

## Phase 2 Scout Pilot Project Form completion – FAQs

### Information for Scouts and retrieval teams

#### **1. When should a scout complete the form?**

Scouts should complete and submit the form for every donor they attend.

#### **2. Who on the Scout team should complete the form?**

The scout should complete the form themselves.

#### **3. What sections should a scout complete?**

Scouts should complete all sections of the form.

#### **4. What are the retrieval team responsible for?**

If a scout **does not** attend but the retrieval team are later called to retrieve the donor's cardiothoracic organs then a member of the retrieval team must complete Sections 6 and 7 only. The SN-OD is responsible for completing all other sections and will submit this separately. The SN-OD will provide the retrieval team with a paper copy of Sections 6 and 7. The retrieval team must complete this by hand and once completed, scan and email this single page to [Jennifer.lannon@nhsbt.nhs.uk](mailto:Jennifer.lannon@nhsbt.nhs.uk). **Please remember to include the ODT donor number, date and hospital in your email.**

### Information for SN-ODs

#### **5. When should a SN-OD complete the form?**

SNODS should complete and submit the form for any donor who fulfils the scout attendance criteria **but where a scout does not attend**. However, if the donor is either in the Harefield retrieval zone or the donor is in Northern Ireland then a form does not need to be completed.

#### **6. What are the scout attendance criteria?**

Any DBD donor such that;

- Age between 16 years and <65 years
- Consent for heart donation given
- No absolute contraindications for cardiac donation
- No previous history of MI or IHD
- Attendance would not require air travel (Unless the NORS team and Scout travel together).
- The NORS team is not already out on a different retrieval.
- The donor is within the NORS team's zone.

### **7. What sections should a SN-OD complete?**

SNODs should complete all sections except for Sections 6 and 7. These should be left blank. As should the greyed out boxes in Sections 4 and 5. Please submit the form electronically leaving these sections blank.

### **8. What about the remaining sections?**

If the donor does not donate their cardiothoracic organs then nothing needs to be done.

If the donor donates their cardiothoracic organs, the cardiothoracic retrieval team are responsible for completing Sections 6 and 7 separately. Please provide them with a blank paper copy of Sections 6 and 7 alone but note the ODT donor number, date and hospital name on the paper. The retrieval team are then responsible for completing this paper copy by hand and are asked to scan and email this to [Jennifer.lannon@nhsbt.nhs.uk](mailto:Jennifer.lannon@nhsbt.nhs.uk)

## **General Information**

### **9. How long will the project last?**

The project will end when we have recruited enough donors to the study such that we have enough statistical power to reach a conclusion. We anticipate that this will be approximately 12 to 18 months after the project begins. Please continue to submit forms until you hear formal confirmation that the project has ended.

### **10. Which are the mandatory fields on the form?**

The form submission button will not work unless the following fields have been populated, but please complete as many fields as possible;

- Date scout notified
- ODT donor number
- Scout attended (Y/N)
- Date consent/authorisation obtained
- Date SN-OD requested scout attendance

### **11. Which retrieval zones are in scope of the project?**

Forms must be completed for all donors who fulfil the scout attendance criteria (see question 6) in the following retrieval zones:

- Birmingham
- Manchester
- Newcastle (excluding Northern Ireland donors)
- Papworth
- Scotland

Forms do not need to be submitted for donors within the Harefield retrieval zone or donors in Northern Ireland.

**If you have any further questions about how to complete or submit the form please email Jenny Lannon at [jennifer.lannon@nhsbt.nhs.uk](mailto:jennifer.lannon@nhsbt.nhs.uk)**