

## Policy

Organ donation is a complex process that requires detailed accounts of communication to provide confirmation that consent/authorisation has been ascertained within the legal framework in England, Wales, Northern Ireland and Scotland. It is essential that the Specialist Nurse Organ Donation (SN) documents their actions within the process and a standard medical records entry template.

**LET240/LET241/LET242** should be used by the SN in Scotland when documenting in the patient's medical records to capture the pertinent points in the donation process. Clear and accurate documentation helps in communicating significant events in the donation process and maintains open lines of communication to help ensure the safety and quality of organs for transplantation.

## Objective

To provide the Specialist Nurse Organ Donation with guidance on the information to be documented in the patient's medical records.

## Changes in this version

- Addition of documenting any participation in any centre licenced specific research that falls outside of NHSBT.
- Addition of documenting if need a copy of consent to email DFCS
- Clarification of SN responsibility of documentation
- Change to reference of Team Manager/Regional Manager to Lead Nurse and Regional Head of Nursing
- Change from Genius Scan to NHSBT approved scanning app
- Messaging service changed to donation point of contact
- Evidential documentation section reviewed
- Scotland section updated and abridged

## Roles

- SN** to provide a summary of events in the patient's medical record detailing the consent/authorisation conversation and the donation process.
- Where reference is made in this document to SN (Specialist Nurse), this term includes SNOD (Specialist Nurse Organ Donation), SR (Specialist Requestor) SNFC (Specialist Nurse Family Care).
- Lead Nurse (LN) and Regional Head of Nursing (RHoN)** – to provide support and advice to the SN where required.

## Items Required

- Access to **NHSBT approved scanning app**
- Access to DonorPath

## 1. England, Wales and Northern Ireland:

1.1 This MPD should be used as a guide when documenting in the patient's medical record for any proceeding or non-proceeding organ/tissue donor and details the minimum information required.

1.2 Sections may be documented by different SN's due to the involvement at different parts of the donation process.

1.3 The medical record entry must be handwritten or entered electronically.

1.4 In addition, a copy of Consent **FRM4281** must be securely filed in the patient's medical record.

1.5 A copy of the medical record entry should be taken for the donor file.

1.6 Unnecessary abbreviations must not be used in the medical records. (Section 10.4, Nursing and Midwifery Council (2018).

# MPD910/11 – Medical Records Entry for Proceeding and Non-Proceeding Organ and/or Tissue Donation



Blood and Transplant

Copy No:

Effective date: 10Apr2025

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NB. The term family is used in this document to represent any person within qualifying relationships/nominated/appointed representative that is present to have end of life/donation conversations.

**Please use this as a guide for the minimum information that should be documented in the patient's medical records changing details in red as appropriate. The SN involved should document the relevant aspects that they have actioned.**

Thank you for your referral of **insert name** as a potential organ and/or tissue donor.

The medical notes have been reviewed and there are no known exclusions to donation for transplantation.

**OR** the patient is not medically suitable for organ and/or tissue donation due to absolute contraindication/relative contraindication/following screening with transplant centres.

**WHERE APPLICABLE** The coroner raised no objection to donation **OR** restricted donation to **insert information** **OR** did not support donation proceeding.

**AS APPLICABLE** First person/nominated representative/deemed/family consent was obtained. Please see consent form FRM4281 for further information **If you require a copy of the consent form, please email** [ODTDonor.RecordsDepartment@nhsbt.nhs.uk](mailto:ODTDonor.RecordsDepartment@nhsbt.nhs.uk)

**WHERE APPLICABLE** Include any participation in any centre licensed specific research that falls outside of NHS Blood and Transplant ie. SIGNET: Statins for Improving OrGaN outcome in Transplantation study or any other research programme.

**OR** family were approached and felt unable to support organ and/or tissue donation.

Donation after Brain Death/Donation after Circulatory Death proceeded on **insert date** **OR** did not proceed due to **insert information**

**WHERE APPLICABLE** Include information on any additional findings eg microbiology/histopathology/physical findings.

**WHERE APPLICABLE** Include any instructions for unit personnel regarding tissue donation requirements.

The Specialist Nurse's next communication with the family will be **insert date or timeline** **OR** the family do not wish for any further information from the Organ Donation Services Team.

For any clarification or queries please contact:

**(insert name, print name),**  
Specialist Nurse Organ Donation  
**(insert region)** Organ Donation Services Team  
Donation Point of Contact **(insert number)**

**In ALL cases of consented organ and tissue donors OR where tissue only donation is a possibility please copy details below directly into the medical notes, changing details in red as appropriate.**

**IMPORTANT NOTE FOR PATHOLOGIST REGARDS A POSTMORTEM EXAMINATION:**

If a post-mortem (PM) examination is performed, the Pathologist must immediately contact NHS Blood and Transplant ODT Hub Operations on telephone number 0117 9757580 if the PM identifies pathology that is, or may be, relevant for the health or future health of the transplant recipient(s) and/or the patient's family. In particular, evidence suggesting a transmissible infection or neoplasm should be communicated as soon as possible.

Many thanks

(insert signature, print name)

Specialist Nurse Organ Donation

(insert region) Organ Donation Services Team

## **2. Evidential documentation**

- 2.1. Should the SN feel the need to obtain a copy of evidential documentation from the patient's/ donor's hospital records this should be stored in the hard copy donor file and a copy uploaded to donor path. There is no requirement to copy medical notes that have been thoroughly reviewed and whereby information is clearly documented within DonorPath.

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## **References**

| <b>Country/Territory</b>  | <b>Law</b>   |
|---|--|
| England   | Organ Donation (Deemed Consent) Act (2019)<br>Human Tissue Act (2004)                                |
| Wales   | Human Transplantation (Wales) Act (2013)<br>Human Tissue Act (2004)                                  |
| Jersey  | Human Transplantation and Anatomy (Jersey) Law (2018)  |
| Northern Ireland  | Human Tissue Act (2004)<br>Organ and Tissue Donation (Deemed Consent) Act<br>(Northern Ireland) 2022 |
| Guernsey  | The Human Tissue and Transplantation (Bailiwick of<br>Guernsey) Law 2020.                            |
| Nursing and Midwifery Council (2018). The Code. Professional Standards of Practice and<br>Behaviour for Nurses, Midwives and Nursing Associates.<br>To be found at: <a href="https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf">https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf</a> |  |

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**Scotland:**

**3. Proceeding Organ and / or Tissue Donation**

- 3.1. Following formal authorisation, a copy of the Authorisation form (**FRM1538**) must be filed in the patient's medical record. The Authorisation Form (**FRM1538**) will include details of any Procurator Fiscal's decision including detail of any restrictions placed on donation.
- 3.2. The SN should utilise **LET242** when documenting in the patient's medical record for a proceeding organ and / or tissue donor.
- 3.3. A copy of LET242 must be added to the local medical record and uploaded to the electronic donor file utilising the NHSBT approved scanning app. Where possible, attach to previously filed Authorisation Form (**FRM1538**).
- 3.4. The SN must document any planned referral for tissue donation to the Scottish National Blood Transfusion Service (SNBTS) or National Referral Centre (NRC)
- 3.5. LET242 contains an entry for the attention of the pathologist. This is to request that if a post-mortem examination is performed, that the Pathologist immediately contact Hub Operations should they identify any pathology that is, or may be, relevant for the health or future health of the transplant recipient(s) and / or the patient's family. In particular, evidence suggesting a transmissible infection or neoplasm should be communicated as soon as possible.

**4. Non-Proceeding Organ Donation**

- 4.1. Following formal authorisation, a copy of the Authorisation form (**FRM1538**) must be filed in the patient's medical record. The Authorisation Form (**FRM1538**) will include details of any Procurator Fiscal's decision including detail of any restrictions placed on donation.
- 4.2. The SN should utilise **LET241** when documenting in the patient's medical record for any non-proceeding organ and / or tissue donor.
- 4.3. A copy of LET241 must be added to the local medical record and uploaded to the electronic donor file utilising the NHSBT approved scanning app.
- 4.4. The SN must document if a referral for tissue donation has been made to the NRC or SNBTS.

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## **5. Family Decline**

- 5.1. The SN should utilise **LET240** to document in the patient's medical record if the family decline organ and tissue donation.
- 5.2. The SN must outline the reason why the family declined the option of donation.
- 5.3. The SN must confirm any care / support provided to the family following the decision not to proceed with donation.
- 5.4. The SN must document any specific requests from the family in relation to end of life care for the patient, including items to be kept with the patient, any clothes to be dressed in, after they have died or keepsakes such as prints and/or hair locks.
- 5.5. A copy of LET240 must be added to the local medical record and uploaded to the electronic donor file utilising the NHSBT approved scanning app.

## **6. Evidential documentation**

- 6.1. Should the SN feel the need to obtain a copy of evidential documentation from the patient's/ donor's hospital records this should be stored in the hard copy donor file and a copy uploaded to DonorPath. There is no requirement to copy medical notes that have been thoroughly reviewed and whereby information is clearly documented within DonorPath.

## **References**

| <b>Country/Territory</b> | <b>Law</b>                                       |
|--------------------------|--|
| Scotland                 | Human Tissue (Authorisation) (Scotland) Act 2019 |
| Scotland                 | Human Tissue (Scotland) Act 2006                 |

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## Definitions

- **PID** – Person Identifiable Information
- **NRC** – National Referral Centre
- **SNBTS** – Scottish National Blood Transfusion Service

## Related Documents / References

- **LET240** - Family Decline Medical Record Entry Scotland
- **LET241** - Non-Proceeding Medical Record Entry Scotland
- **LET242** - Proceeding Medical Record Entry Scotland
- **FRM1538** - Authorisation – solid organ and tissue donation (Scotland)
- **FRM4281** - Consent - for Organ and/or Tissue Donation
- [Advisory Committee on the Safety of Blood, Tissues and Organs \(SaBTO\)](#) – SaBTO
- <http://www.legislation.gov.uk/asp/2006/4/contents> - HT Scotland Act
- <http://www.legislation.gov.uk/asp/2006/4/notes/contents> - HT Scotland Act (Explanatory Notes)
- <https://www.nmc.org.uk/standards/code/record-keeping> - Record keeping Guidance for Nurses and Midwives
- <http://nhsbtweb/userfiles/final%206%20IG%20proofs.pdf> - NHSBT Guidance on Handling Person Identifiable Information