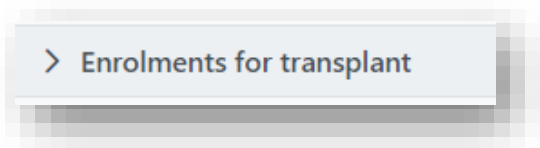


This document outlines a patient's enrolment for the Liver Transplant Waiting List (TWL). A recipient can be enrolled through the Transplantation Portal by going through registration.

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**.

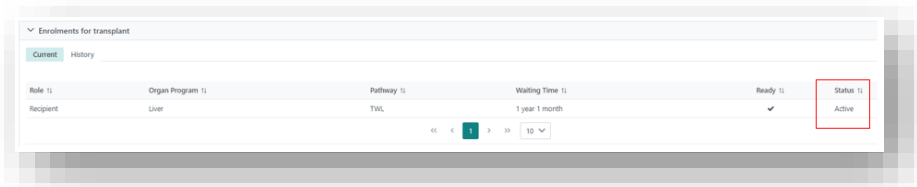


> Enrolments for transplant

ENROLMENT STATUS

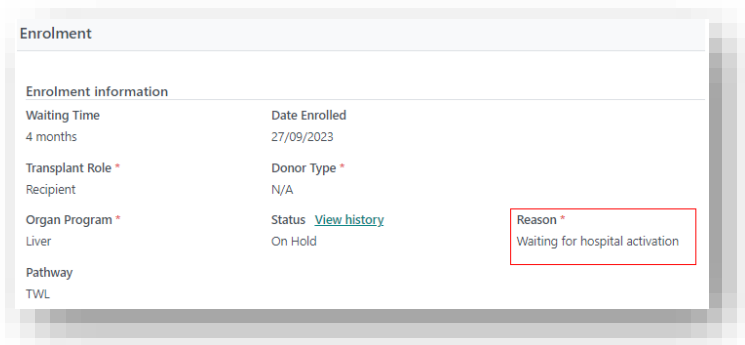
The Status of a program enrolment indicates the clinical status of a patient and can be either **Active** or **On Hold**. Status can be viewed via the pool management where patients can be bulk updated or within the current enrolment.

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



Enrolments for transplant						
Current History						
Role	Organ Program	Pathway	Waiting Time	Ready	Status	
Recipient	Liver	TWL	1 year 1 month	✓	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	Date Enrolled
4 months	27/09/2023
Transplant Role *	Donor Type *
Recipient	N/A
Organ Program *	Status View history
Liver	On Hold
Pathway	Reason *
TWL	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
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

DD/MM/YYYY

Reference ID Type

Please Select...

Reference ID

N/A

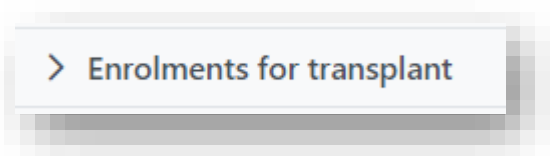
Transplant Role

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 is	Organ Program is	Pathway is	Waiting Time is	Ready is	Status is
Recipient	Liver	TWL	1 year 1 month	✓	Active

<<

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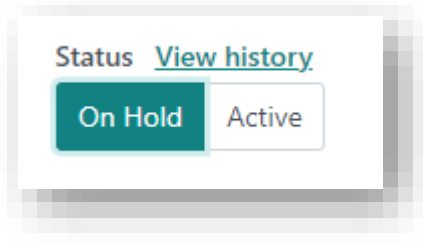
>

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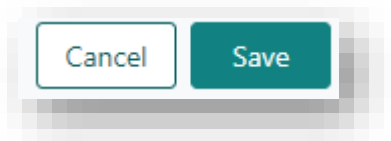
10

Edit

4. Select **On hold**. The **Reason** will default to **Clinical decision/notification/request**.



5. Click **Save**.

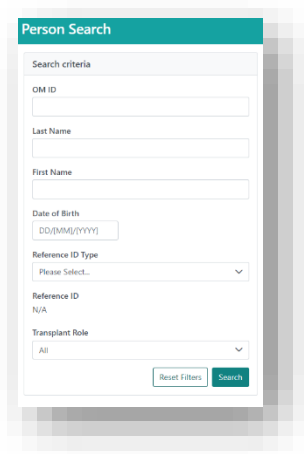


6. A notification is generated to the Laboratory Portal that the enrolment has been updated.

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**.

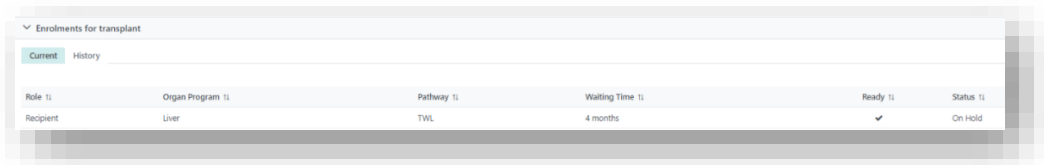


2. From the **Person** record click **Enrolments for transplant**.



> Enrolments for transplant

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



Enrolments for transplant

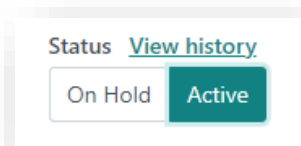
Current History

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



Edit

4. Select **Active**.



Status [View history](#)

On Hold Active

5. Click **Save**.



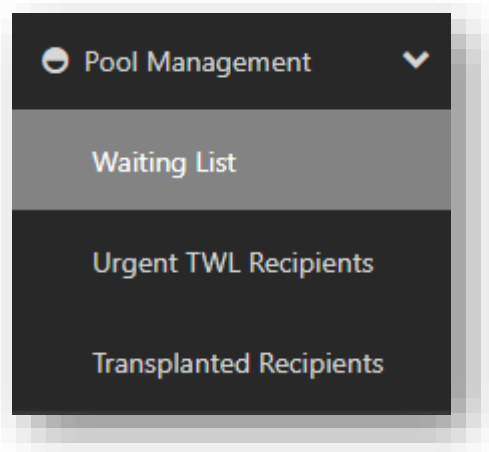
Cancel Save

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

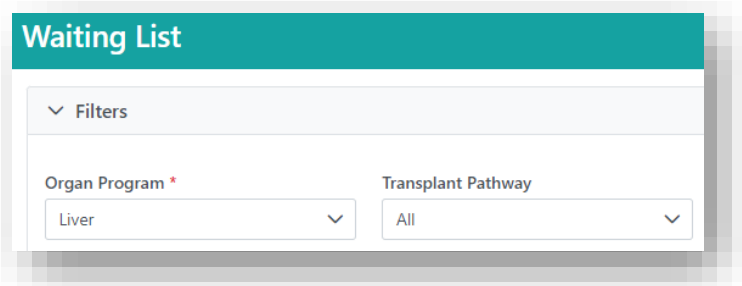
BULK STATUS OR PRIORITY UPDATE

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.

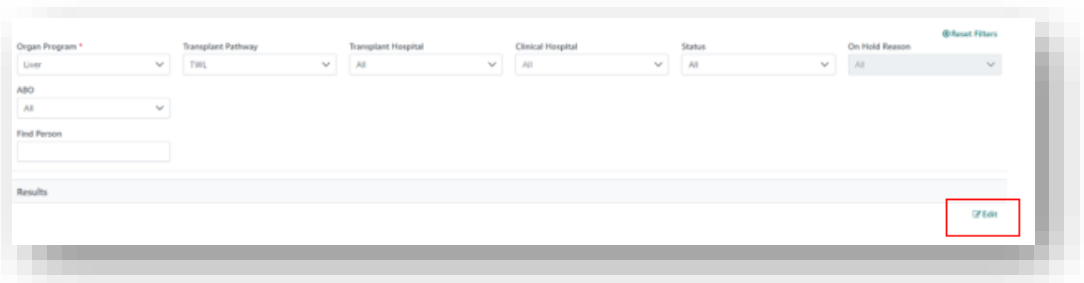
1. Click **Pool Management** menu item and select **Waiting List**.



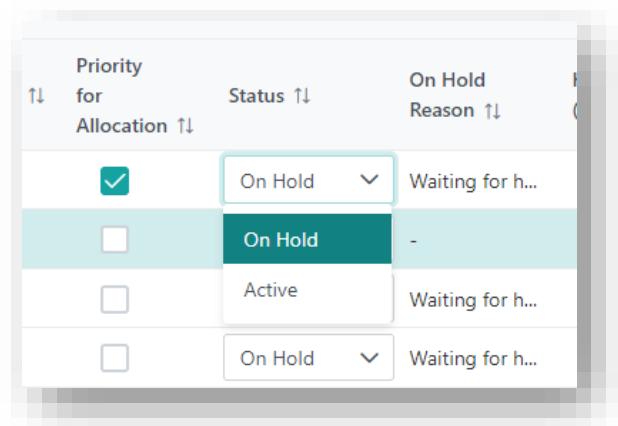
2. Select **Liver** from the **Organ Program** dropdown and **TWL** from the **Transplant Pathway** dropdown.



3. Click **Edit**.



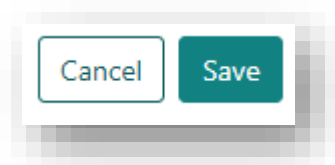
4. The **Priority for Allocation** and **Status** column are now editable. The **Status** column has a dropdown selection of **Active** or **On Hold**.



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**.

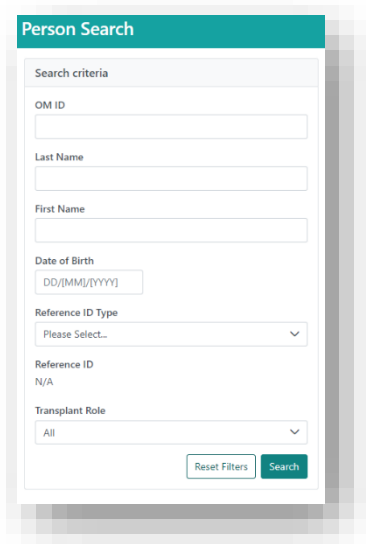


6. The recipient's status is updated with the change displayed in the enrolment under **View History**. See [View the Status Change History](#) for further information.

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.

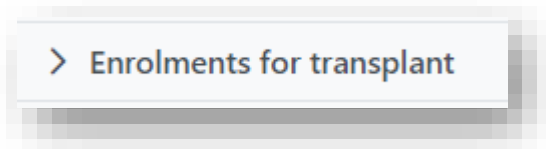
1. Search for the patient under **Person Search**.



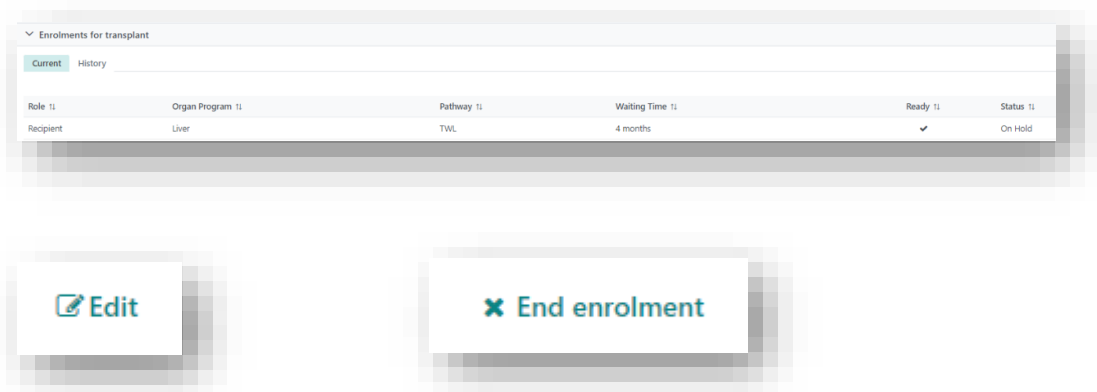
The 'Person Search' form contains the following fields and controls:

- Search criteria** section with input fields for:
 - OM ID
 - Last Name
 - First Name
 - Date of Birth (format: DD/MM/YYYY)
- Reference ID Type** dropdown menu with 'Please Select...' as the current selection.
- Reference ID** text field with 'N/A' as the current value.
- Transplant Role** dropdown menu with 'All' as the current selection.
- Reset Filters** and **Search** buttons at the bottom right.

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.



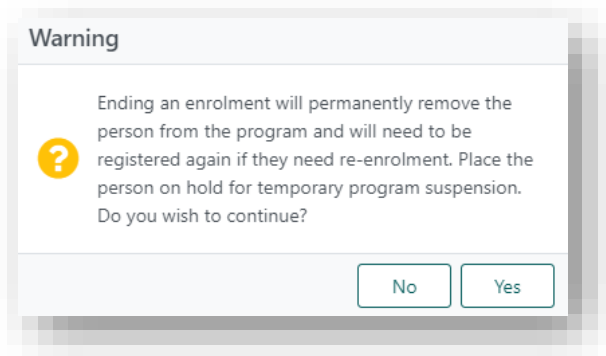
The 'Enrolments for transplant' section displays a table with the following data:

Role ¹¹	Organ Program ¹¹	Pathway ¹¹	Waiting Time ¹¹	Ready ¹¹	Status ¹¹
Recipient	Liver	TWL	4 months	✓	On Hold

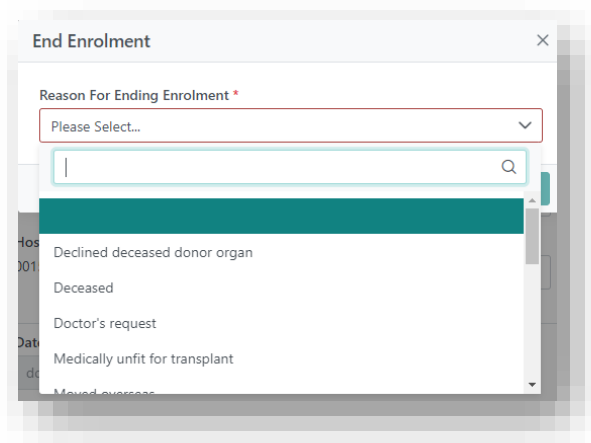
Below the table are two buttons:

- Edit** button (with a pencil icon)
- End enrolment** button (with a red 'X' icon)

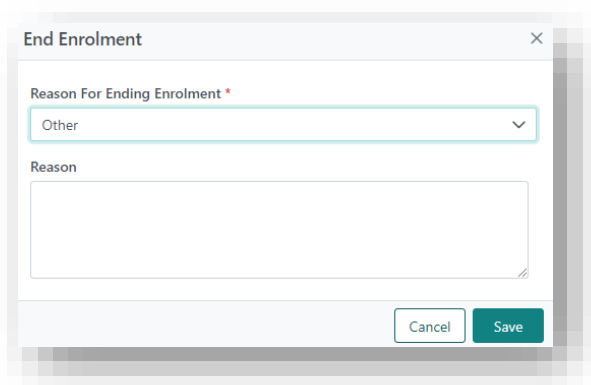
4. Click **End enrolment**. A warning message will appear. Click **Yes**.



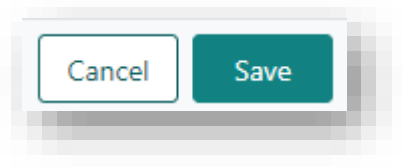
5. Select the **Reason For Ending Enrolment** from the drop-down list.



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



7. Click **Save**.



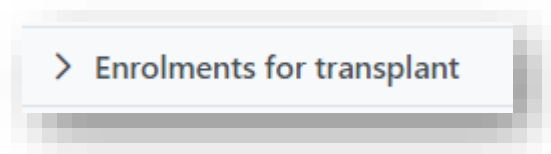
8. A notification is generated to the Laboratory Portal that the enrolment has been ended.

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.

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

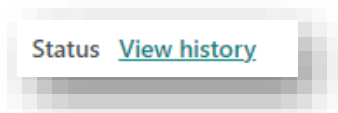
2. From the **Person** record click **Enrolments for transplant**.



- 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 [Readiness Criteria – Transplantation Portal \(OM-035\)](#).

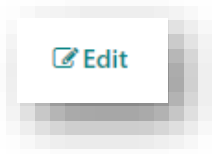
Information about urgent listing for liver recipients can be found in [Urgent Liver Listing – Transplantation Portal \(OM-104\)](#).

LIVER PRIORITY FIELD

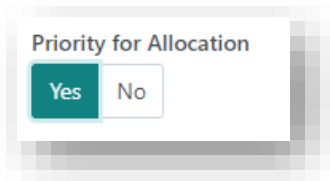
A Priority for Allocation field is editable in the enrolment for Liver TWL recipients. This field allows coordinators to select the priority patients for matching against deceased donors.

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.

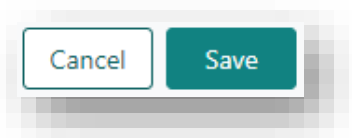
1. To select recipients for priority allocation click **Edit** in the Liver TWL enrolment.



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

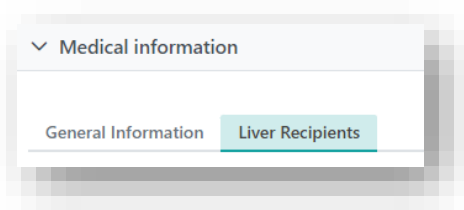


3. Click **Save**.



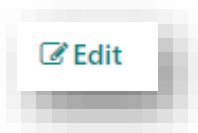
MEDICAL INFORMATION

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

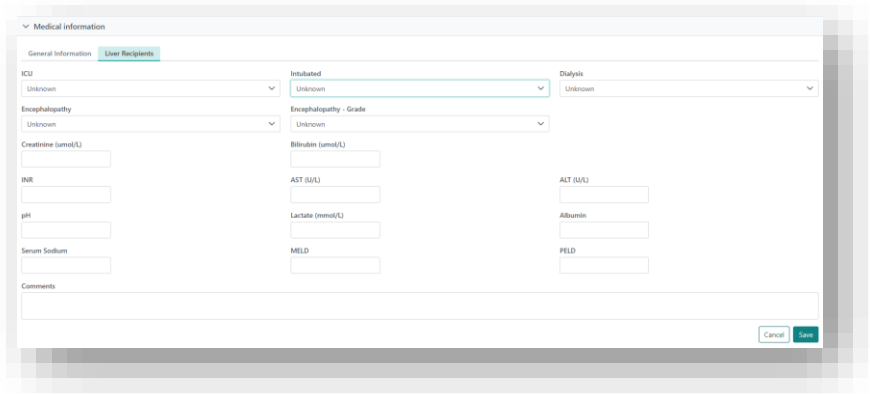


These fields can be edited from the Transplantation Portal and contains information that is required when urgently listing a patient.

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

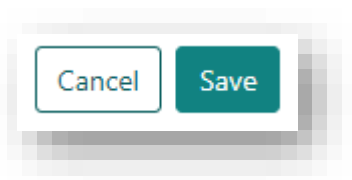


2. Add information in the fields as required.



The screenshot shows a 'Medical Information' form with a 'Liver Recipients' tab. The form contains several dropdown menus and text input fields. The dropdown menus are for 'ICU', 'Encephalopathy', 'Intubated', 'Encephalopathy - Grade', and 'Dialysis', all of which are currently set to 'Unknown'. The text input fields are for 'Creatinine (umol/L)', 'Bilirubin (umol/L)', 'INR', 'AST (U/L)', 'ALT (U/L)', 'pH', 'Lactate (mmol/L)', 'Albumin', 'Serum Sodium', 'MELD', and 'PELD'. There is also a 'Comments' text area at the bottom. The form has 'Cancel' and 'Save' buttons at the bottom right.

3. Click **Save**.



The screenshot shows a close-up of the 'Cancel' and 'Save' buttons. The 'Cancel' button is a light blue rectangle with a thin border, and the 'Save' button is a teal rectangle with a thin border. Both buttons have their respective labels in white text.

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
OM-104	Urgent Liver Listing – Transplantation Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
-	-	For previous change histories contact the National OrganMatch Office.
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	12/11/2024	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
7	Refer to footer	Sprint 59 updates: <ul style="list-style-type: none"> Removing information about urgent liver listing and referencing new document.

ELECTRONIC SIGNATURE

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