators to select the priority patients for matching against deceased donors.

There is no functionality for this field currently. Future development will allow these patients to be displayed in Organ Offer Management in the Donation Portal for Donate Life agencies to track offer and acceptance for livers. See [Bulk Status or Priority Update](#) to update the priority for allocation in the Waiting List.

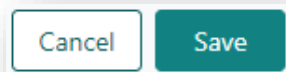
1. To select recipients for priority allocation click **Edit** in the Liver TWL enrolment.



2. Select **Yes** for **Priority for Allocation**.

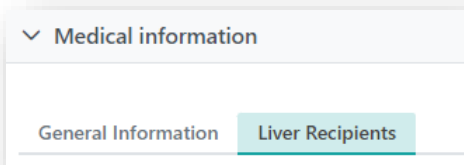


3. Click **Save**.



MEDICAL INFORMATION

When a recipient is enrolled on Liver TWL, a new tab is created in **Medical Information** called **Liver Recipients**.



These fields can be edited from the Transplantation Portal and contains information that is required when urgently listing a patient.

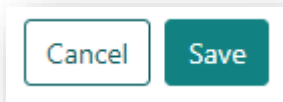
1. To add information into the **Liver Recipients** tab, click **Edit**.



2. Add information in the fields as required.

The screenshot shows a web form titled 'Medical Information' with a sub-tab 'Liver Recipients'. The form is organized into three columns. The first column contains dropdown menus for 'ICU' and 'Encephalopathy', and text input fields for 'Creatinine (umol/L)', 'INR', 'pH', and 'Serum Sodium'. The second column contains dropdown menus for 'Intubated' and 'Encephalopathy - Grade', and text input fields for 'Bilirubin (umol/L)', 'AST (U/L)', 'Lactate (mmol/L)', and 'MELD'. The third column contains a dropdown menu for 'Dialysis' and text input fields for 'ALT (U/L)', 'Albumin', and 'PELD'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

3. Click **Save**.



DEFINITIONS

Term/abbreviation	Definition
TWL	Transplant Waiting List

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-035	Readiness Criteria- Transplantation Portal
OM-045	Liver Transplant Waiting List (TWL) Registration- Transplantation Portal
OM-056	Pool Management- Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
-	-	For previous change histories contact the National OrganMatch Office.
4	28/05/2024	Sprint 52 update: <ul style="list-style-type: none"> Updated liver specific data fields section to include new fields in Medical Information.
5	23/07/2024	Sprint 53 updates: <ul style="list-style-type: none"> Updated to include reference to bulk status and priority for allocation update in Pool Management.
6	Refer to footer	Sprint 55 updates: <ul style="list-style-type: none"> Updated liver specific data fields with new functionality for relisting recipients as urgent and urgent history table

ELECTRONIC SIGNATURE

Author	REBECCA SCAMMELL
Approver(s)	NARELLE WATSON