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Living Donor Liver Transplantation (LDLT) Proctor Team Operational Model Quick Guide for Referring Teams

May 2024

First Steps

Access information

- Access '**LDLT Proctor Team**' folder at <https://www.odt.nhs.uk/living-donation/living-donor-liver-transplantation/> for all relevant information
- Follow '**LDLT Local and Proctor Team Responsibilities**' (**INF 1729**) for step-by-step pathway

Before you refer a case

- **Step -1:** Ensure local approvals are in place to support proctored case/referral to proctor team (**INF 1729**)
- **Step 0:** Ensure recipient is suitable for listing (**INF 1729**). NB: potential LDLT recipients can be listed as active or suspended (as per **LDLT Policy (POL 402)**)

Referral to Proctor Team

- Complete '**LDLT Proctor Team Activation Form**'
- Complete slides 2 & 3 of '**LDLT Proctor MDT Slide Set**' with basic donor and recipient details
- Email form and slide set to MDOfficePAs@nhsbt.nhs.uk **FAO of OTDT Medical Director and AMD Living Donation and Transplantation**

All documents in bold can be found at: <https://www.odt.nhs.uk/living-donation/living-donor-liver-transplantation/>

Next Steps

Proctor Team engagement

- LDLT Proctor team will contact referrer to agree next steps according to standardised pathway (**INF 1729**) and case-by case considerations
- Use '**LDLT Proctor MDT Slide Set**' to record recipient and donor assessment and sign-off from Proctor Team before submitting case for OTDT Medical Director sign-off

OTDT sign-off

- Complete '**LDLT Checklist**' and supporting documents, including completed **Proctor Team MDT slide set, Crisis Management Plan, Communications Plan** and local Trust agreements
- Email checklist and accompanying evidence to MDOOfficePAs@nhsbt.nhs.uk FAO of OTDT Medical Director and AMD Living Donation and Transplantation (**min. 10 working days before you wish to proceed with case**)

Post approval to proceed

- Once approved, confirm date of surgery with Proctor Team
- Ensure local teams aware of **Communications and Crisis Management Plans** and their roles. NB: ensure donor and recipient are aware of their roles in managing communications
- Update OTDT with date of surgery, progress to plan and outcome of case via MDOOfficePAs@nhsbt.nhs.uk

All documents in bold can be found at: <https://www.odt.nhs.uk/living-donation/living-donor-liver-transplantation/>

What else?

Monthly monitoring

- Centres engaging with the Proctor Team model will be asked to complete a **'Monthly LDLT Activity Monitoring Form'** and submit it to MDOfficePAs@nhsbt.nhs.uk by **5th of each month**

Queries or concerns

- Please email Derek Manas, OTDT Medical Director and/or Lisa Burnapp, Associate Medical Director via MDOfficePAs@nhsbt.nhs.uk if you have a query or concern related to this project and or need further advice or support

Other resources

- Please refer to last slide in this pack for a resource list to support the LDLT programme

All documents in bold can be found at: <https://www.odt.nhs.uk/living-donation/living-donor-liver-transplantation/>

Useful Resources

For Whom	Where to find them
<p>Clinical Teams</p> <ol style="list-style-type: none"> 1. LDLT Project; Proctor Resources; Policies; 2. LDLT Network 3. UK Guidelines for LDLT (BASL/BTS) 	<ol style="list-style-type: none"> 1. https://www.odt.nhs.uk/living-donation/living-donor-liver-transplantation/ 2. https://www.odt.nhs.uk/living-donation/uk-living-donor-liver-transplantation-network/ 3. https://bts.org.uk/guidelines-standards/
<p>Recipients and Living Donors</p> <ol style="list-style-type: none"> 1. Recipient information 2. Donor information 3. Patient organisations 	<ol style="list-style-type: none"> 1. https://www.nhsbt.nhs.uk/organ-transplantation/ 2. https://www.organdonation.nhs.uk/become-a-living-donor/donating-part-of-your-liver/ 3. UK Liver Alliance https://britishlivertrust.org.uk/uk-liver-alliance/ British Liver Trust https://britishlivertrust.org.uk/ Liver North https://www.livernorth.org.uk/
<p>Contacts</p> <p>Derek Manas, OTDT Medical Director Lisa Burnapp, Associate Medical Director- Living Donation and Transplantation</p>	<p>Via MDOOfficePAs@nhsbt.nhs.uk</p>