

Scout Project Phase 2 Data Collection Form – Info Sheet

When should the form be completed?

Irrespective of whether a scout attended or not, the form should be completed for **all** proceeding or non-proceeding DBD donors that fulfil the following criteria;

- 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.

Organs do not have to be offered or accepted in advance of completing the form.

If contraindications are identified or consent is withdrawn after the form has been started, there are fields to indicate this and the form should still be submitted.

Fields outlined in red indicate 'required fields' such that the form cannot be submitted unless they are populated.

Who should complete the form?

If a scout attends;

The scout should complete all sections of the form. There may be cases where Sections 6 and 7 cannot be completed as knife to skin or cross-clamp did not take place in which case these two sections can be left blank.

Section 4 should be completed upon arrival of the scout.

If a scout does not attend;

A SNOD should complete all sections except for Sections 6 and 7. If the donor **does not** donate cardiothoracic organs then the SNOD may submit the form leaving Sections 6 and 7 blank. If the donor **does donate** cardiothoracic organs then the SNOD must hand the form to the cardiothoracic retrieval team once all other sections have been completed. The cardiothoracic retrieval must then complete these two remaining sections and submit the form.

Section 4 should be completed four hours after consent/authorisation. Lightly shaded boxes in Sections 4 and 5 are not required.

How to complete the form

The form must be submitted electronically. The form can be completed and submitted in real time using a tablet or iPad (see page 2) or alternatively the form can be printed on paper and the data later transcribed and submitted using a desktop (see page 7).

Scout Project Phase 2 Data Collection Form – Info Sheet

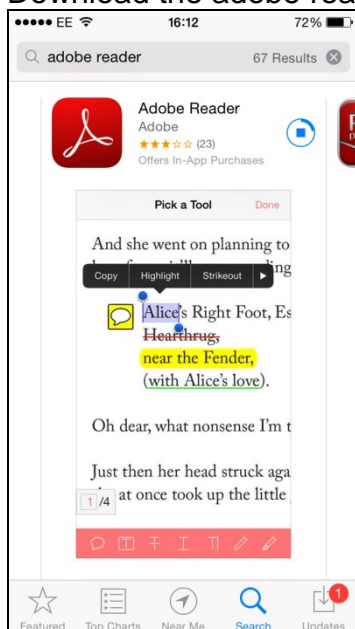
Completing the form using a tablet/iPad

1. Download app

In order to complete the form using a tablet/iPad you need to download the Adobe Reader App.

Click on App Store  and search for Adobe reader.

Download the adobe reader app.

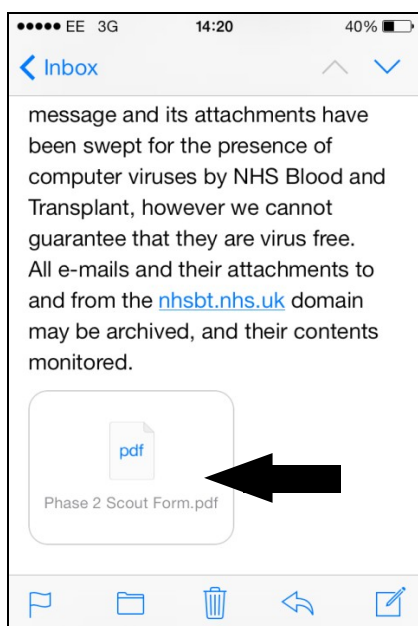


2. Open form in Adobe reader

Once the Adobe Reader App is installed you need to open the form by opening the attachment from the email sent by Jenny Lannon.

Scout Project Phase 2 Data Collection Form – Info Sheet

Open your email and click on the attachment.

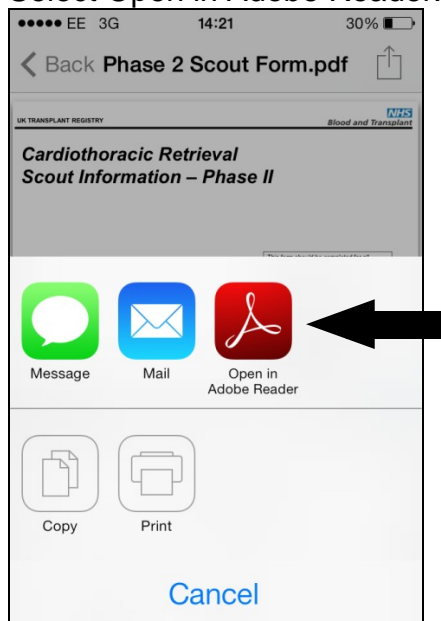


Click the box with the upward arrow at the top right of the screen.

The screenshot shows the 'Phase 2 Scout Form.pdf' document. The title is 'Cardiothoracic Retrieval Scout Information – Phase II'. The document is from the UK TRANSPLANT REGISTRY, Blood and Transplant. It contains sections for 'DONOR DETAILS', 'SCOUT NOTIFICATION AND ATTENDANCE', and 'SCOUT MANAGEMENT'. A black arrow points to the top right corner of the document, where there is a small box with an upward arrow.

Scout Project Phase 2 Data Collection Form – Info Sheet

Select Open in Adobe Reader.

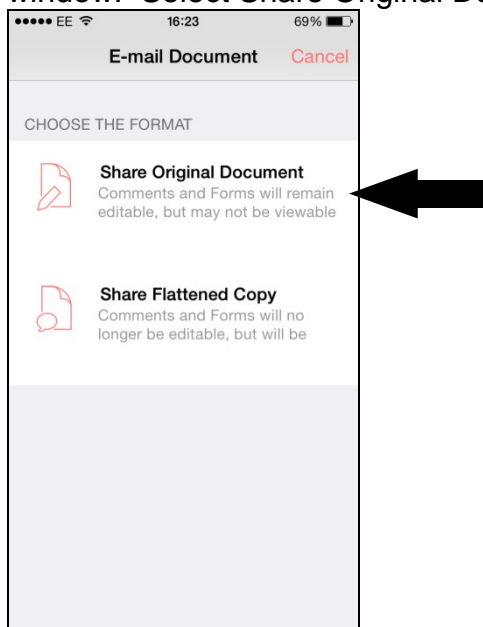


The form will open in Adobe Reader and the header bar at the top will disappear within a few seconds.

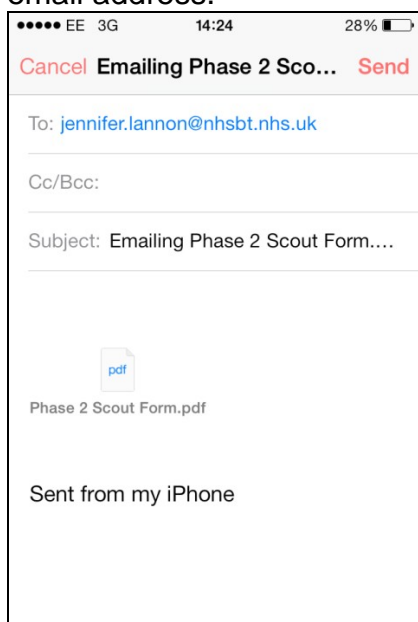
Scout Project Phase 2 Data Collection Form – Info Sheet

3. Submitting the form

Complete the form as required and then press the Email form button that appears at the top of the first page and the bottom of the second page. This will open up a new window. Select Share Original Document



This will then attach the completed form to an email and automatically populate the email address.



Send the email.

Once the email has been sent, click the clear form button and this will reset the form ready for the next time.

Scout Project Phase 2 Data Collection Form – Info Sheet

The form will automatically be stored in the Adobe Reader App and so when you

next need to use the form just go straight to the App




4. Troubleshooting

When opening the form as an email attachment you get a black/white screen and the document appears corrupted:

- Please try re-sending the form a few times to see if this resolves the issue
- Try to access your email through a web browser and download the form and open in Adobe Reader
- Make sure that the complete email has been downloaded before opening the attachment.
- Make sure your IOS is up-to-date as there is a known issue with the apple mail app corrupting attachments.

When using the Scout Project Phase 2 Data Collection Form in the Adobe Reader App and the app freezes:

- Please restart the app by double clicking the iPad home button  and swiping up on Adobe Reader mini screen.
- You may have to re-download the form to the app from your email attachment



Scout Project Phase 2 Data Collection Form – Info Sheet

Completing the form using a desktop

1. Open the form from the email attachment sent by Jenny Lannon.
2. Click the send email button which will automatically add the completed form to a new email and populate the email address.
3. Send the email
4. Once the email has been sent, click the clear form button and this will reset the form ready for the next time.