

# User manual

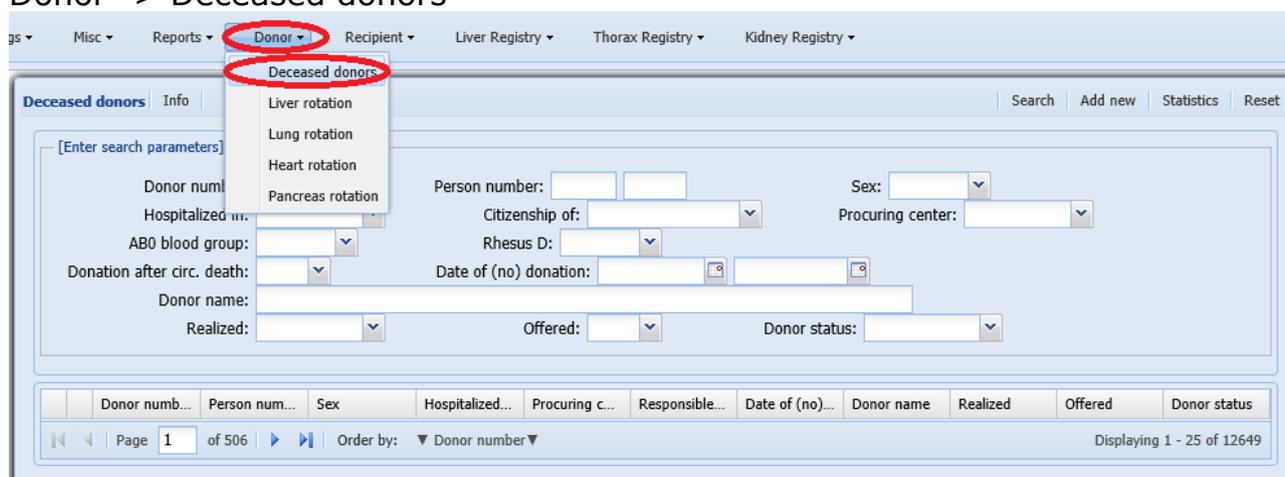
## Deceased donor registration/update and sending organ offers (04May2022)

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### 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 without entering any parameters, search on one parameter or combine more parameters to limit the number of recipients.

Example of a search based on a combination of parameters:

The screenshot shows a web interface for searching deceased donors. The search parameters are as follows:

- Donor number: [ ]
- Person number: [ ] [ ]
- Sex: [ ]
- Hospitalized in: DK: Denmark
- Citizenship of: [ ]
- Procuring center: [ ]
- ABO blood group: AB
- Rhesus D: [ ]
- Donation after circ. death: [ ]
- Date of (no) donation: [ ] [ ]
- Donor name: [ ]
- Realized: [ ]
- Offered: [ ]
- Donor status: [ ]

The search results table is as follows:

	Donor numb...	Person num...	Sex	Hospitalized...	Procuring c...	Responsible...	Date of (no)...	Donor name	Realized	Offered	Donor status
⇒ ✖	679		M: Male	DK: Denmark	CP: Københ...	CP: Københ...	09-Oct-		Y: Yes		U: Utilized d...
⇒ ✖	545		M: Male	DK: Denmark	AR: Aarhus	AR: Aarhus	28-Aug		Y: Yes	Y: Yes	U: Utilized d...
⇒ ✖	382		F: Female	DK: Denmark	AR: Aarhus	AR: Aarhus	17-Jun-		Y: Yes	Y: Yes	U: Utilized d...
⇒ ✖	894		M: Male	DK: Denmark	CP: Københ...	CP: Københ...			P: Potential...	Y: Yes	P: Potential...
⇒ ✖	572		M: Male	DK: Denmark	CP: Københ...	CP: Københ...	16-Sep		Y: Yes	Y: Yes	U: Utilized d...
⇒ ✖	507		M: Male	DK: Denmark	CP: Københ...	CP: Københ...	28-Aug		Y: Yes		U: Utilized d...
⇒ ✖	437		F: Female	DK: Denmark	AR: Aarhus	AR: Aarhus	25-Jul-		Y: Yes	Y: Yes	U: Utilized d...
⇒ ✖	408		F: Female	DK: Denmark	CP: Københ...	CP: Københ...	12-Jul-		Y: Yes		U: Utilized d...

You are able to see all donors from your 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 6 months after date of donation.

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	191205	M: Male	OD: Odense	09-Oct-2011	Name: J.
→	51453	DK: Denmark	300793	F: Female	OD: Odense	26-Feb-2009	Name: S.
→	46273	DK: Denmark	290268	F: Female	OD: Odense	16-Apr-2008	Name: A.
→	43593	DK: Denmark	190253	M: Male	OD: Odense	16-Nov-2007	Name: I.
→	40335	DK: Denmark	210633	F: Female	OD: Odense	30-Apr-2007	Name: C.
→	32853	DK: Denmark	290650	F: Female	OD: Odense	30-Jan-2006	Name: B.
→	28734	DK: Denmark	030263	F: Female	OD: Odense	07-Oct-2005	Name: A.
→	3723	DK: Denmark		M: Male	OD: Odense	28-May-2000	Name: I.
→	451	DK: Denmark		M: Male	OD: Odense	30-Dec-1994	Name: I.
→	4552	DK: Denmark		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

Click on 'Add new'

Deceased donors Info Search **Add new** Statistics Reset

[Enter search parameters]

Donor number:  Person number:  Sex:

Hospitalized in:  Citizenship of:  Procuring center:

ABO blood group:  Rhesus D:

Donation after circ. death:  Date of (no) donation:

Donor name:

Realized:  Offered:  Donor status:

Donor numb...	Person num...	Sex	Hospitalized...	Procuring c...	Responsible...	Date of (no)...	Donor name	Realized	Offered	Donor status
No data to display										

Page 0 of 0 Order by: Donor number

Start entering information.

Mandatory data to fill in before getting a donor number is: Date of birth/age, procuring center, original donor hospital, sex, ABO blood group, Donation after, cause of death and donation realized.

The *person number* 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.

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

Donor number:  Sex: F: Female

Hospitalized in: DK: Denmark Citizenship of: DK: Denmark

Birth-date:  Person Number:  Age in years at donation:

Donor name:  Temporary ID:

Procedure status: 9: Donor operation started (90%)

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Procuring center: AR: Aarhus Responsible center: AR: Aarhus

Responsible tx coordinator:

Donor hospital: 7026C: Aarhus Universitetshospital, Skejby, Inter Donor detection hospital: 7026C: Aarhus Universitetshospital, Skejby, Inter

ABO blood group: 0 Rhesus D: POS

Donation after: DBD Height: 155 cm Weight: 60 kg

BMI: 24.97 kg/m<sup>2</sup> Surface Area: 1.59 m<sup>2</sup> Calc. total lung vol.: 3.54 l

Cause of death: 10: Intracranial haemorrhage Old cause of death:  Trauma:

Notes on death:

Donation realized: Y: Yes U: Utilized donor

Intensive care unit (ICU)

Date of admission: -2022 Time: 21:00 N/A: Start of Ventilator Treatment: 2022 Time: 20:00 N/A:

ICU stay: 21h 42m Time on ventilator: 1d 0h 15m

First regist.: -2022 Latest regist.: 2022

## 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.

Infection code	Result
CMV: Anti-CMV (Cytomegalovirus)	+: Positive
CovAb: Anti-SARS-CoV-2 (Covid-19 antibody)	ND: Not done
Covid: SARS-CoV-2 RNA (Covid-19)	-: Negative
EBV: Anti-EBV IgG (Epstein-Barr)	+: Positive
HBc: Anti-HBc (antibody)	-: Negative
HBsAb: Anti-HBs (antibody)	ND: Not done
HBsAg: Hepatitis Bs antigen	-: Negative
HCV: Anti-HCV (antibody)	-: Negative
HCVAg: Hepatitis C antigen (RNA)	ND: Not done
HDV: Hepatitis Delta Virus (antibody)	ND: Not done
HIVab: Anti-HIV (antibody)	-: Negative
HIVag: HIV antigen	-: Negative
HSV: Anti-HSV (antibody)	ND: Not done
LUES: Syphilis antibody	-: Negative
MV: Anti-MV IgG (Morbilli virus antibody)	ND: Not done
TOXO: Toxoplasma antibodies	ND: Not done
VZV: Varicella zoster virus	ND: Not done

Infection comments:

### 4.2. Organ Procurement

To register organ procurement, 'donation realized' under the basic tab must be set to 'yes'. Set the date for the 'donor operation started'. And press save.

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

Donor number: 98930 Sex: F: Female  
Hospitalized in: DK: Denmark Citizenship of: DK: Denmark  
Birth-date: 04-May-2000 Person Number: 040500 Age in years at donation: 22  
Donor name: test Temporary ID:

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Organ procurement cDCD

Donor operation started: 04-May-2022 N/A:  Preservation started:  Time:  N/A:

Operative incision made, but no organs procured:

cDCD timelimit exceeded, no organs procured:  Time:  N/A:

Donation not realized. Please change value in Basic tab

Tx. center	Transplanted	Date of tra...	Organ type	Recipient	Liver segment(s)/pancreatic islets addition...
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Once you have saved the information, you can procure an organ. To start with, all the organs are listed as not procured, to procure an organ please click on the 'Procure an organ' button.

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Organ procurement cDCD

Donor operation started: 04-May-2022 N/A:  Preservation started:  Time:  N/A:

Operative incision made, but no organs procured:

cDCD timelimit exceeded, no organs procured:  Time:  N/A:

**Procure an organ ...**

Tx. center	Transplanted	Date of tra...	Organ type	Recipient	Liver segment(s)/pancreatic islets addition...
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A new window will pop up where you can enter organ type and more information.

The screenshot shows a web form titled "Procured graft" with a sub-header "Info". At the top right, there are buttons for "Back", "Save", "Reset", "Procure next", and "Print". The form is divided into two main sections: "Donor information" and "Graft details".

**Donor information:**

- Donor number: 98930
- Person number: 040500
- Donor name: test
- Hospitalized in: DK: Denmark
- Procuring center: AR: Aarhus

**Graft details:**

- Organ to center: AR: Aarhus (dropdown)
- Organ type: HE: Heart (dropdown)
- Graft transplanted: Y: Yes (dropdown)
- Procured by: (dropdown)
- Preservation fluid: (text input)
- Preservation started: (text input)
- Perfusion volume: (text input) ml
- Quality of perfusion: (text input)
- On back table date: (date/time picker) Time: (text input) N/A: (checkbox)
- Into ice box date: (date/time picker) Time: (text input) N/A: (checkbox)
- Start of machine perf. date: (date/time picker) Time: (text input) N/A: (checkbox)
- General remarks: (text area)

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

This screenshot is identical to the one above, but the "Procure next" button at the top right is highlighted with a red rectangular box, indicating it is the next step in the process.

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 without the intention of being transplanted and used for other purposes, it need to be registered here.

**Procured graft** | Info | Back | Save | Reset | Procure next | Print

**Donor information**

Donor number: 98930 | Person number: 040500  
Donor name: test  
Hospitalized in: DK: Denmark | Procuring center: AR: Aarhus

**Graft details**

Organ to center: AR: Aarhus | Graft transplanted: O: Other use  
Organ type: HE: Heart  
Procured by: | Preservation started: |  
Preservation fluid: | Perfusion volume: | ml | Quality of perfusion: |  
On back table date: | Time: | N/A: | Into ice box date: | Time: | N/A: |  
Start of machine perf. date: | Time: | N/A: |

General remarks:

**Organ used for other purpose**

Cause: | Comments:

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

**Procured graft** | Info | Back | Save | Reset | Procure next | Print

**Donor information**

Donor number: 98930 | Person number: 040500  
Donor name: test  
Hospitalized in: DK: Denmark | Procuring center: AR: Aarhus

**Graft details**

Organ to center: AR: Aarhus | Graft transplanted: O: Other use  
Organ type: KL: Left Kidney  
Procured by: | Preservation started: |  
Preservation fluid: | Perfusion volume: | ml | Quality of perfusion: |  
On back table date: | Time: | N/A: | Into ice box date: | Time: | N/A: |  
Start of machine perf. date: | Time: | N/A: |

General remarks:

**Organ used for other purpose**

Number of  
Not offered for  
Additional payback co

Cause: 1: Used for Homograft  
3: Used for research  
4: Send to Rudbeck lab  
5: Tissue  
6: Used for education  
7: Poor organ function  
8: Cornea used for non-HLA matched recipient

Comments:

## 4.2.2. Organs procured but not transplanted

If the organ has been procured, with the intention of being transplanted but not been transplanted

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

- Donor information:** Donor number: 98930, Person number: 040500, Donor name: test, Hospitalized in: DK: Denmark, Procuring center: AR: Aarhus.
- Graft details:** Organ to center: AR: Aarhus, Organ type: HE: Heart, Procured by: (empty), Preservation fluid: (empty), Perfusion volume: (empty) ml, On back table date: (empty) Time: (empty) N/A: (empty), Start of machine perf. date: (empty) Time: (empty) N/A: (empty), Preservation started: (empty), Quality of perfusion: (empty), Into ice box date: (empty) Time: (empty) N/A: (empty).
- General remarks:** (empty text area).
- Organ not transplanted:** Cause: (empty dropdown), Comments: (empty text area).

The 'Graft transplanted' dropdown menu is highlighted with a red box and shows the value 'N: No'.

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

The screenshot shows the 'Procured graft' form with the 'Cause' dropdown menu open. The menu lists the following reasons:

- 1: Arteries cut to short
- 2: Adenocarcinom
- 3: Aneurysm
- 10: Patient died
- 11: Optimisation failed
- 12: To few islets for transplantation
- 13: Tumor in donor
- 14: Time limit
- 15: Anatomical reason
- 16: No suitable recipient
- 17: Due to virology
- 18: Capacity
- 19: Used for Homograft

The 'Cause' dropdown is highlighted with a red box.

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

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

Donor number: 98930 Sex: F: Female

Hospitalized in: DK: Denmark Citizenship of: DK: Denmark

Birth-date: 04-May-2000 Person Number: 040500 Age in years at donation: 22

Donor name: test Temporary ID:

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**Organ procurement** cDCD

Donor operation started: 04-May-2022 N/A:  Preservation started: Time: N/A:

Operative incision made, but no organs procured:

cDCD timelimit exceeded, no organs procured: Time: N/A:

Procure an organ ...

	Tx. center	Transplanted	Date of tra...	Organ type	Recipient	Liver segment(s)/pancreatic islets addition...
→	AR: Aarhus	No: To few islets for transp...		PA: Pancreas	N/A	
→	AR: Aarhus	Poor organ function		KL: Left Ki...	N/A	
→	AR: Aarhus	Yes: SC#N/A		HE: Heart	N/A	

End of organ procurement: Time: N/A:

Medication during organ procurement

Heparin: units

Mannitol: ml

Glucocorticoids: mg

Other:

### 4.3. Laboratory test, clinical information and medication'

Fill in all available data

### 4.4. HLA typing

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

Donor number: 98930 Sex: F: Female

Hospitalized in: DK: Denmark Citizenship of: DK: Denmark

Birth-date: 04-May-2000 Person Number: 040500 Age in years at donation: 22

Donor name: test Temporary ID:

Basic **Meds and labs** Coordination Donation Files CT study

Med current Med history Lab test Gas & vent Infection **HLA**

HLA will not be supplied:

Serological/serological equivalent

A: B: Bw4/Bw6:

Cw: DR: DQ:

Genomic

A: B: C:

DRB1: DRB3/4/5: DPA1:

DPB1: DQA1: DQB1:

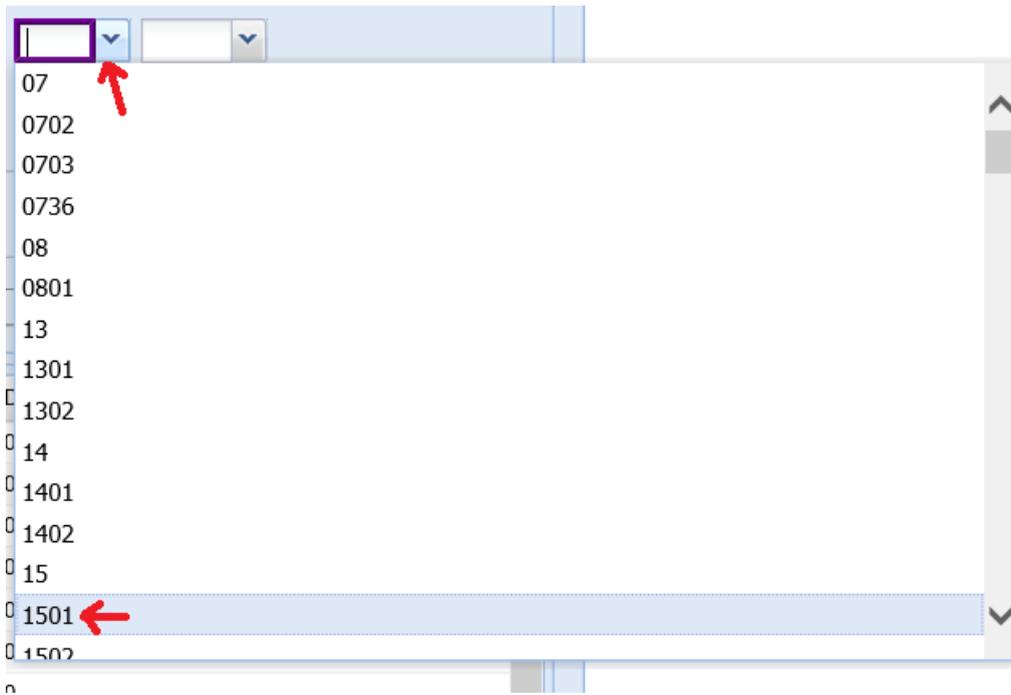
Haplotype/CWD alleles:

Comments: Calc. Bw:

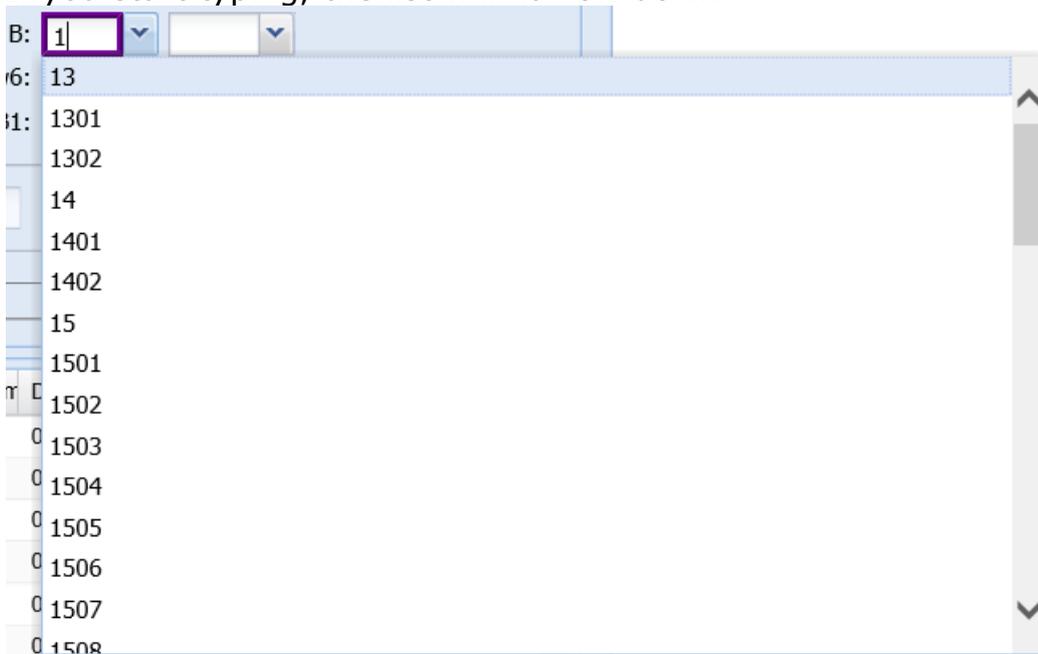
Broad

A: B: Cw: DR: DQ:

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.

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Med current Med history Lab test Gas & vent Infection HLA

HLA will not be supplied:

Serological/serological equivalent

A: 2 3 B: 8 5 Bw4/Bw6: w4

Cw:   DR:   DQ:

Genomic

A:   B:   C:

DRB1:   DRB3/4/5:   DPA1:

DPB1:   DQA1:   DQB1:

Haplotype/CWD alleles:

Comments:  Calc. Bw: w4,w6

Broad

A: 2 3 B: 8 5 Cw:   DR:   DQ:

## 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) 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' and press save.

2. Select the organs you wish to offer

3. Fill in the rest of the information

Press save before continuing.

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

Donor number: 98930 Sex: F: Female

Hospitalized in: DK: Denmark Citizenship of: DK: Denmark

Birth-date: 04-May-2000 Person Number: 040500 Age in years at donation: 22

Donor name: test Temporary ID:

Basic Meds and labs Coordination Donation Files CT study

Coordination Allocation Payback Organ offer Organ QC

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

Recipient organization(s)

Send to SCTP: A: All centers ← 1. → Send to others:

2. Organ(s) offered

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

Contact info

Transplant coord: Anne Ørskov, Scandiatransplant

Mobile:  Phone:

Fax:  e-Mail: anoe@scandiatransplant.org

Distance from airport:  km

Donor operation

We need Your answer within: 30 minutes

## 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 below). 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 checked the registered information and you wish to send the offer, press the send button (green below). The organ offer will now be send to **all** registered receivers by e-mail and a SMS notification.

The screenshot displays the 'Deceased donor registration' web application. At the top, there are navigation buttons: 'Back', 'Save', 'Reset', 'Print', 'Preview offer' (highlighted in yellow), and 'Send offer' (highlighted in green). The main form is divided into several sections:

- Donor Information:** Donor number: 98930; Sex: F: Female; Hospitalized in: DK: Denmark; Citizenship of: DK: Denmark; Birth-date: 04-May-2000; Person Number: 040500; Age in years at donation: 22; Donor name: test; Temporary ID: (empty).
- Navigation Tabs:** Basic, Meds and labs, Coordination, Donation, Files, CT study, Coordination, Allocation, Payback, Organ offer (selected), Organ QC.
- Organ Offer Section:** A blue header reads 'The fields in this tab should only be filled in, when an organ is to be offered'. It includes:
  - Recipient organization(s): Send to SCTP: A: All centers; Send to others: (empty dropdown).
  - Organ(s) offered: Right Kidney: ; Left Kidney: ; Pancreas: ; Intestine: ; Liver: ; Liver-Domino: ; Liver-Split: ; Heart: ; Right Lung: ; Left Lung: .
- Reason for refusal at centre of origin:** test
- Contact info:** Transplant coord: Anne Ørskov, Scandiatransplant