



## UPLOADING FILES, IMAGES AND VIDEO

This guidance provides TransplantPath users with principles for capturing and attaching donor organ related files and media to support donation and transplantation. 'Files' refers to document attachments, and 'media' refers to photographs and video.

To maintain safety of organ retrieval and transplantation, all relevant files and media (such as microbiology, histopathology, and organ images/video) must be shared through TransplantPath to allow real-time viewing by receiving centres. Reviewing additional images or video taken before, during, or after retrieval can support making informed decisions about organ acceptance while respecting donor privacy and dignity.


### CAUTION

The TransplantPath user **MUST** update Hub Operations by telephone (0117 975 7580) regarding any uploaded or updates to attachments or media to begin cascade of new clinical information. Uploading this information to TransplantPath alone will not activate NHSBT processes relating Sharing Clinical Information

### ADVICE

In the circumstance of TransplantPath outage there will be a requirement to revert to the secure emailing of donor information with three points of donor identification (including relevant document attachments -

<https://future.nhs.uk/transplantpathcentralhub/view?objectID=224836325>

 WhatsApp for transfer of images/video is prohibited.

## 1. PRINCIPLES

- 1.1. There are three key principles to consider when sharing recorded information (such as files and media):
  - Consent / Authorisation
  - Anonymity
  - Confidentiality
- 1.2. The duty to share information can be as important as the duty to protect patient confidentiality although information must be shared only with those who have a need to know (Caldicott principle 7). Please see [The Caldicott Principles](#) related to confidentiality of information.

## 2. CONSENT / AUTHORISATION

- 2.1. According to the General Medical Council (GMC), consent to record images of internal organs or structures is considered implicit within the standard consent/authorisation for organ and tissue donation. Separate consent is not required when images support clinical decision-making, quality, or safety.
- 2.2. Any images taken in theatre must follow the hospital local policy, and care must be taken to ensure the hospital cannot be identified within the images.
- 2.3. If hospital staff may be filmed or recorded capturing the media required, their consent must be obtained before any filming or voice recording begins.
- 2.4. When images are intended for training or educational use, explicit consent must be obtained in line with both NHS Blood and Transplant and local Trust/Health Board information governance. Surgeons should raise this early to allow time for discussion with NHS Blood and Transplant to seek consent/authorisation.

## 3. ANONYMISATION

- 3.1. Photographs or videos of organs must not be taken or shared where the patient is, or may be, identifiable. Identifiable features could include documentation/information in the image field or geographic location.
- 3.2. It is essential that photographs contain NO identifiable aspects of the hospital, operating theatre or staff.
- 3.3. Files will have an element of patient identifiable data (PID), i.e. histology report or other result, however care should be taken to avoid unnecessary information such as recipient name and address.

Patient Name: MR JOE BLOGGS  
Hospital Number: 315987  
NHS Number 365 124 1235

Confidential Report

Printed by J.Doe 04 March 2024

Patient Name: MR JOE BLOGGS Hospital Number: 315987 Sex: Male  
DOB: 12/12/1966 NHS Number 365 124 1235  
Address: 22 Imaginary Way, Random Town, Northtestdata. NT2 6DL

Reported by: Dr K, Ward

When uploading a file to TransplantPath – the user **MUST redact / cover the recipient PID** that is not required.

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## 4. CONFIDENTIALITY

- 4.1. Media must only be captured using the TransplantPath application accessed solely via TransplantPath. This removes the need to share images between retrieval teams and receiving centres/teams through other platforms. No images or files should be stored on personal devices.
- 4.2. Any clinical incident requiring imaging, all images will already be available in TransplantPath, so there is no need to share them through other means.
- 4.3. Media must not be shared in any public forum such as television, social media, radio, internet, print.

## 5. ADD AND VIEW FILE FUNCTION

- 5.1. There is an 'Add File' function in TransplantPath, which enables users to upload files from your device and assign a file type, title and comments. The process steps for Add File function and guidance on the file types to be utilised are offered in [Appendix A](#).

- 5.2. Files can be accessed by all TransplantPath users and can only be edited and deleted by a user in the centre the file attachment was created.
- 5.3. Files, titles and comments added in TransplantPath can also be viewed by users of DonorPath and TissuePath in NHSBT.
- 5.4. The user must use document scanning application that is approved by their local Trust/Health Board information governance.

## **ADVICE**

**Hub Operations must be notified of any edits or deletions to files or comments after the initial upload notification. Any errors or required corrective actions, regardless of the centre, must be reported to Hub Operations urgently.**

## **CAUTION**

**After uploading to TransplantPath, the original documents must not be stored on the device and should be deleted in line with Trust/Health Board data privacy policies.**

## 6. ORGAN IMAGE FUNCTION

- 6.1. All organ media must be captured utilising the 'Image' or 'Video' capture function in TransplantPath, using organ/stage tags and supporting comments. [Appendix A](#) offers guidance on the steps for Organ Image / Video capture and upload.
- 6.2. All organ media uploaded to TransplantPath are visible only to TransplantPath users. Users must follow consent and confidentiality principles and refer to the [imaging technique guidance](#).
- 6.3. Media can be viewed by all TransplantPath users but may only be edited or deleted by the centre that originally uploaded the file.
- 6.4. Uploaded videos contain no audio. Any verbal details must be documented in the attachment comments field.
- 6.5. Uploaded media should be reviewed to ensure optimum image quality and appropriate documentation of clinical findings or concern.
- 6.6. If organ damage or concern is identified at the receiving centre, upload the images or video directly to TransplantPath with a supporting comment and organ damage tag, and notify Hub Operations (+44 (0)117 975 7580).
- 6.7. Users must comply with their Trust/Health Board's local clinical information sharing policy to ensure secure data transfer.
- 6.8. NHSBT supports TransplantPath users in uploading required organ images and videos to enable efficient sharing of clinical information and maintain all recipient safety.

## **CAUTION**

**The TransplantPath user must telephone Hub Operations (0117 975 7580) to report any uploaded organ attachments or media, as this triggers the cascade of new clinical information. Uploading to TransplantPath alone does not initiate NHSBT processes for sharing clinical information.**

## 7. IMAGING ORGANS - ORGAN SPECIFIC GUIDANCE

- 7.1. For all organs, sterile surgical instruments should be positioned in the image to point to and indicate any injury, damage, measurement or abnormality.



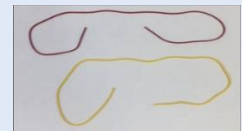
7.2. **CARDIOTHORACIC:** Uploaded videos to TransplantPath are video only, with no audio recorded. The TransplantPath user needs to document any accompanying information to the video in the attachment comments field as any verbal description will not be recorded.



7.3. **LIVER:** Theatre lights should be angled away from the organ, and the device logged in to TransplantPath should use the in-built camera its auto-focus function to optimise image quality where possible.



7.4. **KIDNEYS:** When photographing kidney damage, place a coloured sling that accompanies the organ into a frame to identify the side (**YELLOW: Left kidney**, **RED: Right kidney**).

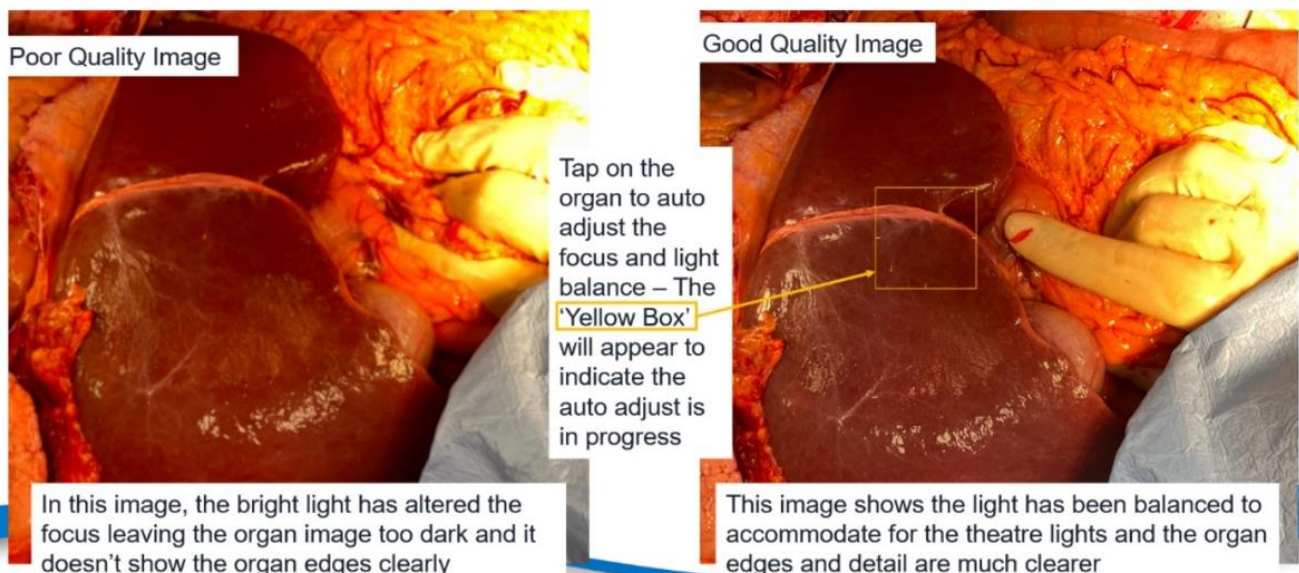


7.5. **PANCREAS:** The arterial Y-graft, SMA, and splenic artery should all be carefully inspected by the receiving centre surgeon, and additional images must be taken if there are any concerns.

## 8. IMAGING TECHNIQUE

8.1. 'Auto Focus/Light Adjust' function:

- When focusing on the image, use your device 'auto-focus' function (where available) to improve image capture (this will vary between different device manufacturers).
- Apple device example below:



8.2. Framing the image:

- Ensure the image capture contains the organ. Organ information (e.g. arterial blood gas results) needs to be uploaded in the agreed document or channel.

9. APPENDIX A

**MEDIA CAPTURE**

Attachments Image Video

Capture Image / Video as per device options

Add Media

Select tags

Tags will apply to all media in the current batch

Heart TxP Centre Other

Select organ image / photo type and select 'TxP Centre' or 'Other' depending on location of organ

Organ damaged

Comments (optional)

Example comment for organ media

369 characters left

Select 'Organ damaged' if damage indicated and elaborate with comments

**ADD FILE**

Attachments Add File

or drag and drop to upload  
Max file size 10MB

Upload file as per device options

Type

Please select

Title

Completed passport, please note additional comments on attachment.

334 characters left

Submit

**'Add Image / Video' Types**

- Heart
- Left Lung
- Right Lung
- Lungs
- Liver
- Pancreas
- Left Kidney
- Right Kidney
- Other

**'Add File' Types**

- Histopathology - Final
- Histopathology - Interim
- Microbiology - Final
- Microbiology - Interim
- NRP Passport
- Organ Passport

Any attachment or organ media are viewable by all users TransplantPath.  
Only file attachments can be viewed by DonorPath users (Specialist Nurses) in NHSBT.