

# User manual

## Deceased donor registration/update and sending organ offers

(06jun2017)

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### 1. Find the menu 'Deceased donor'

#### Donor -> Deceased donors

The screenshot shows a web application interface for managing deceased donors. At the top, there is a navigation bar with tabs: 'Donor', 'Recipient', 'Liver Registry Forms', and 'Thorax Registry Forms'. The 'Donor' tab is selected, and a dropdown menu is open, showing 'Deceased donors' as the selected option. Below the navigation bar, the 'Deceased donors' section is visible. It includes a search bar with the placeholder '[Enter search parameters]'. Below the search bar, there are several input fields for search criteria: 'Donor number', 'Person number', 'ABO blood group', 'Donor name', 'Country', 'Sex', 'Rhesus D', 'Procuring center', 'Responsible center', and 'Date of (no) donation'. At the bottom of the page, there is a table with columns: 'Donor number', 'Country', 'Procuring center', 'Person number', 'Sex', 'Responsible center', 'Date of (no) donation', and 'Donor name'. The table is currently empty, and the status at the bottom right says 'No data to display'.

## 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:   
ABO 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
No data to display							

Page 0 of 0 Order by: Donor number

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:   
ABO 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).

**Deceased donors** Search Add new Reset

[Enter search parameters]

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

3.	Donor number	Country	Procuring center	Person number	Sex	Responsible center	Date of (no) donat...	Donor name
→	689	DK: Denmark	OD: Odense		M: Male	OD: Odense	09-Oct-2011	Name:
→	514	DK: Denmark	OD: Odense		F: Female	OD: Odense	26-Feb-2009	Name:
→	462	DK: Denmark	OD: Odense		F: Female	OD: Odense	16-Apr-2008	Name:
→	435	DK: Denmark	OD: Odense		M: Male	OD: Odense	16-Nov-2007	Name:
→	403	DK: Denmark	OD: Odense		F: Female	OD: Odense	30-Apr-2007	Name:
→	328	DK: Denmark	OD: Odense		F: Female	OD: Odense	30-Jan-2006	Name:
→	287	DK: Denmark	OD: Odense		F: Female	OD: Odense	07-Oct-2005	Name:
→	455	DK: Denmark	OD: Odense		M: Male	OD: Odense	13-Jul-1991	Name:
→	372	DK: Denmark	OD: Odense		M: Male	OD: Odense	28-May-2000	Name:
→	451	DK: Denmark	OD: Odense		M: Male	OD: Odense	30-Dec-1994	Name:

Page 1 of 1 Order by: 2. Donor number ▼ Displaying 1 - 10 of 10 1.

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

	Donor number	Country	Procuring center	Person number	Sex	Responsible center	Date of (no) donat...	Donor name
→	68959	DK: Denmark	OD: Odense	191205	M: Male	OD: Odense	09-Oct-2011	Name: J.
→	51453	DK: Denmark	OD: Odense	300793	F: Female	OD: Odense	26-Feb-2009	Name: S.
→	46273	DK: Denmark	OD: Odense	290268	F: Female	OD: Odense	16-Apr-2008	Name: A.
→	43593	DK: Denmark	OD: Odense	190253	M: Male	OD: Odense	16-Nov-2007	Name: I.
→	40335	DK: Denmark	OD: Odense	210633	F: Female	OD: Odense	30-Apr-2007	Name: C.
→	32853	DK: Denmark	OD: Odense	290650	F: Female	OD: Odense	30-Jan-2006	Name: B.
→	28734	DK: Denmark	OD: Odense	030263	F: Female	OD: Odense	07-Oct-2005	Name: A.
→	3723	DK: Denmark	OD: Odense		M: Male	OD: Odense	28-May-2000	Name: I.
→	451	DK: Denmark	OD: Odense		M: Male	OD: Odense	30-Dec-1994	Name: I.
→	4552	DK: Denmark	OD: Odense		M: Male	OD: Odense	13-Jul-1991	Name: .

Page 1 of 1 Order by: Date of (no) donation ▼ Displaying 1 - 10 of 10

Press to reset ordering to default

### 3. Register a new donor – Basic information

The screenshot shows the 'Deceased donors' search interface. At the top right, there are buttons for 'Search', 'Add new' (circled in red), and 'Reset'. Below these is a search parameter section with fields for Donor number, Country, Procuring center, Person number, Sex, Responsible center, AB0 blood group, Rhesus D, Date of (no) donation, and Donor name. A 'Visible to all' dropdown is also present. At the bottom, there is a table header with columns: Donor number, Country, Procuring center, Person number, Sex, Responsible center, Date of (no) donat..., and Donor name. The table shows 'Page 0 of 0' and 'Order by: Donor number'. A message 'No data to display' is shown at the bottom right.

Click on 'Add new'

The screenshot shows the 'Deceased donor registration' form. At the top right, there are buttons for 'Back', 'Save', 'Print', and 'Cancel'. The form is divided into several sections. The top section contains fields for Donor number (87372), Donor nationality (DK: Denmark), Birth-date (01-Jan-1950), Person Number (010150), Age in years at donation (65), and Donor name (test). Below this is a tabbed interface with tabs for Basic, Infection serology, Organ procurement, Laboratory tests at admission, Last clinical record in ICU, Last laboratory tests, Medication, and HLA Typing. The 'Basic' tab is active, showing fields for Procuring center (AR: Aarhus), Responsible center (AR: Aarhus), Original donor hosp. (4206: Middelfart sygehus), Sex (F: Female), AB0 blood group (0), Rhesus D (NEG), Weight (60 kg), Height (180 cm), Donation after circ. death (N: No), Cause of death (12: Brain tumour), Angiography; arteries (CO), Notes on death (this is a test), Diseases/Abuses (non), Past/Pres Drug Abuse (N: No), Past/Pres Malign Neoplasia (N: No), Donation realized (Y: Yes), Date of (no) donation (05-Jul-2015), Intensive care unit (ICU), Date of admission (01-Jul-2015), Start of Ventilator Treatment (05-Jul-2015), Time (09:00), First regist. (IDW\_TEST, 06-Jul-2015), and Latest regist. (IDW\_TEST, 06-Jul-2015).

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 from list of values.

Deceased donor registration Back Save Print Cancel

Donor number: 1 Donor nationality: DK: Denmark  
Birth-date: 22-May-1959 Person Number: 220559 Age in years at donation: 90  
Donor name: Name: T.

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

**Infection serology**

Serology Code	Result
CMV: Cytomegalovirus antibodies	ND: Not done
EBV: Epstein-Barr IgG antibodies	+: Positive
HBc: Anti-HBc	-: Negative
HBimm: Hepatitis B vaccinated	?: Doubtful
HBsAb: Hepatitis Bs antibody	ND: Not done
HBsAg: Hepatitis Bs antigen	ND: Not done
HCV: Hepatitis C antibody	ND: Not done
HCVAg: Hepatitis C antigen (RNA)	ND: Not done
HIVab: Anti HIV antibodies	ND: Not done
HIVag: HIV antigen	ND: Not done

### 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.

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

**Not procured organ**

Organ type	Cause	Remarks
1 PA: Pancreas		
2 LR: Right Lung		
3 LL: Left Lung		
4 LI: Liver		
5 KR: Right Kidney		
6 KL: Left Kidney		
7 HE: Heart		

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

**Deceased donor registration** Back Save Print Cancel

Donor number: 88065 Donor nationality: N: Norway  
 Birth-date: 01-Aug-2015 Person Number: 010815 Age in years at donation:  
 Donor name:

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

Donation not realized. Please change value in Basic tab

	Tx. center	Transplanted	Organ type	Liver/pancreas additional info
<b>Not procured organ</b>				
	Organ type	Cause	Remarks	
1	PA: Pancreas			
2	LR: Right Lung			
3	LL: Left Lung			
4	LI: Liver			
5	KR: Right Kidney			
6	KL: Left Kidney			
7	HE: Heart			

**Deceased donor registration**

Donor number: 88065 Donor nationality:  
 Birth-date: 01-Aug-2015 Person Number: 010815  
 Donor name:

**Basic** Infection serology Laboratory tests at admission Last clinical record in ICU Last laboratory tests

Procuring center: OS: Oslo Responsible center:  
 Original donor hosp.: 01: RH Sex: F  
 ABO blood group: 0 Rhesus D:  
 Weight: kg Height: cm  
 Cause of death: 12: Brain tumour Angiography; arteries:  
 Notes on death:  
 Diseases/Abuses:  
 Past/Present Drug Abuse: Past/Pres Malign Nec  
 Donation realized: Y: Yes x  
 Date of (no) do  
 Intensive care unit (ICU) N: No  
 Date of admission P: Potential donor  
 Y: Yes  
 First regist.: OS\_USER 13-Aug-2015 Latest regist.: C

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

The screenshot shows the 'Procured graft' form with the following fields filled: Donor number: 87378, Person number: 010150, Donor name: test, Country: DK: Denmark, Procuring center: AR: Aarhus. The 'Graft details' section shows 'Organ to center: AR: Aarhus', 'Graft transplanted: [empty]', 'Procured by: [empty]', and 'General remarks: [empty]'. The 'Organ type' dropdown menu is open, showing a list of organ types: DL: Double Lung, HE: Heart, HL: Heart/Lung Block, KD: Double kidney, KL: Left kidney, KR: Right Kidney, LI: Liver, LL: Left Lung, LR: Right Lung, OT: Other organ, PA: Pancreas, and PI: Pancreatic islets.

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

The screenshot shows the 'Procured graft' form after saving. The 'Save' button is highlighted with a red box. The 'Procure next' button is also highlighted with a red box. The 'Not harvested' dropdown menu is open, showing a list of organ types: OT, KR, LL, LR, PA, DL, PI. The 'Graft details' section shows 'Organ to center: AR: Aarhus', 'Graft transplanted: N: No', 'Organ type: LI: Liver', and 'Preservation fluid: [empty]'. The 'Liver specifics' section shows 'Number of arteries: [empty]', 'Portal perfusion started: [empty]', 'Time: [empty]', 'Segments used: [empty]', 'Iliac vessels supplied: [empty]', and 'Aortic perfusion started: [empty]'. The 'Organ not transplanted' section shows 'Cause: 16: No suitable recipient' and 'Comments: [empty]'.

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 been procured but used for other purposes, it need to be registered here.

The screenshot shows the 'Procured graft' form with the following fields:

- Donor information:** Donor number: 87378, Person number: 010150, Donor name: test, Country: DK: Denmark, Procuring center: AR: Aarhus.
- Graft details:** Organ to center: AR: Aarhus, Graft transplanted: O: Other use (highlighted with a red box), Organ type: HE: Heart, Procured by: [dropdown], Preservation fluid: [dropdown], General remarks: [text area].
- Heart specifics:** Preservation started: [datetime], Time: [time].
- Organ used for other purpose:** (highlighted with a red box) Cause: [dropdown], Comments: 1: Used for Homograft, 2: Optimization of lung failed, 3: Used for research, 4: Send to Rudbeck lab, 5: Tissue.

#### 4.2.2. Organs procured but not transplanted

Also, if the organ has been procured but not been transplanted

The screenshot shows the 'Procured graft' form with the following fields:

- Donor information:** Donor number: 87378, Person number: 010150, Donor name: test, Country: DK: Denmark, Procuring center: AR: Aarhus.
- Graft details:** Organ to center: AR: Aarhus, Graft transplanted: N: No (highlighted with a red box), Organ type: LI: Liver, Procured by: [dropdown], Preservation fluid: [dropdown], General remarks: [text area].
- Liver specifics:** Number of arteries: [text], Portal perfusion started: [datetime], Time: [time], Segments used: [dropdown], Iliac vessels supplied: [dropdown], Aortic perfusion started: [datetime], Time: [time].
- Organ not transplanted:** (highlighted with a red box) Cause: [dropdown], Comments: 16: No suitable recipient, 1: Arteries cut to short, 2: Adenocarcinoma, 3: Anomalous.

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
→ X	AR: Aarhus	No: No suitable recipient	LI: Liver	
→ X	AR: Aarhus		KL: Left kidney	
→ X	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  
 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
→ X	AR: Aarhus	No: No suitable recipient	LI: Liver	
→ X	AR: Aarhus		KL: Left kidney	
→ X	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	1: No permission	
4	KR: Right Kidney	10: Due to virology	

11: Donation after Circulatory 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

Deceased donor registration

Donor number: 1 Donor nationality: DK: Denmark

Birth-date: 22-May-1959 Person Number: 220559 Age in years at donation: 90

Donor name: Name: T.

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

HLA will not be supplied: ☐

Serological

A: 3 2 B: 40 12 Bw4/Bw6: w4 w6

Cw: 4 5 DR: 8 10 DQ: 4 7

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.

07

0702

0703

0736

08

0801

13

1301

1302

14

1401

1402

15

1501

1502

If you start typing, the list will narrow down

B: 1

13

1301

1302

14

1401

1402

15

1501

1502

1503

1504

1505

1506

1507

1508

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.

Basic info	Clinical data	Address/Phone	Waiting List	HLA Typing	Antibody Screen Test	Acceptable Antibodies	Previous Mismatches	Death
- Serological								
A: 1		3		B: 51		7		
Cw:				Bw4/w6: w4				
DR:				DQ:		w4		
						w6		
						??		
- Genomic								
A:				B:				
Cw:				DRB3/4/5:				
DRB1: 15		10		DPB1:				
DPA1:				DQB1:				
DQA1:								
Calculated Bw: w4,w6								
- For match								
A: 1		3		B: 5		7		
Cw:				DQ:				
DR: 2		10						

## 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

**Deceased donor registration** Back Save Reset Print Preview offer Send offer

Donor number: 1 Hospitalized in: ES: Estonia Citizenship of: DK: Denmark  
 Birth-date: 22-May-1959 Person Number: 220559 Age in years at donation: 57  
 Donor name: Name: T.

Basic Infection serology Lab.tests at admis. Medical info Blood gas & vent Latest lab.tests Medication HLA Typing Organ proc. **Organ offer**

**The fields in this tab should only be filled in, when an organ is to be offered**

Recipient organization(s)  
 Send to SCTP: ☒ **1** Send to others (EU): ☐

Organ(s) offered **2.**  
 Right Kidney: ☐ Liver: ☐ Heart: ☐  
 Left Kidney: ☐ Liver-Domino: ☐ Right Lung: ☐  
 Pancreas: ☒ Liver-Split: ☐ Left Lung: ☐  
 Intestine: ☒ **3.**

Reason for refusal at centre of origin: Test Test test Test Test Test by Scandiatransplant

Contact info  
 Transplant coord: Test by Ilse Duus Weinreich again - sorry  
 Mobile: Phone: e-Mail: ilse.duus.weinreich@scandiatransplant.org  
 Fax: Distance from airport: km

Donor operation  
 Planned start of operation: 31-Aug-2015 Time: 18:00 We need Your answer within: 30 minutes  
 Explantation is already performed - Cross clamp: Time:

Comments: This is ONLY a test - sorry for the disturbance....

## 6. Preview and send organ offer

**Deceased donor registration** Back Save Reset Print **Preview offer** Send offer

Donor number: 1 Hospitalized in: ES: Estonia Citizenship of: DK: Denmark  
 Birth-date: 22-May-1959 Person Number: 220559 Age in years at donation: 57  
 Donor name: Name: T.

Basic Infection serology Lab.tests at admis. Medical info Blood gas & vent Latest lab.tests Medication HLA Typing Organ proc. **Organ offer**

**The fields in this tab should only be filled in, when an organ is to be offered**

Recipient organization(s)

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.