STANDARD OPERATING PROCEDURE SOP3925/3.3

Manual Organ Donation Process for a Potential Organ and/or Tissue Donor in the event of DonorPath/IT network unavailability

This SOP replaces

SOP3925/3.2

Copy Number

Effective **10/05/18**

Summary of Significant Changes

Amended reference to 'Duty Office' to 'Hub Operations'. Amended Hub Operations email address.
Amended references to Patient Assessment Form (PA1) to Medical and Social History Questionnaire

Purpose

To guide the SN-OD in the process of registering a potential organ donor with NHSBT Hub Operations when DonorPath is unavailable.

Responsibilities

Specialist Nurse – Organ Donation (SN-OD) – to follow the guidance in this SOP to ensure that all relevant data is transmitted to Hub Operations to allow the registration of a potential donor, whilst minimising the of transferring Patient Identifiable Data (PID)

Administration Team – to be aware that DonorPath is unavailable and facilitate necessary administration tasks as directed by the SN-OD/TM/RM

Definitions

DonorPath

The secure electronic system that SN-ODs utilise to upload clinical information about the patient. Data is shared with EOS (Electronic Offering System) which can be accessed by the RCPoCs, so decisions can be made on whether to accept organs for transplant.

National Transplant Database (NTxD)

Includes details of all donors and patients who are waiting for, or who have received, a transplant.

ODR (Organ Donor Register)

The NHS Organ Donor Register is a confidential, computerised database recording people's legal wishes in respect to organ donation.

PID (Person Identifiable Data)

Any data that can identify an individual that can be sensitive in nature.

Items Required

FRM4193 – Core Donor Data - SNOD (Used as EOS back-up)

FRM4211 – Medical and Social History Questionnaire

FMR4212 – Organ Donation Clinical Pathway

FRM4039 – NHSBT Referral for Coroner/Procurator Fiscal

FRM4228 – Potential Donor Referral

FRM4156 – Organ Retrieval Information

FRM4135 – NHSBT Surgical Safety Checklist

FRM4131 - DCD Observation Chart

FRM4153 - Proceeding and Non Proceeding

Fax Machine

SOP3649 – Telephone recording of organ donation clinical conversations

MPD886 – Collection, Labelling and Packaging of Organs and Samples

MPD888 – Access to the Organ Donor Register

MPD884 – Organising Solid Organ Retrieval

MPD910 – Medical Records Entries

MPD885 – In Theatre Support

POL162 – Donor Characterisation

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Donors after Cardiac Death

STEP	DETAILS		INFORMATION
Note If DonorPath / IT networks are down, this means that **networked printers and faxes may also be unavailable** (e.g. ODST Regional Office Faxes and Printers). In this instance SN-ODs must ensure that they communicate referral/donor activity to their ODST Regional Office verbally (via telephone). In these instances voice recording must be used as evidence of action in addition to documenting action to the donor file (please refer to **SOP3649** for detailed guidance).			
SN-OD – Confirming DonorPath &/or ODR Check availability			
1. Confirm that DonorPath (iPad & Web versions) &/or ODR checking is unavailable	1.1. Confirm with TM/RM that DonorPath &/or ODR checking is unavailable OR 1.2. If TM/RM unavailable confirm with Hub Operations that DonorPath &/or ODR checking is unavailable		DonorPath may become unavailable at any time during the on call period, therefore regional TM/RM may not be available out of hours and the Hub Operations should be contacted in the first instance.
2. Are you able to check ODR Registration online?	**No** ⬇ **3**	**Yes** ⬇ **4**	
3. Request ODR Registration check.	3.1. Telephone Hub Operations. 3.2. Request ODR Registration Check. 3.3. Provide required information, which includes: • Patient Name • Date of Birth • NHS Number (if available) • Post Code of place of residence 3.4. If patient on ODR, request hard copy for faxing (where possible)		In the event that DonorPath is unavailable, other IT based systems may also be unavailable. If the ODR is unavailable for SN-ODs to check online then the responsibility falls to the Hub Operations staff, who will already have increased workloads. In this event and to prevent additional work, best practice would indicate that obtaining a hard copy of the ODR registration will help both the SN-OD and the Hub Operations staff, by minimising multiple requests.

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STEP	DETAILS	INFORMATION
SN-OD – Registering Potential Donor (requesting ODT Donor Number)		
4. Following consent/authorisation, if EOS is available the Core Donor Data (**FRM4193**) can be entered there and a donor number will be generated. If EOS is unavailable provide verbal Person Identifiable Data (PID) to Hub Operations via telephone conversation to generate ODT donor record number.	4.1. If EOS is unavailable following consent/authorisation, telephone Hub Operations to provide mandatory donor details which include: • Patient Name • Date of Birth • Donor Hospital • Blood Group (if available) 4.2. Receive ODT Number from Hub Operations staff	
5. If EOS is unavailable complete **FRM4193** (Core Donor Data Form) and **FRM4211** (Medical and Social History Questionnaire) both without PID. Regardless of EOS availability the **FRM4211** (Medical and Social History Questionnaire) will need to be faxed / emailed to Hub Operations	5.1. Complete **FRM4193** and **FRM4211** without entering in PID, which includes: • Patient Name • Date of birth • Date of death • Cause of death • NHS/CHI number 5.2. Ensure all other relevant clinical information is completed on **FRM4193** and **FRM4211** prior to contacting Hub Operations	
6. Contact Hub Operations to inform them of incoming fax or email	6.1. Telephone Hub Operations 6.2. Confirm ODT number of potential organ donor 6.3. If faxing confirm the correct fax number. 6.4. If emailing confirm the correct email address	**Hub Operations fax machine.** **(01179 757599)** **Email – odthub.operations@nhsbt.nhs.uk**

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STEP	DETAILS	INFORMATION
7. Fax **FRM4193** and **FRM4211** to Hub Operations or email using the Genius Scan App	7.1. Ensure that a cover sheet marked **Private and Confidential** with the number of sheets being faxed precedes **FRM4193 and FRM4211** 7.2. Fax **FRM4193 and FRM4211** to Hub Operations fax machine. **(01179 757599)** 7.3. **In not faxing, email FRM4193 and FRM4211 to odthub.operations@nhsbt.nhs.uk**	**FRM4193** and **FRM4211** (plus any continuation sheet for free text) is the **only** paperwork that is to be faxed to Hub Operations to register a patient as a potential organ donor. Any other paperwork that is used for data collection purposes must not be faxed, and is kept for local donor records **only.**
8. Confirm receipt of the fax or email with Hub Operations	8.1. Telephone Hub Operations 8.2. Confirm that a fax or email has been received with the same ODT number. 8.3. Confirm the number of pages received.	
9. Confirm mandatory information with Hub Operations	9.1. Confirm blood group of patient with Hub Operations 9.2. Confirm height of patient in **centimetres** with Hub Operations 9.3. Confirm height of patient in **inches** with Hub Operations	
10. Provide remaining Person Identifiable Data to Hub Operations	10.1. Confirm any additional Person Identifiable Data to Hub Operations, which includes: • Date of birth • Date of death • Cause of death • NHS/CHI number	

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STEP	DETAILS		INFORMATION
11. Confirm with Hub Operations that data from **FRM4193** and **FRM4211** has been submitted to NTxD	11.1. If Possible SN-OD should access EOS or EOS Mobile to review the core donor data and patient assessment PDFs 11.2. If unable to access EOS or EOS Mobile request that Hub Operations fax or email a PDF of core donor data and patient assessment to SN-OD 11.3. Following review the SN-OD should confirm with Hub Operations by telephone that the data is accurate and complete		
SN-OD – Offering Organs			
12. Are you ready to begin offering sequence?	**No** ⬇ 13	**Yes** ⬇ 14	
13. Continue with donor process until ready	13.1. Inform Hub Operations not ready to begin offering sequence 13.2. Continue with donor process as required in preparation for organ offering ⬆ 12		Please refer to **POL162** and associated procedural documentation for detail on ensuring complete donor characterisation and **MPD884** for further guidance on arranging solid organ retrieval and offering
14. Agree responsibility for offering	14.1. Confirm readiness with Hub Operations to begin offering organs 14.2. Agree responsibility for offering specific organs to RCPoCs. 14.3. Document agreed responsibilities for donor documentation. 14.4. Sign, date and time the entry.		If EOS or EOS Mobile is unavailable, there will be additional requirements placed upon Hub Operations. Therefore, the national agreement for offering organs may need to be altered and the SN-OD may be required to offer more organs than usual. This decision must be agreed and clear areas of responsibility agreed between the SN-OD and Hub Operations.

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STEP	DETAILS		INFORMATION
15. Confirm offering sequence	15.1. Confirm offering sequence for each organ 15.2. Document offering sequence utilising donor documentation/**FRM4212** Organ Donation Clinical Pathway		**FRM4212** Organ Donation Clinical Pathway can be used to document the offering sequence for the majority of organs.
16. **Are the RCPoCs able to access EOS or EOS Mobile?**	**Yes** ⬇ **17**	**No** ⬇ **18**	
17. Offer Organs to Recipient Centres	17.1. Commence offering organs in sequence provided by Hub Operations. 17.2. Telephone RCPoCs sequentially. 17.3. Use voice recording system as evidence of action. 17.4. Explain to the RCPoC(s) that EOS is unavailable for NHSBT staff **only**. 17.5. Provide RCPoC(s) with ODT number, case and hospital IDs 17.6. Await decision from RCPoC. 17.7. Proceed with offering of organs until all centres declined or organ is accepted.		Please refer to **MPD884** Organising Solid Organ Retrieval for detailed guidance on offering organs. Refer to **SOP3649** for guidance on how to utilise telephone recording system for organ donation clinical conversations.

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STEP	DETAILS	INFORMATION
18. Offer organs to Recipient Centres	18.1. Commence offering organs in sequence provided by Hub Operations. 18.2. Telephone RCPoCs sequentially. 18.3. Use voice recording system as evidence of action. 18.4. Explain to RCPoC that EOS is unavailable. 18.5. Request that a verbal offer be taken. 18.6. Provide clinical offer to RCPoC. 18.7. Await decision from RCPoC. 18.8. Proceed with ongoing offering of organs until all centres declined or organ is accepted.	Please refer to **MPD884** Organising Solid Organ Retrieval for detailed guidance on offering organs. Refer to **SOP3649** for guidance on how to utilise telephone recording system for organ donation clinical conversations.
19. Have organs been accepted for transplantation	**No** **Yes** **20** ⬇ **21** ⬇	
20. Inform Hub Operations and stand organ donation process down	20.1. Telephone Hub Operations. 20.2. Confirm ODT number. 20.3. Provide reasons that organs have not been accepted for transplantation. 20.4. Confirm if patient to donate tissue/eye tissue. 20.5. Complete donation process. **END** ➡	Please refer to **MPD910** for detail on content of medical records entry for non proceeding donation. Please refer to **MPD910** for detailed guidance on relevant paperwork to complete if patient is to donate tissue/eye tissue.

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STEP	DETAILS		INFORMATION
21. Proceed with organ donation process	21.1. Telephone Hub Operations 21.2. Confirm ODT number 21.3. Provide confirmation of Recipient Centres that have accepted organs for transplantation. 21.4. Confirm if patient is to donate tissue/eye tissue. 21.5. Proceed with organ donation process**.**		

SN-OD – Providing Donor Characterisation Information to Recipient Centres

NOTE: When photocopying **FRM4193** to accompany an organ to a Recipient Centre **all PID must be removed**			
22. Can the RCPoC(s) access EOS?	**No** 23	**Yes** 24	
23. Prepare donor characterisation documentation to accompany organ	23.1. Photocopy **FRM4193** to ensure that a copy of the form accompanies each organ. 23.2. Ensure that all PID has been removed from the photocopies, which includes: • Patient Name • Date of birth • Hospital number • Post Code • NHS/CHI number 23.3. Ensure that a copy of **FRM4193** accompanies **each organ**.		**FRM4193** (plus any continuation sheet for free text) is the **only** paperwork that is to accompany an organ that describes donor characterisation. Any other paperwork that is used for data collection purposes should not accompany the organ, and must be kept for local donor records **only.** Copies of **FRM4193** must be given to NORS team personnel for organs being transported by NORS teams. Please refer to **MPD885** Collection, Labelling and Packaging of Organs and Samples for detailed guidance on other mandatory paperwork required to accompany an organ for transplantation.

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STEP	DETAILS	INFORMATION
24. Prepare documentation to accompany organs to recipient centres	24.1. Complete mandatory documentation. 24.2. Liaise with NORS retrieval team to complete mandatory organ characterisation documentation.	Please refer to **MPD886** for detailed guidance on required documentation to accompany organs for transplantation.
25. Continue with donor process	25.1. Continue with mandatory actions to complete the organ donation process. 25.2. Document actions for the donor record. 25.3. Sign, date and time the entries. **END**	Please refer to **MPD885** for detailed guidance on actions to take to support the donor process in theatre. Please refer to **MPD910** for detailed guidance on Medical Notes Entries for proceeding organ and/or tissue donation.
Additional Paperwork		
26. In addition to **FRM4193** (core donor data) and **FRM4211** (Medical and Social History) the following forms are routinely completed in DonorPath and will need to be completed on paper if DonorPath is unavailable: - **FRM4228** – Potential Donor Referral - **FRM4039** – Coroner / Procurator Fiscal Referral - **FRM4212** – Organ Donation Clinical Pathway - **FRM4156** – Organ Retrieval Information - **FRM4135** – Surgical Safety Checklist - **FRM4153** - (DCD only) Proceeding and Non-proceeding DCD information) - **FRM4131** - (DCD only) DCD observations chart	26.1. Information already submitted to DonorPath prior to it becoming unavailable will already be stored and does not need to be duplicated on paper 26.2. Data not submitted to DonorPath should be completed on the appropriate forms 26.3. It is the responsibility of the SN-OD completing the paper form to input it to DonorPath once the system is available post-donation 26.4. Paper forms completed at the time of donation should be scanned &/or stored in the donor file	SN ODs should utilise the emergency back up donor packs supplied by Donor Records Department in this instance.

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