



Checklists for Living Donors in OATS and Clinical Scenarios

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Living Donor Checklists

Create Living Donor Profile Checklist	
Data fields (*fields with red asterisks are mandatory)	Completed
DEMOGRAPHICS	
First Name	
Last Name	
Date of Birth (DD-MM-YYYY)	
Ethnicity	
Sex	
CONTACT INFORMATION	
Country	
Province	
Street Address	
City	
Postal Code	
DONATION INFORMATION	
Transplant Program	
Living Donor Coordinator	
Referred Organ (select applicable organ)	
Referral Date (select or enter the Referral Date of the Referred Organ)	
SAVE LIVING DONOR – (this will generate TGLN #)	

Living Donor Kidney Allocation Checklist – Information Needed in Order for TGLN’s Provincial Resource Centre to Run a Living Donor Kidney Allocation

Fields Mandatory for Living Donor Kidney Allocations	Completed
CLINICAL INFORMATION	
Blood Type	
ABO Subtype (if applicable)	
RH Factor	
Blood Type Verified Checkbox	
<i>SAVE CLINICAL DATA</i>	
Measurement Date	
Weight	
Height	
<i>SAVE MEASUREMENT</i>	
VIROLOGY RESULTS	
Hepatitis B Core Antibody	
Hepatitis C Antibody	
Hepatitis C NAT	
<i>SAVE VIROLOGY RESULTS</i>	
HLA INFORMATION	
HLA Typing	
<i>HLA TECHNOLOGIST SAVES HLA TYPING</i>	
Additional Documentation Required Via Email	Completed
Documentation of Living Donor’s Informed Consent	
Documentation of Living Donor’s ABO	

User Tip: Enter Height and Weight measurements **without** decimals. Otherwise, you will receive an error message.

User Tip: Once a recipient from the allocation recommendation has been selected and placed on hold, the PRC must be notified of the following details when they are available:

- The living donor TGLN ID
- The selected recipient
- Decline reasons for any recipients above the selected recipient
- Responsible physician name

Providing the above information will allow the PRC to allocate the organ in OATS to the selected recipient, which will then permit data entry for the Donor Recovery Information and Recipient Transplant Details in OATS. Without this information, sites cannot perform any data entry on transplantation. Once the above information has been provided, the PRC will advise the transplant site when the transplantation details can be entered in the recipient profile.

***** If there is a change to the selected recipient or decision not to transplant, inform the PRC immediately. Otherwise, the recipient that was initially selected will remain in a 'Transplant in Progress' state, and may be excluded from deceased donor organ allocation opportunities *****

Provincial Resource Centre (PRC) contact: email OH-TGLN_CSC@ontariohealth.ca or phone 1-888-603-1399

Clinical Scenarios

Scenario 1A: Non-Directed (Anonymous/List Exchange) Living Donor Kidney Allocations: *Recipient and Donor Located Within the Same Ontario Living Donor Program*

Due to enhancements in the OATS organ allocation design, the recipient must be allocated the organ in OATS by a member of TGLN's Provincial Resource Centre (PRC) in order for the transplant program to enter transplant details. Complete the following steps:

1. Complete all necessary data entry in OATS, as per the Living Donor Kidney Allocation Checklist (see page 3).
2. Email [OH-TGLN CSC@ontariohealth.ca](mailto:CSC@ontariohealth.ca) with documentation of the living donor's informed consent and ABO.
3. Transplant program receives living donor kidney allocation. The allocation recommendation includes only recipients from the living donor's transplant program.
4. Transplant program selects a recipient from the allocation recommendation.
5. Selected recipient is placed 'On Hold' in OATS.
6. The transplant program notifies the PRC of the following details when they are available:
 - a. The living donor TGLN ID
 - b. The selected recipient TGLN ID
 - c. Decline reasons for any recipients above the selected recipient on the allocation recommendation
 - d. Responsible physician name
7. The PRC allocates the organ to the selected recipient in OATS, and advises the transplant program when they can enter transplantation details in the recipient profile.
8. At this point, the transplant program can link the selected recipient to the living donor.
9. The transplant program completes data entry for the Donor Recovery Information and Recipient Transplant Details in OATS.

***Important Note*:** For cases where there is a change to the selected recipient or decision not to transplant, please inform the PRC immediately. Otherwise, the recipient that was initially selected will remain in a 'Transplant in Progress' state and may be excluded from deceased donor organ allocation opportunities.

Scenario 1B: Non-Directed (Anonymous/List Exchange) Living Donor Kidney Allocations: *Recipient and Living Donor Located at Different Ontario Living Donor Programs*

Living donor coordinators will be unable to link a living donor to a recipient if they are located at different transplant programs. In this scenario, TGLN will facilitate the link between the living donor and the recipient on behalf of the living donor program. Please reach out to TGLN's Coordinator, Transplant Information for assistance with completing this action.

Scenario 2: Ontario Living Donor Donates to an Out-of-Province Recipient (Non-Directed Donation – Kidney Shipped Outside of Ontario Where Link Cannot Be Completed)

Currently, there is no capability in OATS to link an Out-of-Province recipient to an Ontario living donor for non-directed donation. Moreover, a link to a recipient is required in order to enter the Recovery Details section of the living donor profile. For this reason, there is no way for transplant programs to complete the Recovery Details section of the living donor profile.


TGLN suggests that transplant programs populate the living donor profile to the best of your ability (i.e., completing Demographics, Contact Information, Donation Information, Clinical Information and Virology Results sections). At this point, the living donor profile can be left as-is.

Additional living donor functionality will be programmed into OATS at a later date. TGLN will distribute updated educational documents and hold additional educational sessions at that time.

Scenario 3: Ontario Living Donor Donates to an Out-of-Province Recipient (Directed Donation – Kidney Shipped Outside of Ontario Where Link Can Be Completed)

In some directed donation scenarios, OATS users can complete the link between the donor and the pre-selected recipient. Complete the following steps:

1. Complete the living donor profile
2. Link the living donor to the out-of-province recipient in the Link to Recipient section
3. Save the Donation Destination section
4. Select “Transplant Complete” to open the Recovery Details section to editing
5. In the Recovery Details section of the living donor profile, there is an “Organ Shipped Sub-Section”, where you will find the ‘Shipped Out of Province’ buttons. Once selected, additional fields will appear, where you can populate information about the shipped kidney.

Organ Shipped	Transplant Date
<input checked="" type="checkbox"/> Yes	DD-MM-YYYY 
ORGAN SHIPPED SUB-SECTION	
Shipped out of Province *	Perfusion Pump?
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> Yes
Save Recovery Information	

Scenario 4: Out-of-Province Donor Donates to a Recipient an Ontario Transplant Program (Kidney Shipped into Ontario)

Currently, there is no functionality in OATS to indicate that an Out-of-Province donor's procedure took place outside of Ontario. In this scenario, complete the following steps.

1. Complete the living donor profile
2. Link the living donor to the recipient in the Link to Recipient section
3. Save the Donation Destination section
4. Select "Transplant Complete" to open the Recovery Details section to editing
5. Use the Comments field to indicate where the donor's procedure took place. (I.e., "Donation procedure occurred in Vancouver, BC").
6. Enter the rest of the transplant details

Additional living donor functionality will be programmed into OATS at a later date. TGLN will distribute updated educational documents and hold additional educational sessions at that time.

Living Donor OATS Training Video

Video walkthroughs of OATS are in the OATS Learning Centre. Here, you will find training programs, customized for different user roles, that you can take to become familiar with OATS. See link here:

- <https://help.oatsontario.net/OATS-Learning-Centre.1132953608.html>

A direct link to the Living Donor OATS training video can be found here:

- <https://www.youtube.com/watch?v=i6rR8USxF5A>

Additional Contact Information

For general questions, please reach out to TGLN's Coordinator, Transplant Information:

Victoria Polo
Coordinator, Transplant Information
Clinical Institutes & Quality Programs
Trillium Gift of Life Network (Ontario Health)
T 647.577.1659
E victoria.polo@ontariohealth.ca

For after-hours questions or questions pertaining to living donor allocations, contact TGLN's **Provincial Resource Centre (PRC)** by email at OH-TGLN_CSC@ontariohealth.ca or by phone at 1-888-603-1399.

If you are experiencing any technical issues in OATS, contact **TGLN Service Desk** by email at ServiceDesk@GiftofLife.on.ca or by phone at 416-619-2397 (toll free: 1-844-249-1242).