User manual
Deceased donor registration/update and sending organ offers
(06jun2017)

Contents

1. Find the menu 'Deceased donor'

Donor -> Deceased donors

2. Find an existing donor in the database

When you enter the menu 'Deceased donor' you get a variety of possibilities for entering search parameters. You can search on one parameter or combine more parameters to limited the number of recipients.

Deceased donors — Search | Add new | Reset

[Enter search parameters]

Donor number: | Country: | Procuring center:
Person number: | Sex: | Responsible center:
AB0 blood group: | Rhesus D: | Date of (no) donation:
Donor name: | Visible to all:

Donor number	Country	Procuring center	Person number	Sex	Responsible center	Date of (no) donat...	Donor name

Page 0 of 0 | Order by: ▼ Donor number ▼ — No data to display

Example of a search based on a combination of parameters:

Deceased donors — Search | Add new | Reset

[Enter search parameters]

Donor number: | Country: DK: Denmark | Procuring center:
Person number: | Sex: | Responsible center:
AB0 blood group: AB | Rhesus D: | Date of (no) donation:
Donor name: | Visible to all:

Donor number	Country	Procuring center	Person number	Sex	Responsible center	Date of (no) donat...	Donor name
87	DK: Denmark	AR: Aarhus		F: Female	AR: Aarhus		Name: t.
87	DK: Denmark	AR: Aarhus		F: Female	AR: Aarhus		Name: T.
85	DK: Denmark	AR: Aarhus		F: Female	AR: Aarhus	20-Feb-2015	Name: B.
84	DK: Denmark	CP: København		M: Male	CP: København		Name: J.
82	DK: Denmark	CP: København		M: Male	CP: København	23-May-2014	Name: .
82	DK: Denmark	AR: Aarhus		M: Male	AR: Aarhus	19-Apr-2014	Name: T.
82	DK: Denmark	CP: København		M: Male	CP: København	12-Apr-2014	Name: M.
82	DK: Denmark	CP: København		F: Female	CP: København	25-Nov-1990	Name: N.
80	DK: Denmark	CP: København		M: Male	CP: København	09-Dec-2013	Name: J.
79	DK: Denmark	CP: København		M: Male	CP: København	08-Nov-2013	Name: N.
75	DK: Denmark	CP: København		F: Female	CP: København	16-Oct-2012	Name: K.
73	DK: Denmark	CP: København		F: Female	CP: København	30-Jun-2012	Name: B.
71	DK: Denmark	CP: København		M: Male	CP: København	08-Mar-2012	Name: K.

You are able to see all donors from own country and donors from which you have received organs. Donors from other countries, from whom you have not received organs, can only be seen within 14 days after donation realized date.

At the bottom of the page the total number of donors fulfilling the search parameters are displayed (No. 1).
Furthermore, the order of the list is displayed (No. 2), if you wish to change the order click on the column headers (No. 3).

Below is an example of changed sorting, if you wish to go back to the default sorting click on the 'Order by:' button.

3. Register a new donor – Basic information

Click on 'Add new'

Start entering information.
Mandatory data to fill in before getting a donor number is; Date of birth/age, procuring center, original donor hospital, sex, AB0 blood group, Donation after circ. Death, cause of death and donation realized.

The *person numbers* will be validated according to the registered nationality and national rules. Furthermore, it will be checked if the donor has been registered previously in the database.

Donation realized can initially be set to 'Potential' and later changed to Yes or No. To register organ procurement this field must be set to Yes.

Age in years at donation is automatically calculated based on person number and donation date.

4. Register and/or update of donor information

4.1. Infection serology

To register donor virology and bacteriology results enter -/+/? or select form list of values.

4.2. Organ Procurement

To start with, all the organs are listed as not procured, to procure an organ please click on the 'Procure an organ' button.

If you see the text 'Donation not realized. Please change value in Basic tab.', you need to go to the basic tab and change the value

Chose the organ type which you wish to procure and enter other relevant information.

When you have saved information, you will be able to procure the next organ by click on the 'procure next' button

If you do not know whether the organ has been transplanted or not, you can leave the 'Graft transplanted' empty.
If you later on connect the organ with a recipient, the field 'Graft transplanted' will automatically be filled in with yes.

4.2.1. Organs procured used for other purposes

If the organ has <u>been procured</u> but used for <u>other purposes</u>, it need to be registered here.

4.2.2. Organs procured but not transplanted

Also, if the organ has <u>been procured</u> but <u>not been transplanted</u>

If you go back you get an overview of procured and not procured organs

Deceased donor registration   Back | Save | Print | Cancel

Donor number: 87378   Donor nationality: DK: Denmark ×

Birth-date: 01-Jan-1950   Person Number: 010150   Age in years at donation: 65

Donor name: test

Basic | Infection serology | Organ procurement | Laboratory tests at admission | Last clinical record in ICU | Last laboratory tests | Medication | HLA Typing

Procure an organ …

	Tx. center	Transplanted	Organ type	Liver/pancreas additional info
→ ✕	AR: Aarhus	No: No suitable recipient	LI: Liver	
→ ✕	AR: Aarhus		KL: Left kidney	
→ ✕	AR: Aarhus	Used for Homograft	HE: Heart	

Not procured organ

	Organ type	Cause	Remarks
1	PA: Pancreas		
2	LR: Right Lung		
3	LL: Left Lung		
4	KR: Right Kidney		

4.2.3.   Cause of no procurement

Registration of cause of why organs has not been procured. Please chose cause from list of value.

Deceased donor registration   Back | Save | Print | Cancel
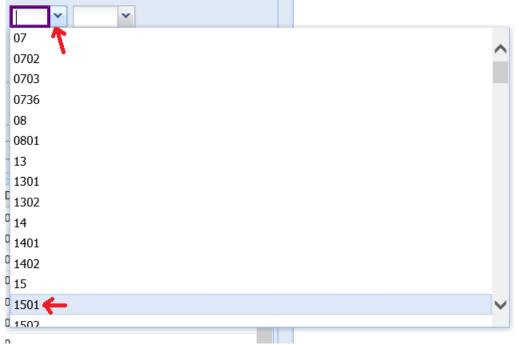
Donor number: 87378   Donor nationality: DK: Denmark

Birth-date: 01-Jan-1950   Person Number: 010150   Age in years at donation: 65

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Basic | Infection serology | Organ procurement | Laboratory tests at admission | Last clinical record in ICU | Last laboratory tests | Medication | HLA Typing

Procure an organ …

	Tx. center	Transplanted	Organ type	Liver/pancreas additional info
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→ ✕	AR: Aarhus	Used for Homograft	HE: Heart	

Not procured organ

	Organ type	Cause	Remarks
1	PA: Pancreas	1: No permission	
2	LR: Right Lung		
3	LL: Left Lung		
4	KR: Right Kidney		

1: No permission
10: Due to virology
11: Donation after Circolatory Death - DCD
2: No resources
3: Anatomical abnormality
4: Poor organ function
5: Suitable recipient not found
6: Age
7: Time limit
8: No information (Donor not from SCTP)
9: Other reason

4.3.   Laboratory test, clinical information and medication´

Fill in all available data

4.4. HLA typing

Enter the HLA type or select between HLA types by pressing the drop down menu. To select a specific type on the list, click on it.

If you start typing, the list will narrow down

Bw4 and Bw6 is automatically calculated from the association to the HLA type, but **not** automatically counted as part of the donor HLA.
To use the calculated Bw4 and Bw6 you have to enter them into the HLA registration fields.

5. Registration of organ offer information

1. Choose if the organ offer should be send internal Scandiatransplant (Send to SCTP), out of Scandiatransplant (send to others (EU)) or both.
If you at first wish to send the offer to Scandiatransplant and then find out later on that the offer can be send to external organisations, you just alter √ from 'send to SCTP' to 'send to others (EU)' and press save.
2. Select the organs you wish to offer
3. Fill in the rest of the information

6. Preview and send organ offer

If you wish to check the information that you have registered before sending the offer, you can press the preview button (yellow above). By pressing preview, you get the pdf as a pop-up in a new window.

If you wish to remove a value you delete and save, if you wish to alter a value do so by overwriting followed by saving.

When you have check the registered information and you wish to send the offer press the send button (green above). The organ offer will now be send to *all* registered receivers by email and a SMS notification.