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## Objective

This document outlines to the Specialist Nurse (SN) how to communicate with the patient's general practice staff as a priority, to gain the past medical and social history of a patient by requesting the relevant information from a GP (General Practitioner). A conversation with the GP must include a summary of relevant information relating to the patients' medical and social history.

### Changes in this version

Addition to Responsibilities of SN.

Section 4: Clarity regarding Handover.

Section 5: Addition of Advice note.

Section 10: Further clarity regarding GP Report process in declined and/or non-proceeding solid organ donors.

## Roles/Responsibilities

### SN

- To communicate with the patient's general practice staff as a priority, including contacting out of hours GP services.
- Following discussion with the GP, contact the DFCS by telephone and provide them with GP contact details to enable the DFCS to forward **FRM1602/FRM6342**.
- Compare information obtained during the donor characterisation/medical and social history process against the information documented by the GP on **FRM1602/FRM6342**.
- To contact all necessary stakeholders (Tissue establishments, RCPOC, ODT Hub Operations) if any medical and/or social history has a potential impact on organ and tissue transplant and document on DonorPath.
- **In all circumstances, where the SN has made contact with the GP, it remains the responsibility of the SN to review the completed FRM1602/FRM6342.**

### DFCS

- To send **FRM1602/FRM6342** by secure email/fax to the GP practice staff.
- To receive completed **FRM1602/FRM6342**, inform the SN via regional Donation Point of Contact (DPOC) and attach **FRM1602/FRM6342** to the donor file.
- To re-contact the GP practice the next working day if **FRM1602/FRM6342** has not been returned.

## Restrictions

This SOP is to be utilised by qualified and trained SN. In the event of a SN who is in training, this SOP is to be utilised under supervision.

## Items Required

- NHSBT Guidance on Handling Person Identifiable Information:  
<http://nhsbtweb/userfiles/final%206%20IG%20proofs.pdf>
- NHSBT Privacy statement for General Data Protection Regulation (GDPR): <https://www.nhsbt.nhs.uk/privacy/>

## Instructions

### **Advice**

It is not always possible to speak with NOK/person ranking highest in the qualifying relationship/nearest relative prior to contacting the GP.

Clinical judgement needs to be exercised with donors whose medical records are not accessible or if the SN has concerns there may be conditions which could affect the suitability and safety of the

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organs and/or tissue for transplant. Any possible risk to intended patients has to be balanced against the anticipated benefit.

In these situations, as the organ donation and tissue donation team have been included in the 'Care Team' of the patient (referral has been made) there is a legitimate reason for first contacting the GP without NOK/person ranking highest in the qualifying relationship/nearest relative.

Where a patient has registered a decision **NOT** to donate, the Care Team **CANNOT** contact the GP

## 1. Procedure

- 1.1 Failure to contact a GP for an accurate past medical and social history may have an impact upon the quality and safety of organs and/or tissue for transplant. If the GP is not immediately contactable, continued efforts **must** be made by the SN throughout the donation process prior to transplantation. All stakeholders **must** be informed if a GP has not been contacted.
- 1.2 All conversations with GP Practice Staff must be conducted in a sensitive manner as the staff may not be aware of the patient's admission and condition.
- 1.3 Confirm the GP contact information during family conversation identifying the GP, practice name and telephone number.

## 2. Contact the GP practice and voice record clinical conversation with GP

- 2.1 Speak directly to the GP or request urgent call back as soon as possible. If out of hours, SN must attempt to contact the local 'out of hours' service. It should be noted, however, that most 'out of hours' services do not have access to the patient's GP medical records and can only give information relating to use of the 'out of hours' service. If the conversation that has taken place is with the 'out of hours' service, this must be recorded clearly in the 'Other History' box within the Past Medical History section in DonorPath and conversation with the patient's registered GP practice will remain a priority for the SN.
- 2.2 A conversation with the GP **must include** the following summary of relevant information relating to the patients' medical and social history:
  - known cancer or investigations for cancer,
  - any major illness, surgical procedure or any ongoing investigations,
  - medications prescribed,
  - any transmissible infectious diseases;
  - known past or present diagnosis of, suspected or increased risk of infection,
  - any alcohol/drug addictions,
  - any neurodegenerative diseases
  - any high risk/sexual related health issues.
  - Any hereditary conditions and any concerns GP may have or consider relevant.

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- 2.3 Details of this conversation must be recorded on DonorPath so it is visible to the transplant centres. Insert details of this conversation into the 'Other History' section within the Past Medical History section in DonorPath.
  - 2.4 Inform the GP that **FRM1602/FRM6342** will be sent, which they will need to complete and return as a matter of urgency.
  - 2.5 Some GPs generate a summary of medical and social history. If available, request that this is e-mailed to DFCS along with returned **FRM1602/FRM6342** to a secure email address. If email is not an option, then provide the GP with a fax number.
  - 2.6 Confirm GP and Practice details including secure email/fax number with the GP and document clearly in 'GP Contacts' section in DonorPath. Ensure GP is aware that **FRM1602/FRM6342** will be forwarded by secure email/fax.
  - 2.7 Document in sequence of events on DonorPath, the date and time that the conversation with the GP took place as per **SOP3649**.
  - 2.8 Contact DFCS by telephone to request **FRM1602/FRM6342** be forwarded to the secure email / fax number. Provide 3 PID's (plus Referral ID or ODT number if known) to confirm patient's details.
  - 2.9 Where the GP has been contacted but the DFCS are unavailable (out of hours), a message can be left for the DFCS to forward **FRM1602/FRM6342** the next working day. Please leave your contact details (name and ODST) and 3 PID's (plus Referral ID or ODT number if known) to confirm patient's details.
  - 2.10 In the case of IT failure, voice recording is to be used if secure email/fax isn't available. If voice recording is also affected, then the SN must have another healthcare professional witness the call in line with **SOP3925** - Manual Organ Donation Process for a Potential Organ and/or Tissue Donor in the event of DonorPath/IT network unavailability.

## **Advice**

If the GP is not immediately contactable, continued efforts **must** be made throughout the donation process to have verbal contact with GP prior to transplantation.

The DFCS will NOT forward **FRM1602/FRM6342** unless a documented discussion has taken place with the GP.

## 3. Document information received from GP

- 3.1 Document information received from the GP onto DonorPath in the 'Other History' box within Past Medical History Section as part of the donor characterisation process pre-donation.
- 3.2 If GP contact is made after offering has commenced and new information has been made available, then the RCPOCs and ODT Hub Operations must be informed that DonorPath has been updated.

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## 4. Handover

- 4.1 Where the GP has not been spoken to, or the conversation was with the 'out of hours' service, then this must be highlighted during the handover to the incoming on-call team who must continue to attempt to contact the GP. This must be done as a priority.
- 4.2 Where there is no registered GP, the SN must clearly document on **FRM5499** - SN to DFCS Handover Form (in the "Any other actions required for the DFCS" section) that there is no registered GP and no requirement to send FRM1602/FRM6342.

## 5. Review of completed FRM1602/FRM6342 by SN

### ADVICE

**In all circumstances, where the SN has made contact with the GP, it remains the responsibility of the SN/DPOC to review the completed FRM1602/FRM6342**

- 5.1 The SN who undertakes the comparison of the information documented in the Medical and Social History (**FRM4211**) and **FRM1602/FRM6342** does not need to be the SN who undertook the donation process.
- 5.2 Check 3 points of identification (PID) on **FRM1602/FRM6342** and DonorPath to ensure the information relates to the correct donor.
- 5.3 Compare the information on **FRM1602/FRM6342** with information documented on DonorPath.
- 5.4 Confirm there is no new information identified and document this as detailed in Section 8 of this SOP.
- 5.5 If new information has been identified prior to completion of the retrieval process, document information in 'Other History' box within Past Medical History Section in DonorPath. Ask ODT Hub to inform RCPOC's of new information added to DonorPath. Document what actions have been taken in Sequence of Events.
- 5.6 Any new information identified or any discrepancy in information may have the potential to impact on tissue donation. The tissue donor selection guidelines must be applied by SNs as there may be circumstances where new information may impact on tissue donation but not organ donation.

## 6. New information identified or discrepancy in information that DOES HAVE the potential to impact on transplantation

- 6.1 Discuss with the Team Manager or Regional Manager immediately.
- 6.2 Refer to **MPD881** - Findings Requiring Additional Action.
- 6.3 Contact RCPOCs as per **MPD867** - Patient Information to be Communicated to Recipient Centre Points of Contact, ensure conversations are voice recorded.
- 6.4 Inform Tissue Establishments.
- 6.5 Inform ODT Hub Operations.

- 6.6 Document a summary of all conversations on DonorPath in the Sequence of Events.
- 6.7 Complete incident report as per **SOP3888** - Reporting an Organ Donation or Transplantation Incident to NHSBT.
- 6.8 Inform the DFCS that review is complete and document what actions have been taken.

### 7. New information identified or discrepancy in information that **DOES NOT HAVE** the potential to impact on transplantation

- 7.1 Discuss with the Team Manager/Regional Manager.
- 7.2 Inform RCPOC/Tissue Establishments/ODT Hub Operations if required and document a summary of all conversations and actions taken in sequence of events on DonorPath.
- 7.3 E-mail **FRM1602/FRM6342** to the DFCS team informing them that review is complete and what actions have been taken if any.

### 8. Documentation of Actions

- 8.1 Locate uploaded **FRM1602/FRM6342** in the Attachment section on DonorPath.
- 8.2 Document in the Notes sections of the Attachment that **FRM1602/FRM6342** has been checked as per section 5 of this SOP and the specific actions undertaken. Sequence of Events may be required in addition for good documentation of actions taken
- 8.3 State the 3 specific acceptable points of PID used as identifiers e.g., Referral ID/ODT Number, Date of Birth, Name, NHS number/CHI number
- 8.4 If received post donation, detail where appropriate, which Transplant centres/TE's has been notified of the final report including which organ has been transplanted e.g., Birmingham-Liver, Newcastle-Heart.
- 8.5 Note the date and time RCPoC(s)/TEs notified and the name of the RCPoC if alerted by telephone.

### 9. DFCS sending General Practitioner Medical Report for Organ/Tissue Donation Form

- 9.1 The DFCS will follow **SOP5049** – Donor Family Care Service (DFCS) Process Manual when requested to send the General Practitioner Medical Report for Organ/Tissue Donation Form.
- 9.2 If **FRM1602** or **FRM6342** has not been received after 2 working days, DFCS will escalate to the regional DPOC and/or Regional Team Manager in order to assist with follow up to GP Practice.

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## 10. Declined and/or Non-Proceeding Solid Organ Donor but remains a potential Tissue Donor

- 10.1 In circumstances where the patient has been declined as a solid organ donor prior to contacting the GP (before obtaining consent/authorisation) but remains a potential Tissue Donor, TES/SNBTS will be responsible for contacting the GP.
- 10.2 If the SN has already spoken to GP and the patient is declined for solid organ and tissue donation, do not ask DFCS to send the GP Report. If possible, contact the GP Practice to advise that the email containing GP Report (**FRM1602/FRM6342**) will not be sent.
- 10.3 If the SN has contacted the GP and the patient is subsequently declined **and/or non-proceeding** for solid organ donation but remains a potential tissue donor, it remains the SN's responsibility to contact DFCS to ensure the GP Report (**FRM1602/FRM6342**) is sent to the GP in a timely manner. The completed GP Report (**FRM1602/FRM6342**) will be returned to the SN/DPOC to review (see Section 5) and take any actions required.

### End of Procedure

#### Definitions

- **DFCS** – Donor Family Care Service
- **SNBTS** – Scottish National Blood Transfusion Service
- **TES** – Tissue and Eye Services
- **TESCAT** - Tissue and Eye Services Clinical Administration Team

#### Related Documents/Reference

- **FRM1602** - Fax – General Practitioner Medical Report for Organ/Tissue Donation
- **FRM6342** - Email/Fax - General Practitioner Medical Report for Organ/Tissue Donation (Scotland)
- **FRM4211** - Medical and Social History Questionnaire
- **FRM5499** - SNOD to DFCS Handover Form
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- **MPD867** - Patient Information to be Communicated to Recipient Centre Points of Contact
- **MPD881** - Findings Requiring Additional Action
  
- **SOP3649** - Voice Recording of Organ Donor Clinical Conversations
- **SOP3925** - Manual Organ Donation Process for Potential Organ and/or Tissue Donor in the event of DonorPath/IT network unavailability
- **SOP3888** - Reporting an Organ Donation or Transplantation Incident to NHSBT
- **SOP5049** - Donor Family Care Service (DFCS) Process Manual
- **SOP6079** - Deceased Donor File Administration - Tissue Path