GENERAL DOCUMENTATION UPDATES
EDR SYSTEM UPDATES, R2, 2014 (June 2014)

GENERAL DOCUMENTATION UPDATES

ORGAN PRE-OR

Admission course
Additional text added (page 89) to describe the correct data entry required when SBP<70mmHg, SBP>170 mmHG, Oliguria <20 ml/hr, Temp <35 and Temp > 38 episodes do not occur.

Flowsheet
Additional text added to Intake section description (page 104) to describe the correct data entry of the dosage of crystalloids, drug and inotrope infusions.

Medication/Other Drugs/Nutrition
Additional text added to the description (page 105) to describe the correct data entry required of the dosage of medications.

Med Soc List
Additional text added (page 64) to describe that once a Med Soc form has been added to a referral, it cannot be deleted. All Med Soc forms created for a referral will be included in the Donor Chart on transmission.

Organ offer Summary
Additional text added (page 75) to describe the verbal “Donor Brief” required to be given to the Transplant Coordinator as described in the ATCA National Standard Operating Procedures Electronic Donor Record Utilisation For: Organ Offer Process Organ Transfer Documentation.

Web Browser
Text added (page 12) to note that CHROME will become the only supported web browser from September 2014

R2 2014 UPDATE

ALL PAGES
A warning added if a user enters a date in the future (60 days from current date) where future dates do not make sense (page 25).

CASE FINDER
Refinements made to improve the ease of searching and filtering for referrals including removal of the condition to initially display only the last 3 months of referrals. (page 21, 22).

TASK MANAGEMENT
Refinements made to improve assignment and management of Tasks (page 48).

EDR Standard Operating Procedure and User Guide V5.1 16 June 2014
FAMILY SERVICES
FAMILY SERVICES INTERACTION LOG
Increase in the character limit of the Family Services' interaction Log from 1000 to 5000 characters (page 181)
FAMILY SERVICES*
Replaced “UNOS ID” with “Donor ID”

NEW REFERRAL*
INITIAL REFERRAL PAGE
Additional duplicate check added to the FIRST NAME, LAST NAME and DOB fields.

ORGAN PRE-OR
FLOWSHEET PAGE
The ability to download to an EXCEL file, the saved Flowsheet information added (page 105).

BIOCHEMISTRY*
Creatinine field range increased to accept values up to 2000

ORGAN OR/POST*
Lung Data page
Changed the radio buttons for “Right Lung Retrieved” and “Left Lung Retrieved” to Yes/No drop-downs.

TRACKING*
TISSUE OUTCOMES
Addition of a “NOW” button control to the “Contact Date-Time” fields in the Tissue Bank Information table.

ORGAN OFFER DETAIL
Heart Reason Declined field fixed so that value selected from the drop down list is displayed when the page is saved.

TRANSMIT PAGE*
The TRANSMIT Page now shows the Date – Time in the time zone of the user.

NOTE: * indicates that no change to the text of this guide has been made as a result of this update. Where the text of the guide has been edited, page numbers are displayed.
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6. ORGAN PRE OR TAB

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- ORGAN PHYSICAL EXAMINATION PAGE
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- LAB PROFILE – HAEMATOLOGY PAGE
- LAB PROFILE- URINALYSIS PAGE
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INTRODUCTION

The Electronic Donor Record (EDR) Standard Operating Procedure and User Guide (EDR SOP User Guide) provides information and direction on how to use the EDR for an actual or intended donor.

The EDR SOP User Guide details which pages should be accessed, which data fields entered and where national or local standard operating procedures should be followed.

The EDR SOP User Guide is used by the State and Territory EDR Trainers to train all Users and provides a valuable reference for all Users as they use the EDR.

EDR TRAINING MATERIALS

In addition to the EDR SOP User Guide, EDR Trainers and Users have access to the following materials to support the use of the EDR:

EDR Training PowerPoint Presentation

The EDR Training PowerPoint presentation contains information on all key functions and processes that need to be followed in entering a donor case into the EDR and in transmitting from the EDR.

This is a generic PowerPoint presentation provided for State/Territory EDR Trainers to ensure consistency in the delivery of national training, while providing for the inclusion of State and Territory specific information.

EDR System Administrator Guide

The EDR System Administrator Guide provides technical detail on how to administer the EDR. It is designed to assist State and Territory System Administrators and, among other things, contains standard operating procedures for the provision of access to Users, auditing and help desk support.

EDR Acceptable Use Policy

The EDR contains personal and confidential information about organ and tissue donors, their family and friends, as well as information on transplant recipients. There is an obligation on all Users of the EDR to abide by their relevant privacy and data management legislation, as well as by their professional codes of conduct with regard to the handling of identifiable personal data.

The EDR Acceptable Use Policy provides advice on these matters and requires formal acknowledgement by all Users prior to Users gaining access to the EDR.

EDR Business Continuity Procedure

The EDR Business Continuity Procedure (BCP) describes the processes, necessary to ensure that organ and tissue donation proceeds in the event of a planned or unplanned disruption to the provision of the EDR.
The key elements of the BCP are use of the DonateLife EDR Form and temporary donor identification numbers to progress donation during the downtime and the entry of donor data in the EDR once it is available again.

**DonateLife EDR Form**

The DonateLife EDR Form replaces the Confidential Donor Referral Form (CDRF) and aligns with the data entry process for the EDR. It is part of the EDR risk management and Business Continuity Procedure.

**Australia and New Zealand Organ Donor Registry (ANZOD) Form**

The ANZOD form has been revised to reflect changes to the flow of information collected from the EDR and provided to ANZOD.

**Organ and Tissue Authority (OTA) Data Dictionary**

The OTA is the data custodian of the dataset generated by the entry of state and territory data into the EDR and the DonateLife Audit (DLA). As such, the OTA has responsibility for the provision of best practice Data Governance to ensure the responsible use of data.

The OTA Data Dictionary contains definitions for each data element of the EDR and the DonateLife Audit.

**National Standard Operating Procedure - ‘Organ Offer Process and Organ Transfer Documentation’**

The Australasian Transplant Coordinators Association (ATCA), the Transplant Society of Australia and New Zealand (TSANZ) and the Organ and Tissue Authority (OTA) have revised the National Standard Operating Procedure (SOP) ‘Organ Offer Process and Organ Transfer Documentation’ to incorporate practice changes as a result of the EDR.

**EDR SYSTYEM UPDATES**

The EDR is under continuous review with **up to four software updates available each year**.

The EDR is updated according to best practice initiatives agreed by all international Users of the system. There is also the opportunity at these times for system specific updates to be undertaken. These initiatives are generally agreed by all Users and Australia, as a User of the system, has the opportunity to contribute to this process.

The schedule for software updates in 2014 is outlined below.
EDR Standard Operating Procedure and User Guide V5.1 16 June 2014

EDR Users will be advised of future updates and appropriate training will be provided, if required.

NOTE: For the first six months of use of the EDR, an embargo is in place on any additional field changes to provide staff to become familiar with the application and ensure that any further modifications are informed by a clear understanding of the application.

### iTransplant System

#### 2014 Release Schedule

<table>
<thead>
<tr>
<th>Release</th>
<th>Release ID</th>
<th>Initial Change Request Deadline</th>
<th>Approval Documents Sent Back to Partner w/Cost Estimates</th>
<th>Final Change Request Approval (w/ Sign-off) Deadline</th>
<th>Deployment Start Date</th>
</tr>
</thead>
</table>
1. INITIAL SET-UP OF THE EDR

HARDWARE SETUP AND CONFIGURATION

There are no special hardware requirements for EDR. Access to a standard personal computer or Laptop computer and a printer are all that is required.

SOFTWARE SETUP AND CONFIGURATION

The EDR is a web-based application requiring the following components:

- An Internet connection
- Internet Explorer 8 (IE8) with
  - JavaScript enabled
  - Temporary Internet Cache configured to check for new versions every time a page is visited
- PDF Reader (for example Adobe Reader)
- Any applicable application (for example MS Word to view .doc files) to view files that have been uploaded to the EDR as an attachment.

Web Browsers

The EDR is certified for use with Internet Explorer 8 and Google Chrome. Other browsers such as Mozilla’s Firefox and Apple’s Safari are not fully certified, and their success cannot be guaranteed.

NOTE: From September 2014, support for Internet Explorer 8 will cease. Google Chrome will become the only supported browser.

IMPORTANT: When navigating through the EDR via Internet Explorer, do not click the Back button. The EDR is not designed for its use, and unpredictable results may occur.

Enabling JavaScript

JavaScript is used by the EDR.

To ensure it is enabled on your computer, please complete the following steps:

1. Open Internet Explorer
2. Select Tools from the menu bar at the top of the page
3. Choose Internet Options
4. Click the Security tab (Figure 1a, below left)
5. Click Custom Level (Figure 1a, below left)
6. Locate the Scripting section
7. Under Active Scripting select Enable (Figure 1b, below right) and click OK.
Cache Settings

In order to display the most up-to-date case information, Internet Explorer must be properly configured as shown below:

1. Launch Internet Explorer
2. Select Tools from the menu bar at the top of the page
3. Select Internet Options from the list
4. Click the Settings button under the Browsing History section (Figure 1c, below left)
5. Select Every time I visit the webpage as the Check for newer versions of stored pages option (Figure 1d, below right).
**E-MAIL AND NETWORK REQUIREMENTS**

The EDR uses an email system to transmit PDF files and other attachments.

PDF files and other attachments from EDR may be up to 10Mb in size. User and Contact email services MUST support this size limit.

If in doubt, contact your local IT Support Help Desk to ensure that emails up to 10Mb can be transmitted and received.

**ACCESSING THE EDR**

**URLs**

To access the EDR from any computer connected to the Internet, open an Internet Explorer browser window and enter the EDR’s secure URL in the address window.

**IMPORTANT:**

There are separate secure URLs for the training and production environments:

- The URL for the EDR training site is: https://edrtraining.donatelife.gov.au
- The URL for the production site is: https://edr.donatelife.gov.au

**User Name and Password**

You MUST have an authorised and activated Username and password to access the EDR. The User Name, password and User email address are created by the State/Territory EDR System Administrator.

Once on the Secure Log In page (Figure 1e), enter your User name and password. Then click the LOG IN button.

![Secure Log In](image)

*Figure 1e: Secure Log In*

**NOTE:** Passwords are case sensitive. Usernames are not case sensitive.

**IMPORTANT:**

It is essential that you:

- Use only one instance of a web browser to access the EDR from your computer
- Do not log on to the EDR on more than one computer at a time.

Not following these guidelines can lead to unwanted data changes within the EDR.
Changing your password

On your first log in you will be prompted to change your password.

On the Change Password page (Figure 1f, below):

1. Enter the current password in the Password field
2. Enter the new password in the space provided
3. Confirm the new password by re-entering it in the space below
4. Click the LOG IN button.

![Change Password](image)

Figure 1f: Change Password

Within the EDR, password complexity is enforced. The password used to log onto the EDR must be a minimum of eight characters and contain at least two of the following:

- Alpha characters
- Numeric characters
- Special characters: *\[!@#$%^&*()_+\}{\:";'?/.,\].

Password Expiration

Each user’s password expires after 45 days.

If logging onto the EDR within ten days of your password’s expiration date, you will be given the option to change your password.

**NOTE:** The same password cannot be used again for five iterations.
**Forgotten and new passwords**

If you forget your password, you will be locked out of the EDR after **FIVE** unsuccessful log on attempts.

To obtain a new password, click on the **Password Reset** hyperlink (Figure 1g) on the log in page.

![Password Reset](image)

**Figure 1g: Password Reset**

The Password Reset screen will appear and requires the entry of your User name (first initial, underscore, and surname) and your email address. Enter the required information and click on the **SUBMIT** button (Figure 1h).

![Password Reset](image)

**Figure 1h: Submit button**

The EDR will check that the User name and email address are as entered for your contact details and then email you a new temporary password. As previously described, you will be requested to change the temporary password on first log in to the system.
EDR USER SUPPORT AND TROUBLESHOOTING

EDR User Support

There are a number of help and support options available for EDR Users:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Contact Details</th>
<th>Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>State/Territory EDR User Support provided by the State/Territory EDR System Administrator and EDR Trainer</td>
<td></td>
<td>Initial telephone or e-mail point of contact for advice and troubleshooting on gaining access to and using EDR, and basic navigation around the application and clinical advice. For local hardware or network problems or internet connectivity the State/Territory EDR System Administrator may refer problems to the local ICT Support Helpdesk. Check with your DonateLife Agency Manager or State/Territory EDR System Administrator for availability of local support.</td>
</tr>
<tr>
<td>National EDR Support</td>
<td><a href="mailto:edrhelp@donatelife.gov.au">edrhelp@donatelife.gov.au</a></td>
<td>If the problem cannot be solved by your State/Territory EDR System Administrator, EDR Trainer or ICT Support Help Desk, they will escalate the problem to the National EDR Support. The National EDR Support can undertake diagnosis and management of issues relating to the secure host environment and resolve network, hardware and software issues with the national EDR infrastructure (i.e. not related to local ICT infrastructure). National EDR Support can also undertake diagnosis and management of basic software issues, using the EDR and basic navigation around the application. National EDR Support is available 24 hours a day 365 days a year.</td>
</tr>
<tr>
<td></td>
<td>Mobile: 0447 645 973</td>
<td></td>
</tr>
</tbody>
</table>

Troubleshooting

Five common User problems and their solutions are listed below for reference:

**Issue: Slow System Performance or Unable to Access the EDR**

1. Check Internet connectivity by accessing another website
2. If possible, attempt to access the EDR from another computer with Internet access. Successful access from another computer may indicate a localised workstation problem.
Issue: *Your data in the EDR seems to be ‘disappearing’*

1. Ensure you are using **only one browser** to access the EDR and that you are only signed in at one location
2. Check your **Cache settings** on your computer:
   a. Click **TOOLS** on the top left of your browser
   b. Choose ‘Internet Options’
   c. Click **SETTINGS** in the Browser History section (for IE 8)
   d. Ensure ‘Check for newer versions of stored pages’ is set to ‘Every time I visit the webpage’.

Issue: *Your data in the EDR is ‘not saving’*

1. Ensure all **required fields** are completed on the page
2. Check to make sure **date/times** are entered correctly
3. Check to make sure you’re entering **correct data** (e.g. no out-of-range lab values).

Issue: *‘Unable’ to find referral using the Find Case page*

1. Check that the record has not been excluded due to the default filter settings for Status when the **Find Case** page is first displayed
2. Check that there are no blank spaces before or after any text entered into the filter fields which require text. i.e. ‘Brown’ entered in the Last Name field will not display records for ‘Brown’.

Issue: *‘Unable’ to add additional content to the Med Soc Page after the page has been electronically signed*

2. To add additional content to the **Med Soc** page after it has been signed, a second electronic signature needs to be added.
3. To add a second electronic signature:
   a. Tick the **‘Add another signature’ box** on the last page of the Med Soc
   b. Click on **Save** at the bottom of the page
   c. Add additional comments to the Med Soc pages
   d. Sign the Med Soc page so that page is again locked from edits.
2. HOW TO USE THE EDR STANDARD OPERATING PROCEDURE AND USER GUIDE

The EDR SOP User Guide has been designed to assist Users in the use of the EDR system.

The EDR SOP User Guide is not intended to direct workflow processes or the sequence of data entry, as the order of data entry will be different for each case and each User.

TABS

The EDR SOP User Guide is laid out according to the four main tabs (Figure 2a) which are used to enter data for each intended / actual donor:

- **TRACKING** tab
- **ORGAN PRE-OR** tab
- **ORGAN OR/POST** tab
- **SUMMARY/ANZOD** tab.

<table>
<thead>
<tr>
<th>TRACKING</th>
<th>ORGAN PRE-OR</th>
<th>ORGAN OR/POST</th>
<th>SUMMARY/ANZOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral Summary</td>
<td>Donor Information</td>
<td>Intraoperative Management</td>
<td>ANZOD Summary</td>
</tr>
<tr>
<td>Referral Worksheet</td>
<td>Authorisation Info</td>
<td>DCD Flowsheet</td>
<td>ANZOD Additional Info</td>
</tr>
<tr>
<td>Tissue Donor Screening</td>
<td>Admission Course</td>
<td>Retrieval Team</td>
<td></td>
</tr>
<tr>
<td>Authorisation Form</td>
<td>Physical Assessment</td>
<td>Renal Data</td>
<td></td>
</tr>
<tr>
<td>Preliminary Plasma Dilution</td>
<td>Physical Examination</td>
<td>Liver Data</td>
<td></td>
</tr>
<tr>
<td>Brain Stem Reflexes</td>
<td>Lab Profile</td>
<td>Heart Data</td>
<td></td>
</tr>
<tr>
<td>Med Soc List</td>
<td>Biochemistry</td>
<td>Lung Data</td>
<td></td>
</tr>
<tr>
<td>Approach Information</td>
<td>Haematology</td>
<td>Pancreas Data</td>
<td></td>
</tr>
<tr>
<td>Tissue Outcomes</td>
<td>Urinalysis</td>
<td>Intestine Data</td>
<td></td>
</tr>
<tr>
<td>Final Organ Disposition</td>
<td>Toxicology</td>
<td>Supply List</td>
<td></td>
</tr>
<tr>
<td>Referral Notes</td>
<td>Culture</td>
<td>Hospital Personnel</td>
<td></td>
</tr>
<tr>
<td>Adverse Event / Incident No QA</td>
<td>Culture Results</td>
<td>Donor Summary</td>
<td></td>
</tr>
<tr>
<td>Case Lock</td>
<td>Culture Report</td>
<td>Donor Summary</td>
<td></td>
</tr>
<tr>
<td>Organ Offers</td>
<td></td>
<td>Organ Disposition</td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td></td>
<td>Kidney Perfusion</td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td></td>
<td>General Information</td>
<td></td>
</tr>
<tr>
<td>Assignment Summary</td>
<td></td>
<td>Medication</td>
<td></td>
</tr>
<tr>
<td>Case Audit</td>
<td></td>
<td>Supply List</td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td></td>
<td>Perfusion Flow Sheet</td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Figure 2a: TABS*

Each of these tabs has a **dropdown menu** which is used to navigate to each section of the EDR. The title of the section changes from **blue** to **red** when selected.

Within each section, data is entered into a series of pages.
DATA FIELDS

The EDR SOP User Guide data fields are colour coded for ease of use. The table below provides further information:

<table>
<thead>
<tr>
<th>MANDATORY fields that MUST be completed in order to save the data entered on a page are yellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fields that are directly mapped from the Confidential Donor Referral Form (CDRF) and require completion (if data available) are white</td>
</tr>
<tr>
<td>Fields that are ignored and not completed are grey</td>
</tr>
<tr>
<td>ANZOD (NN) Fields that are included in the ANZOD upload are flagged with wording in red</td>
</tr>
<tr>
<td>Fields that contain data not previously recorded in the CDRF, but could be entered (if known) are green. These fields are not necessary.</td>
</tr>
</tbody>
</table>

PAGES NOT CURRENTLY USED IN AUSTRALIA

The EDR contains a number of pages not currently used in Australia. Pages not used in Australia are identified throughout the EDR SOP User Guide and are shaded grey (Figure 2a). A complete list of these pages is provided at Appendix 2.

NATIONAL AND STATE/TERRITORY STANDARD OPERATING PROCEDURES

National and local State and Territory Standard Operation Procedures are highlighted throughout the document.

NOTE: The development of State and Territory Standard Operating Procedures is the responsibility of each jurisdiction. For further detail on these, please consult your EDR System Administrator and/or EDR trainer. All operating procedures referred to in this document are listed at Appendix 1.
3. GENERAL FEATURES OF THE EDR

GENERAL USAGE

Initially, certain fields on some pages are ‘read-only’ and may appear greyed-out. However, if such fields are required, the page will automatically update based on information entered on the pages in the EDR.

Invalid or missing information will cause an error message to display (often in bold, red lettering) when attempting to save a page.

NAVIGATION

The Navigation Toolbar at the top of the page provides tab access to the high-level system features and modules: Case Finder, Dashboard, New Referral, Admin, Hospital Development, Family Services and LOG OUT (Figure 3a).

Figure 3a: Navigation Toolbar

NOTE: Scheduling is not used in Australia.

The tabs function as headings under which drop down menus of related information are grouped in sections and subordinate pages.

FINDING ACTIVE DONOR CASES

There are two methods of finding Active Donor Cases:

1. Select FIND CASES on the Navigation Toolbar; or
2. Select one of the Recently viewed cases. (Figure 3b)

Case Finder: General Search

After initially logging onto the EDR, the Case Finder page (Figure 3b) is displayed.

By default, the most recent pending 300 referrals are displayed.

Consistent with privacy and confidentiality obligations on all EDR users, case filters should be used when searching pending cases to limit the case summaries viewed to those in which staff members are involved.

The My Pending Button when clicked will return all referrals where:

- the Case Status = Pending
- Assigned To = The logged-in user performing the search

The Reset Button will clear all values entered into the search criteria AND reset the search result list to “All Pending”.

EDR Standard Operating Procedure and User Guide V5.1 16 June 2014
To view Completed Cases, the Status field (Figure 3c) needs to be changed to ‘Completed’.

To display only those cases that meet certain criteria, enter or select the desired criteria and click the SEARCH button.

For example, cases can be filtered by one or more of the following:

- Individual to whom the case is assigned
- Referring Organisation
- Referral ID
- Donor ID
- MRN
- Referring date range
- Death date range.

Further advanced filters are available to enable search by Jurisdiction (Figure 3d), Organ Outcome, Tissue Outcome and Referral type.

All search fields (name, ID#, etc.) can have spaces before or after the entered search string. For example:

- If the user copies and pastes the following ID# "2014-0001" (note the leading space), the system will return case "2014-0001"
- If the user searches for "Jim " (note the trailing space), the system will return cases with "Jim" in the name.
Case Finder: Wildcard Search

To allow for flexibility in searching for cases within the EDR, the Case Finder page has been designed to accept four Wildcard operators.

**NOTE:** Any combination of the four operations may be used together to generate results.

**IMPORTANT:** The Wildcard search only applies to first and last name.

**Match any string of zero or more characters**

By using the '%' character, a User can type only a few known letters of a patient’s first or last name to obtain the desired results.

**Example:** ‘Dav%' will match Dave, David, etc.

**Match Any Single Character within the Range or Set in-between the Brackets**

Using brackets ‘[ ]’ will return results containing what is specified within.

**Example:** ‘Dav[a-z]%' will match Dave or David but not Dav2
‘Ale[k,x]’ will match Alex or Alek

**Match Any Single Character NOT within the Range or Set in-between the Brackets**

The ‘^’ is similar to the ‘%’ operator but means NOT to match.

**Example:** ‘Dav[^i]%' will match Dave but will not match David

**Match Any Single Character**

Using the underscore character ‘_’, you can search for any single character as a wildcard.

**Example:** ‘Darr_l’ will match Darrel and Derral

**Alerts**

An Alerts column (Figure 3e) has been added to the listing of viewable cases for your convenience. This column allows you to see, at a glance, whether a case has been locked.

![Figure 3e: Find Case List – Alerts](image-url)

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Case Access Modes

Current functionality in the EDR allows Users to select either read-only mode (VIEW) or edit mode (EDIT) when entering a case from the Case Finder page. This level of case access depends upon the Users assigned security settings.

**IMPORTANT**: VIEW/EDIT relates to any pages navigated to via Case Finder. It does not relate to other areas of the EDR.

**VIEW Mode**
To view, but not edit a case, click the VIEW button. In this mode, pages are read-only. The auto-save feature will be disabled and the SAVE, EDIT, and CANCEL buttons will not be present. Additionally, the VIEW ONLY icon will be present and the background colour of the header bar will be grey (Figure 3f).

![Figure 3f: Patient Header bar – View only (grey)](image)

**NOTE**: PRINT, AUDIT, and PDF buttons are present for those pages visited while in VIEW mode.

**EDIT Mode**
To edit the pages of a particular case, simply click the EDIT button. While in this mode, you can VIEW and EDIT the case according to your assigned security settings as specified below.

If your security setting is VIEW for a particular page:
Despite being in EDIT mode, you will be unable to save any changes made to that page. The View ONLY will be present and the background colour of the header bar will be grey (Figure 3g).

![Figure 3g: Patient Header bar - View Only (grey)](image)

If your security setting is Update with Auto Save:
You can immediately save changes made to a page via the auto-save function or by clicking the SAVE or AUDIT buttons. The Auto-save icon will display and the background colour of the header bar will be green (Figure 3h).

![Figure 3h: Patient Header bar - Auto-Save (green)](image)
QA Case Lock
If a page has been locked via QA Case Lock, the background colour of the header bar will change to white and the QA Locked icon will display (Figure 3i).

![QA Case Lock Icon](image)

Figure 3i: Patient Header bar – QA Locked (white)

For more information about QA Case Lock, refer to Section 5.

Recently Viewed Cases

The Recently Viewed Cases table (Figure 3j), at the top of the page, provides always-visible, one-click access to the last four cases viewed in a current session. To enter any of the cases displayed, click either the View or Edit link located alongside the desired case.

![Recently Viewed Cases Table](image)

Figure 3j: Recently viewed cases

INPUTTING DATES AND TIMES

Dates and times are entered throughout the EDR, so it is important they be formatted properly. For example, enter ‘1st December 2008’ as ‘01/12/2008’ (DD/MM/YYYY). Note that the EDR will insert slashes where appropriate.

Enter the time using the format HH:MM (24-hour military time). The EDR will insert the colon where appropriate.

IMPORTANT: Be careful not to overlook red exclamation points appearing alongside incorrectly formatted dates or times. The EDR will not allow you to save the page or navigate away until these are rectified. If you are experiencing this, re-check all date and time fields on the page.

A warning will also occur if a user enters a date in the future (60 days from current date) where future dates do not make sense.

Every date-time field in the EDR has a time zone linked to one of the following:

- The User currently logged onto the EDR (found in Contact Management)
- The referring organisation (found in Contact Management)
- A date-time field with an associated list of time zones (critical date-time fields such as Cross-clamp and Brain Death)

IMPORTANT: Certain dates and times captured initially are associated with the User’s time zone while others are associated with the referring organisation. Therefore changing either can alter dates and times throughout the EDR.

When a User or organisation is added to the EDR, they are assigned the appropriate time zone. Date-Times are displayed according to what has been entered for an organisation or
User. In some instances, the User is asked to enter a time zone. The value selected should be that of your State/Territory as indicated in the table below.

**NOTE:** For states and territories that observe daylight saving, the EDR automatically adjusts the time when daylight saving begins and ends.

<table>
<thead>
<tr>
<th>State/Territory</th>
<th>Time Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales</td>
<td>Eastern (DST)</td>
</tr>
<tr>
<td>Victoria</td>
<td>Eastern (DST)</td>
</tr>
<tr>
<td>Queensland</td>
<td>Eastern</td>
</tr>
<tr>
<td>South Australia</td>
<td>Central (DST)</td>
</tr>
<tr>
<td>Western Australia</td>
<td>Western</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Eastern (DST)</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>Central</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>Eastern (DST)</td>
</tr>
</tbody>
</table>

**TELEPHONE AND FAX NUMBERS**

Fax numbers should be entered with the area code first, followed by the rest of the local number.

**CALCULATIONS**

Within the EDR, certain calculations such as Age, BMI, Total and Vital Lung Capacity, TPV, and TBV are performed.

**Age** (Initial Referral, Referral Worksheet, Donor Information)

\[
\text{Age} = \text{Time between Date of Birth and:} \\
1. \quad \text{Cross-clamp} \\
2. \quad \text{Or if not present, Brain Death (2)} \\
3. \quad \text{Or if not present, Brain Death (1)} \\
4. \quad \text{Or if not present, Circulatory Death} \\
5. \quad \text{Or if not present, LTKA} \\
6. \quad \text{Or if not present, Referred On Date}
\]

**BMI** (Initial Referral, Referral Worksheet, Donor Information)

\[
\text{BMI (kg/m}^2\text{) } = \frac{\text{weight in kilograms}}{\text{height in metres}}^2
\]

**Total Lung Capacity** (Lung Measurement)

Required patient information

- Gender
- Age (above one year)
- Height
- Ethnicity

**Caucasian Male**

Total Lung Capacity = \((0.094 \times \text{patient height in cm}) - (0.015 \times \text{patient age in years}) - 9.167\)

**Caucasian Female**

Total Lung Capacity = \((0.079 \times \text{patient height in cm}) - (0.008 \times \text{patient age in years}) - 7.49\)
NOTE: Total lung capacity is reduced by 10% for non-Caucasian patients.

Non Caucasian Male
Total Lung Capacity = [(0.094 * patient height in cm) - (0.015 * patient age in years) - 9.167]*0.90

Non Caucasian Female
Total Lung Capacity = [(0.079 * patient height in cm) - (0.008 * patient age in years) - 7.49]*0.90

Vital Lung Capacity (Lung Measurement)
Required patient information:
- Gender
- Age (above one year)
- Height
- Ethnicity

Caucasian Male
Vital Lung Capacity = (0.064 * patient height in cm) - (0.031 * patient age in years) - 5.334

Caucasian Female
Vital Lung Capacity = (0.052 * patient height in cm) - (0.018 * patient age in years) - 4.36

Non Caucasian Male
Vital Lung Capacity = [(0.064 * patient height in cm) - (0.031 * patient age in years) - 5.334]*0.90

Non Caucasian Female
Vital Lung Capacity = [(0.052 * patient height in cm) - (0.018 * patient age in years) - 4.36]*0.90

Plasma Dilution Formulas

<table>
<thead>
<tr>
<th>Estimated Total Plasma Volume (TPV)</th>
<th>Estimated Total Blood Volume (TBV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Weight (kg) / .025</td>
<td>Donor Weight (kg) / .015</td>
</tr>
</tbody>
</table>

INFORMATION FIELDS

Information can be recorded in different ways such as text boxes, check boxes, radio buttons, lists, and dialog boxes.

Text boxes (Figure 3k) are a straightforward way of recording variable information.

Address: 

Figure 3k: Text Boxes - User enters text
Check boxes (Figure 3I) are typically used when more than one option is valid. They are also used in place of radio buttons when the ability to deselect an option is required.

Radio buttons (Figure 3m) are most often used when only one choice is valid, thus enforcing the validity of data entered.

Dropdown lists (Figure 3n) are commonly used when large amounts of information MUST be made available. They save space and reduce clutter yet still provide easy, scroll-down access to selectable options.
DRAG-AND DROP MARK-UP TOOL

The Physical Assessment pages use the drag-and-drop mark-up tool (Figure 3o).

With this feature, you can easily denote specific areas of concern on the patient’s body as each marker corresponds to a particular imperfection, device, adornment, etc.

Using the mouse, simply select a marker, drag it to the desired location, and then release the mouse button.

IMPORTANT: To remove a marker, select and drag it from the page. After saving, it will no longer be present. To remove all markers, click the Clear All Markers button.

NOTE: The Clear All Markers button is only displayed after at least one marker has been placed.

‘GROWING’ PAGES

In some cases, it is impossible to predetermine the number of pages or fields necessary to store pertinent patient information. As a result, the EDR provides two types of solutions: pages that grow horizontally and those that grow vertically.
Pages that ‘Grow’ Horizontally

The number of pages dynamically increases to accommodate the additional entry of data. For example, if all available columns have been filled, simply click the Next Page button (Figure 3p) to advance to a new page.

![Figure 3p: Biochemistry page (Next Page button)](image)

Pages that ‘Grow’ Vertically

To access additional fields (vertical page growth), input data into all available fields found within that section and save the page (Figure 3q).

![Figure 3q: ECG page – Vertical page growth](image)
ELECTRONIC SIGNATURES

The Electronic Signature feature allows authorised Users (designated in Contact Management) to electronically sign online forms by entering their Username and password (Figure 3r).

![Figure 3r: Electronic Signature – Before signing](image)

**IMPORTANT**: Remember to select the **By checking here and entering**… check box, then click **SAVE**.

After signing, the E-SIG seal, the name of the person who signed the document, and the date-time are displayed (Figure 3s).

![Figure 3s: Electronic Signature – Page has been signed](image)

Clicking ‘Add another signature’ **retains the previous e-signature** and allows additional changes to be made to the Med Soc questionnaire and provides the new fields for another signature to be added (Figure 3t).

![Figure 3t: Add another signature](image)

All signatures made on the page are visible in the E-Signature section (Figure 3u).

![Figure 3u: All signatures appear on the page](image)

SAVING AND CLEARING DATA

There are two ways that data can be saved within the EDR:

1. Click on the **SAVE** button at the end of each page
2. **Auto-save** – Data entered is automatically saved when the User navigates away from a page and opens another.

Auto-save Functionality

To prevent data loss and increase efficiency, an **auto-save** feature has been incorporated into the EDR so that when navigating away from a page, data entered is automatically saved.

**NOTE**: Data will not be saved if the **Back** button (in Internet Explorer) is clicked or you have remained idle long enough to automatically be logged off the EDR.
**IMPORTANT**: Auto-save will take effect only if the case is entered in **EDIT** mode via **Case Finder** and your security setting for the page is **Update with Autosave**.

### Auto-save Conflicts

With the **Auto-save** feature, Users will be notified if data being saved might be overriding data entered by another User on the same page. If so, the EDR will:

1. Prevent the User from saving the data
2. Display a warning message indicating that the data has been updated since the User first accessed the page (Figure 3v).

![Figure 3v: Auto-save conflict message](image)

For a more in-depth description of auto-save conflicts, click the **CLICK HERE** link. This will cause another Internet Explorer window to open with more detailed information (Figure 3w).

![Figure 3w: Auto-save conflicts – detailed information](image)

To clear data entered since the last successful save, click the **CANCEL** button located at the bottom of the page.
PATIENT HEADER BAR

A Patient Header bar (Figure 3x) has been included on every page within a given case. This snapshot view makes key donor information readily available without having to navigate to numerous other pages.

Figure 3x: Patient Header bar – Edit with Auto Save (green)

The patient header bar, which appears blank for any data not yet entered, displays the following data points:

- Blood Group
- Name
- Current Donor Hospital
- Sex
- Age
- Registry Status
- Date of Birth
- Height
- Weight
- Cross-clamp/Circulatory Death
- REFERRAL ID
- DONOR ID
- Medical record Number (MRN)

In addition to displaying this information, the patient header bar contains easily-identifiable icons and is colour coded on a per-page basis for your convenience.

GREEN (Figure 3x, above) is the default background colour used for those cases entered in AUTOSAVE mode (as set via Page Security settings).

IMPORTANT: Your assigned security settings play a role in whether you can view or edit a particular page irrespective of being in EDIT mode.

GREY (Figure 3y) is the background colour used for those cases entered in VIEW mode via Case Finder. It is also used if your security setting is View for a particular page.

Figure 3y: Patient Header bar – View Only (grey)

WHITE (Figure 3z) is the background colour used if a page has been locked via QA Case Lock.

Figure 3z: Patient Header bar – QA Locked (white)

For more information regarding QA Case Lock, refer to Section 5.
MANDATORY DATA

In some instances, a page may require the entry of MANDATORY data.

If MANDATORY data has not been entered:

1. Alert messages will be displayed (Figure 3za)
2. The User will not be able to navigate away from the page without clicking on the CANCEL button or entering the missing data.

Figure 3za: Alert messages

AUTOMATIC TIME OUT

The EDR will time out after 15 minutes if no data has been saved, either via the SAVE button or Auto Save function. A User will need to log back in if timed out of the EDR. Any data entered since the last Save or Auto Save, will be lost.

For example:
You are entering data and are required to attend to other tasks and leave without manually saving the page into which you have entered data. You return to the EDR after 30 minutes and although the entered data on the page may still be visible, when you attempt to save or navigate off the page, you will be prompted to log back in and the entered data is lost.

NATIONAL STANDARD OPERATING PROCEDURE

When a User is entering data into the EDR and is required to leave the system for any reason, the following steps are recommended to ensure data is secure:

1. SAVE button is manually clicked to ensure that all data entered since the last auto save is retained
2. User then will log out of the EDR.
4. **NEW REFERRAL TAB**

**INITIAL REFERRAL PAGE**

To add a new referral, select the **NEW REFERRAL tab** from the navigation toolbar at the top of the page (Figure 4a).

![Figure 4a: New Referral link](image)

This takes you to the **Initial Referral** page (Figure 4b).

![Figure 4b: Initial Referral page - New Referral/Case Entry](image)

To enter a new referral, the EDR requires the following **MANDATORY** fields to be completed:

- Referral Date-Time
- First and Last Name of the Caller
- Phone Number
- Hospital
- Referred on Vent?

The date and time of referral entry is pre-populated but can be edited so pre-existing cases can be entered and the original referral date/time reflected.

**STATE AND TERRITORY STANDARD OPERATING PROCEDURE**

The time point at which a referral is entered into the EDR in your jurisdiction is determined by your State/Territory Standard Operating Procedure.

**NOTE:** If data for a non-mandatory field is not known at the point of initial referral, it can be entered later on the **Referral Summary and Referral Worksheet**.

To save the initial referral data entered, click on the **SAVE** button at the bottom of the data entry page (Figure 4c). The Auto Save function is not active on this page.

![Figure 4c: Save New Referral](image)

After clicking **SAVE**, the **Referral Summary** page is displayed with an assigned Referral ID displayed in the Header Bar (Figure 4d).
NOTE: At this point, the Donor ID field is blank. The Donor ID is generated on the Referral Worksheet by the User when the referral has progressed to the point where the unique Donor ID is required.

### Hospital Information

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 How did you learn of this case?</td>
<td>Users should leave this as the default ‘Donor Hospital Notification’.</td>
</tr>
<tr>
<td>2 Referral Date-Time</td>
<td>This is pre-populated with the current Date-Time. The time zone displayed is that associated with the User who has logged into the EDR and entering the referral. The field can be edited.</td>
</tr>
<tr>
<td>3 Caller First:</td>
<td>First name of the caller making the referral.</td>
</tr>
<tr>
<td>4 Last:</td>
<td>Last Name of the caller making the referral.</td>
</tr>
<tr>
<td>5 Phone:</td>
<td>Phone number of the caller making the referral.</td>
</tr>
<tr>
<td>6 Hospital:</td>
<td>Select the hospital the intended donor is at from the drop down list.</td>
</tr>
<tr>
<td>7 Unit:</td>
<td>Select the unit the intended donor is in from the drop down list.</td>
</tr>
<tr>
<td>8 Unit Detail:</td>
<td>Any relevant information regarding the unit. (Location, floor, etc)</td>
</tr>
</tbody>
</table>

| Special Instructions | Ignore Special instructions are notes which have been pre-recorded about the particular hospital selected. These notes are maintained by the State/Territory EDR System Administrator responsible for maintaining the details for that hospital. |

### Patient Information

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Last Name:</td>
<td>Enter the last name of the intended donor.</td>
</tr>
<tr>
<td>2 First Name:</td>
<td>Enter the first name of the intended donor.</td>
</tr>
<tr>
<td>3 DOB:</td>
<td>Date of birth if available (dd/mm/yyyy). This will automatically populate the AGE box.</td>
</tr>
<tr>
<td>4 Gender:</td>
<td>Select gender (Male, Female or Unknown)</td>
</tr>
<tr>
<td>5 Height:</td>
<td>Enter the height and select the unit of measure as centimetres.</td>
</tr>
<tr>
<td>6 Weight:</td>
<td>Enter the weight and select the unit of measure as kilograms</td>
</tr>
<tr>
<td>7 MRN:</td>
<td>Enter the medical record number</td>
</tr>
<tr>
<td>8 Ethnic Origin:</td>
<td>Select from the dropdown list, <strong>Other</strong> can be selected and a text description entered. However, this entry should be later reviewed and a selection made from the drop down list. <strong>NOTE:</strong> The complete list is available at Appendix 3 of this document with detail on the ethnicities that are associated with the broad categories given in the drop down list.</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9 Religion:</td>
<td>Select from the dropdown list. The list includes all known religious categories. <strong>NOTE:</strong> The complete list is available at Appendix 4 of this document.</td>
</tr>
<tr>
<td>10 Hospital Admission date-Time:</td>
<td>Enter the hospital admission date where the intended donor is currently located.</td>
</tr>
<tr>
<td>11 Referred on vent?:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>12 Referral Type:</td>
<td>OTE – Organ, Tissue &amp; Eye</td>
</tr>
<tr>
<td></td>
<td>OT – Organ &amp; Tissue</td>
</tr>
<tr>
<td></td>
<td>OT – Organ</td>
</tr>
<tr>
<td></td>
<td>E – Eye only</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This field is included in a number of the EDR reports and MUST be completed if all referrals are to be accurately counted. If not known at initial referral, it can later be entered on the Referral Worksheet.</td>
</tr>
<tr>
<td>13 Intubation Date-Time:</td>
<td>May be entered if known. Otherwise data entered on Referral Worksheet page.</td>
</tr>
<tr>
<td>14 Cause of Death:</td>
<td>Select from list.</td>
</tr>
<tr>
<td>15 Circumstances of Death:</td>
<td>Select from list.</td>
</tr>
<tr>
<td>16 Additional Detail</td>
<td>If a ‘Circumstances of Death’ code is selected that includes the wording ‘Specify’, enter a text description.</td>
</tr>
<tr>
<td>17 Admission Diagnosis:</td>
<td>Free text description</td>
</tr>
<tr>
<td>18 Clinical course/Circumstances Surrounding Death:</td>
<td>Free text field to enter any notes relevant.</td>
</tr>
<tr>
<td>19 History of .................Cancer? ANZOD (17)</td>
<td>Select Yes, No or Unknown</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If Yes, then when known, additional cancer detail is required to be completed on the ANZOD Additional Info Page.</td>
</tr>
<tr>
<td>20 AODR Donor Designation: ANZOD (28)</td>
<td>Registered as Yes</td>
</tr>
<tr>
<td></td>
<td>Registered as No</td>
</tr>
<tr>
<td></td>
<td>Not Registered</td>
</tr>
<tr>
<td></td>
<td>Not Accessed</td>
</tr>
<tr>
<td>21 If not accessed, Reason:</td>
<td>Free text to enter reason</td>
</tr>
<tr>
<td>22 Drivers licence indication? ANZOD (29)</td>
<td>Yes Resource</td>
</tr>
<tr>
<td></td>
<td>No Resource</td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>Unknown</td>
</tr>
<tr>
<td>23 IV fluid given in the last hour? Amount; Units</td>
<td>Ignore</td>
</tr>
</tbody>
</table>
### Data Field | Data Entry Instructions
---|---
**Blood given in the last 48 hours?** | Ignore

**Downtime information: Duration (minutes)** | Ignore – this information is entered on the Admission course page

**Person contacted not to release the body; Name:** | Ignore

**Approach prior to referral; approached by:** | Ignore

**Admitting Doctor:**
- **Contacted Date-Time**: Free text name of the treating intensivist if known. This information auto populates onto the Hospital Personnel Page.

### Authorising Person Information (NOK Information)

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorising Person Notified of Death</td>
<td>Ignore</td>
</tr>
<tr>
<td>1 Salutation</td>
<td>Enter Salutation</td>
</tr>
<tr>
<td>2 First Name</td>
<td>Enter First Name of authorising person</td>
</tr>
<tr>
<td>3 Last Name</td>
<td>Enter Last Name of authorising person</td>
</tr>
<tr>
<td>4 Relationship</td>
<td>Select from Drop down list</td>
</tr>
<tr>
<td>5 Phone</td>
<td>Enter phone number</td>
</tr>
<tr>
<td>6 Address</td>
<td>Enter address</td>
</tr>
<tr>
<td>7 City</td>
<td>Enter city</td>
</tr>
<tr>
<td>8 State Postcode Country</td>
<td>Enter State, Postcode, Country</td>
</tr>
<tr>
<td>9 Email</td>
<td>Enter email of authorising person</td>
</tr>
</tbody>
</table>

### Coroner Information

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Coroner Case? ANZOD (32)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>2 Contact Name:</td>
<td>Enter the name of the Coroner</td>
</tr>
<tr>
<td>3 Contact Phone:</td>
<td>Enter the phone number for the Coroner</td>
</tr>
<tr>
<td><strong>Coroner/ Other Special Requests:</strong></td>
<td>Ignore</td>
</tr>
</tbody>
</table>

### Outcome/Status

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
</table>
| 1 Organ Outcome | Actual Donor
- Intended Donor
- Referred Donor – no further action |
| 2 Organ Detail | Select from list |
| 3 Tissue Outcome | Retrieved
- Not retrieved |
| 4 Tissue Outcome Detail | Select from list |
| 5 Status | Pending
- Completed
**NOTE:** The default for this field is Pending. It can later be changed to Completed on the Referral Summary page.
DUPLICATES

When a new referral is created, the EDR provides an alert if a duplicate patient is identified (Figure 4e).

![Figure 4e: Initial Referral – Duplicate Patient Information](image)

Potential duplicate records can be identified if any of the following are the same:

1. First Name, Last Name and Hospital
2. MRN.

**NOTE:** Duplicate records cannot be deleted.

Once a potential duplicate has been identified by the EDR, two options exist:

1. If the case is truly a duplicate: click the link underneath the text, 'Duplicate patient information found…' to cancel the current referral case and proceed to the existing case in the EDR.
2. If the case is not a duplicate: You may override the warning by continuing to enter information and saving the case.

If a duplicate record is created and the referral saved, the following National Standard Operating Procedure should be followed:

**NATIONAL STANDARD OPERATING PROCEDURE**

To flag that a record is a duplicate, the User should:
- Enter the Referral ID of the original in the ‘Last Name’ field.
- Enter ‘Duplicate’ or the Donor ID in the ‘First Name’ field.
- Change the Organ and Tissue Outcomes to ‘Duplicate’ and
- the Status to ‘Complete’.

If there is an allocated Donor ID, this should be entered as the first name. By entering ‘Duplicate’ the record is clearly described as such as in reports produced by the system.
ASSIGNMENTS

When a donor case is created it can be electronically assigned to another User who will receive an electronic notification advising that he/she has been assigned a case for information or action.

STATE AND TERRITORY STANDARD OPERATING PROCEDURE

How the assignment module is used in your jurisdiction is determined by your State/Territory Standard Operating Procedure.

Assigning a Case to a User

Upon creation, a case is not automatically assigned to a particular User. Instead, the User who entered the referral can make the assignment either on the Initial Referral or Referral Summary page.

NOTE: A case can be assigned to more than one person.

At creation of a new referral, a User can assign a case to multiple Users by clicking on the drop down lists on the New Referral page (Figure 4f) or Referral Summary page (Figure 4g) and selecting the required personnel.

![Figure 4f: New Referral Page assignment selection](image-url)
<table>
<thead>
<tr>
<th>Position</th>
<th>Assignee</th>
<th>Current Assignment</th>
<th>Reassign To</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Specialist Nurse/Coordinator DLN</td>
<td>[no current assignment]</td>
<td>-</td>
<td>-- No Reassignment --</td>
<td></td>
</tr>
<tr>
<td>Donor State Medical Director DLN</td>
<td>[no current assignment]</td>
<td>-</td>
<td>-- No Reassignment --</td>
<td></td>
</tr>
<tr>
<td>Operations Manager DLN</td>
<td>[no current assignment]</td>
<td>-</td>
<td>-- No Reassignment --</td>
<td></td>
</tr>
<tr>
<td>Agency / Clinical Manager DLN</td>
<td>[no current assignment]</td>
<td>-</td>
<td>-- No Reassignment --</td>
<td></td>
</tr>
<tr>
<td>Donor Specialist Medical DLN</td>
<td>[no current assignment]</td>
<td>-</td>
<td>-- No Reassignment --</td>
<td></td>
</tr>
</tbody>
</table>

*Figure 4g: Referral Summary page assignment selection*
When a case is assigned to an individual, they will be sent a phone text message, an email (or both) with the following information:

The **text message** will contain the following information:

- Referral ID or Donor ID if generated
- The name of the person who referred the intended donor and the caller's phone number
- Hospital location of the intended donor.

If sent by **email**, the information above will be sent along with the additional information below:

- The name of the User who sent the assignment
- Case Assignment Note: A message written by the User for the person receiving the assignment.

The method by which an assignment is sent is a property set by the State/Territory EDR System Administrator at the time a User is added as a contact to the EDR. This is the **Primary** contact method. Options include:

- A text message only;
- an email message only; or
- both text message and email.

**Accepting an Assignment**

To acknowledge notification of a referral assignment, navigate to the **Referral Summary** page under the **TRACKING** tab and click the **Acknowledge Assignment** check box (Figure 4h).
Once finished with the case, select the **Assignment Completed** check box on the **Referral Summary** page.

**NOTE:** If you assign a referral that you have created to yourself, the **Acknowledge Assignment** will be greyed out and acknowledgement assumed.
Tracking Cases

If a case has been assigned or re-assigned, the designated person will receive a notification via the EDR.

When they log on to the EDR, they can use the case finder to view all of their assigned and pending cases. To display these referrals:

- select ‘Myself’ in the Assigned To field
- select ‘Pending’ in the Status field and then click the SEARCH button (Figure 4i).

Assignment Summary

Since assignments can be made from many areas in the EDR and each assignment can be in different stages of completion (such as acknowledged, completed, pending acknowledgement, etc.), the Assignment Summary page (Figure 4j) has been added to present this information on a single page on the TRACKING tab.

Here you can see the individual’s name, his or her role, the status of the assignment, the assignment date, and whether an acknowledgement is required.

To view only those assignments made to individuals assigned certain roles, make the desired selection from the Include Assignments list.

Assignments can also be sorted in chronological or reverse chronological order depending on the radio button selection made.
Changing Referral Status

Every referral entered in the EDR MUST be designated as either ‘Pending’ or ‘Completed’.

To update the status of a case, navigate to the Referral Summary page under the TRACKING tab and make the appropriate selection from the Status field (Figure 4k).

**IMPORTANT**: Once finished, remember to change the status of a case to ‘Completed’ as it will affect EDR reporting.
**TASK MANAGEMENT**

The **Task Management feature** is designed to supplement and/or replace existing practices and tools employed by Users to keep track of their 'To Do' lists for their assigned referrals, such as use of 'sticky notes'/other paper-based processes for tracking tasks due in the future.

Tasks are **NOT** part of the formal donor record and will **NOT** replace formal tracking/review of data in the case (such as Notes) that is recorded/required as part of the formal donor record. By design, tasks created via the **Task Management feature** are NOT viewable via a designated page within each referral – instead, tasks across all cases are viewable and easily accessed by Users via pages outside the donor record.

**Creating a Task**

The EDR Task Sidebar is available along the right side of the EDR as the User navigates within a standard referral case (Figure 4d).

*Figure 4d: Task Sidebar and Task Creation*
Viewing and Managing Tasks

**ITx Task Sidebar**
- Displays Count of the logged-in user’s OPEN Tasks, which updates: 1) with each ITx page load, and 2) every minute for up to 30 minutes (per new page load)
- Count also displayed on ITx Dashboard
- Displays as:
  - RED if any of the user’s OPEN Tasks are overdue
  - YELLOW if none of the OPEN Tasks are overdue, but at least one is due within 15 minutes
  - BLUE if none of the user’s OPEN Tasks are overdue or due in the next 15 minutes
  - GREY if the automatic update is discontinued (e.g., no activity for 30 minutes, lost connection)
- Click the # to view OPEN Tasks.

**“My Task” Page:**
- Displays all OPEN tasks assigned to the logged-in user
- Tasks sorted by Due Date-Time
- Overdue Tasks identified in RED
- Tasks due within 15 minutes identified in YELLOW
- Clicking on Case ID or Donor Info links navigates the user back to the ITx referral
- Click “Close” to CLOSE the Task - this removes the Task from the “My Tasks” Page for the user.
- Click “Edit” to MODIFY the Task.

**“Edit Task” Control**
- User can:
  - Re-assign the Task to another team mate (if/when configured by local ITx Admin)
  - Modify the description
  - Change the due-date
  - Close (or open) the Task
- Click “Save” to save changes, or “Cancel” to cancel.

Figure 4e: Viewing and Managing Tasks
Searching for Tasks

“Task Search” Page:
- Provides users the ability to search across all Tasks created in the System using a variety of search parameters
- Users are able to Edit and Open/Close any Task displayed
- Tasks that are CLOSED are highlighted in GREY. System displays who closed the task, and when.
- Overdue OPEN Tasks identified in RED. OPEN Tasks due within 15 minutes identified in YELLOW
- Clicking on Case ID or Donor info links navigates the user back to the ITx referral.

Figure 4f: Searching for Tasks

STATE AND TERRITORY STANDARD OPERATING PROCEDURE

How the task management feature is used in your jurisdiction is determined by your State/Territory Standard Operating Procedure.

When a task is viewed on the TASK Tab, the patients First name, Last name, age, gender and donor hospital location are displayed. Post deployment of the R2 2014 update, an Audit function exists which tracks changes made to each task (Figure 4g).

Figure 4g: My task view, post R3 2014 update

On the Team Task page, a drop down box has been added to allow a user to assign tasks to other teams. (Figure 4h).

Figure 4h: Assignment of team tasks
5. TRACKING TAB

REFERRAL SUMMARY PAGE

The Referral Summary page:
- provides a high level summary of information entered from the New Referral page, (auto populated across)
- allows the recording of the final outcome of a referral (Actual, DCD, DBD, Intended, Intended outcome detail)
- allows the assignment of the Completed status
- allows a User to acknowledge an assignment
- allows further assign or reassignment of a new referral to other Users and
- allows navigation to the Family Services Module for the entry of next of kin detail.

NATIONAL STANDARD OPERATING PROCEDURE

Once a donor case is completed, the outcome needs to be recorded on this page. This includes changing the Status field from ‘Pending’ to ‘Completed’. If this is not done then the Donor Case will continue to appear as a pending case in the Case Finder pending list.

If the details of next of kin are to be entered into the EDR for the purpose of Donor Family Support Follow-up in the Family Services Module, the field Donor Family Support Follow-up MUST be entered as ‘Yes’ (Figure 5a).

![Status: Completed](Figure 5a: Donor Family Support Follow-up)

The hyperlink next to this field is a short cut to take the User directly into the Family Services Module where additional next of kin details can be entered on the current donor case. In summary:

1. Enter ‘Yes’ in the Donor Family support Follow up field.
2. Click on the Family Services Module hyperlink when it appears.
3. To navigate back, select the Family Services Module Donor Information page link and click on the orange VIEW button. This will return the User to the referral in VIEW only mode.
4. Click on EDIT in the navigation box above and the User can continue to enter data.

For more information on the Family Services Module, refer to Section 12.
NATIONAL STANDARD OPERATING PROCEDURE

Referrals entered into the EDR must be either Actual or Intended Organ Donors as per the following definitions:

Actual Donor: An organ donor is a person for whom the organ retrieval procedure commenced in the operating room (with surgical incision) for the purpose of transplantation. This includes donors who may have been deemed medically unsuitable during surgery or after the removal of organs.

Intended Donor: An intended donor is a person for whom the donation workup was initiated as evidenced by both:

- Formal written consent undertaken, including consent for donation of specific organs +/- tissues and blood for tissue typing sent with allocation of a donor ID; but donation did not proceed.

The Organ Outcome option of ‘Referred Donor – no further action’ should be ignored.

### Outcome/Status

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
</table>
| 1 | Organ Outcome ANZOD (2) | Actual Donor  
Intended Donor  
Ignore  
Referred Donor – no further action |
| 2 | Actual Donor Organ Detail ANZOD (2) | Donation after brain death  
Donation after circulatory death  
NOTE: When a donor has been declared brain dead but the donation pathway follows a DCD then the drop down entry of ‘Donation after circulatory death’ MUST be selected. |
| 3 | Intended Donor Organ Detail ANZOD (2) | Refusal by Coroner/ Pathologist  
Failed physiological support  
Unexpected cardiac arrest  
Medical contraindication discovered during consideration for donation  
Declined by family after initially giving consent  
Planned DCD who died outside time limit  
No available retrieval team  
No suitable recipients  
Other reason |
| 4 | Referred Donor – no further action Detail - Ignore | Outside of age range  
No consent  
Refusal by Coroner/ Pathologist  
Medical contraindication discovered during consideration for donation  
Unexpected cardiac arrest  
No available retrieval team  
No suitable recipients  
Logistics  
Other reason |
| 5 | Tissue Outcome | Retrieved  
Not retrieved |
6 Tissue Retrieval Detail | Eye, Tissue and organ donor  
| Eye and organ donor only  
| Tissue and organ donor  
| Eye donor only  
| Tissue donor only

7 Tissue No Retrieval Detail | Logistics  
| No available retrieval team  
| No consent  
| Medical contraindication discovered during consideration for donation  
| Refusal by Coroner/ Pathologist  
| Other reason

8 Status | Pending  
| Completed

NOTE: The default for this field is **Pending**. It can later be changed to **Completed** on the **Referral Summary** page.

9 Donor Family Support Follow-up | Select Yes or No

NOTE: To add in additional next of kin information, this field MUST be entered as ‘Yes’.

10 Clinical Status | Select from list.

NOTE: To return to the drop down list after selecting ‘Other’, double click in the data entry field.

11 Family Status | Select from list.

NOTE: To return to the drop down list after selecting ‘Other’, double click in the data entry field.

**REFERRAL WORKSHEET PAGE**

The **Referral Worksheet** allows the entry of any fields which were unknown at the time of completion of the **Initial Referral Form**. Previously entered information on the **Initial Referral** page auto populates the **Referral Worksheet**.

**Generating the Donor ID**

The first data entry field on the Referral Worksheet generates the Donor ID which becomes the unique identifier by which the donor will be identified nationally.

This number replaces the previous number generated by the tissue typing laboratories. The change in work practice is that this number is now generated using the EDR.

**IMPORTANT**: This number MUST now be provided to the HLA laboratories as the unique identifier for each intended or actual donor.

The EDR generated Donor ID is also part of the ANZOD xml export.

Tick the ‘Create Donor ID’ box (Figure 5b), then click **SAVE** at the bottom of the page to generate the Donor ID which will then appear in the header at the top of the page.

**Figure 5b: Create Donor ID**
NATIONAL STANDARD OPERATING PROCEDURE

Nationally, the Donor ID is generated when donor bloods are sent to the laboratories and testing for tissue typing and serology/NAT testing is requested.

STATE AND TERRITORY STANDARD OPERATING PROCEDURE

It is recommended that each DonateLife Agency determine a Standard Operating Procedure for who is responsible for generating the Donor ID. This could be a Donation Specialist Coordinator or Donation Specialist Nurse depending on State/Territory practice.

Hospital Information

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Donor ID</td>
<td>Tick the box to generate the Donor ID. Click the SAVE button on the bottom of the page to generate the Donor ID. This identifier will appear in the Header Bar of each page once the Referral Worksheet is saved.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Services on Site</td>
<td>Ignore</td>
</tr>
<tr>
<td>Hours on Site</td>
<td>Ignore</td>
</tr>
</tbody>
</table>

Patient Information

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB:</td>
<td>Date of birth if available (dd/mm/yyyy). This will automatically populate the AGE box.</td>
</tr>
<tr>
<td>Gender:</td>
<td>Select gender (Male, Female or Unknown)</td>
</tr>
<tr>
<td>Height:</td>
<td>Enter the height and select the unit of measure as centimetres.</td>
</tr>
<tr>
<td>Weight:</td>
<td>Enter the weight and select the unit of measure as kilograms</td>
</tr>
<tr>
<td>MRN:</td>
<td>Enter the medical record number</td>
</tr>
<tr>
<td>Ethnic Origin:</td>
<td>Select from the dropdown list. Other can be selected and a text description entered. However, this entry should be later reviewed and a selection made from the drop down list. NOTE: The complete list is available at Appendix 3 of this document with detail on the ethnicities that are associated with the broad categories given in the drop down list. NOTE: This field allows the EDR to calculate the Total Lung Capacity (TLC) based on ethnicity so it is important to select the correct dropdown field whenever possible.</td>
</tr>
<tr>
<td>Religion:</td>
<td>Select from the dropdown list. The list includes all known religious categories. NOTE: The complete list is available at Appendix 4 of this document.</td>
</tr>
<tr>
<td>Hospital Admission date-Time:</td>
<td>Enter the hospital admission date where the intended donor is currently located.</td>
</tr>
<tr>
<td>Referred on vent?:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Referral Type: Required for EDR reports</td>
<td>OTE – Organ, Tissue &amp; Eye</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Intubation Date-Time: ANZOD (18)</td>
<td>This can also be entered on the Donor Information page in ORGAN PRE-OR tab</td>
</tr>
<tr>
<td>Removed from ventilator support in the past 12 hours prior to their time of death?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Date-Time of Extubation:</td>
<td>Ignore</td>
</tr>
<tr>
<td>Was Referral Timely For Organ Donation?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Was Referral Timely for Tissue Donation?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Clinical Trigger Met Date-Time</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td>NOTE: The 'Referral Timeliness Report' is dependent on this field.</td>
<td></td>
</tr>
<tr>
<td>Cause of Death: ANZOD (12)</td>
<td>Select from list.</td>
</tr>
<tr>
<td>Circumstances of Death: ANZOD (12)</td>
<td>Select from list.</td>
</tr>
<tr>
<td>NOTE: If an option is selected which includes (Specify) the free text field below MUST be completed for the ANZOD Summary to accept that Circumstances of Death has been entered.</td>
<td></td>
</tr>
<tr>
<td>Circumstances of Death Description (Specify) ANZOD (12)</td>
<td>Text description.</td>
</tr>
<tr>
<td>Admission Diagnosis:</td>
<td>Text description.</td>
</tr>
<tr>
<td>Clinical course/Circumstances Surrounding Death:</td>
<td>Free text field to enter any notes relevant.</td>
</tr>
<tr>
<td>History of HIV?, HBV?, HCV?</td>
<td>Ignore</td>
</tr>
<tr>
<td>History of ..........Cancer? ANZOD (17)</td>
<td>Tick this box if known.</td>
</tr>
<tr>
<td>NOTE: This field will auto populate the equivalent field on the Admission Course page</td>
<td></td>
</tr>
<tr>
<td>Signs/ symptoms of systematic infection:</td>
<td>Select Yes or No and provide description.</td>
</tr>
<tr>
<td>AODR Donor Designation: ANZOD (28)</td>
<td>Registered as Yes Not Registered</td>
</tr>
<tr>
<td>Registered as No Not Accessed</td>
<td></td>
</tr>
<tr>
<td>If not accessed, Reason:</td>
<td>Free text to enter reason</td>
</tr>
<tr>
<td>Drivers licence indication? ANZOD (29)</td>
<td>Yes Not applicable</td>
</tr>
<tr>
<td>No Unknown</td>
<td></td>
</tr>
<tr>
<td>Downtime information: Duration (minutes)</td>
<td>Ignore: detailed information recorded on Admission Course page in ORGAN PRE-OR tab</td>
</tr>
<tr>
<td>Approach prior to referral; approached by: Title:</td>
<td>Ignore</td>
</tr>
<tr>
<td>Admitting Doctor: Contacted Date-Time</td>
<td>Free text name of the treating intensivist if known. This field auto populates onto the Hospital Personnel Page.</td>
</tr>
</tbody>
</table>
Preliminary Tissue Screen Information

This section is not used for any purpose in Australia. Do not complete this section.

Authorising Person Information

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorising Person Notified of Death</td>
<td>Ignore</td>
</tr>
<tr>
<td>1 Salutation</td>
<td>Enter Salutation</td>
</tr>
<tr>
<td>2 First Name</td>
<td>Enter First Name of authorising person</td>
</tr>
<tr>
<td>3 Last Name</td>
<td>Enter Last Name of authorising person</td>
</tr>
<tr>
<td>4 Relationship</td>
<td>Select from Drop down list</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong>: ‘Other’ (Text box allows entry of description.)</td>
</tr>
<tr>
<td>5 Phone</td>
<td>Enter phone number</td>
</tr>
<tr>
<td>6 Address</td>
<td>Enter address</td>
</tr>
<tr>
<td>7 City</td>
<td>Enter city</td>
</tr>
<tr>
<td>8 State, Postcode, Country</td>
<td>Enter State, Postcode, Country</td>
</tr>
<tr>
<td>9 Email</td>
<td>Enter email of authorising person</td>
</tr>
</tbody>
</table>
TISSUE DONOR SCREENING PAGE – NOT APPLICABLE IN AUSTRALIA

This page is not used for any purpose in Australia. Do not complete this page.
AUTHORISATION FORM PAGE

NATIONAL STANDARD OPERATING PROCEDURE

The EDR Authorisation Form is not to be used as the legal record of the authorisation from the next of kin. States and territories continue to record next of kin consent for organ and tissue donation using jurisdictional consent forms. Once completed the consent form can be attached to the EDR.

However, there are two sections on the Authorisation Form page that contain fields which are MANDATORY for auto population of the Authorisation Information page and as a validation check for the ANZOD upload.

The last section of the Authorisation Form is to be ignored.

Authorisation for the donation of organs and tissues

In this section, only one field requires completion – Authorisation Date-Time.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Use</td>
<td>Ignore</td>
</tr>
<tr>
<td>Authorisation Date-Time</td>
<td>Enter the Date-Time of authorisation. NOTE: This value is not sent to ANZOD. However, it is used by the EDR to derive the type of donor. The Date-Time confirms that the ANZOD export is for an intended or actual donor.</td>
</tr>
<tr>
<td>Authorised Party</td>
<td>Ignore</td>
</tr>
<tr>
<td>First Last</td>
<td>Ignore</td>
</tr>
<tr>
<td>Relationship</td>
<td>Ignore</td>
</tr>
<tr>
<td>Phone</td>
<td>Ignore</td>
</tr>
<tr>
<td>Address</td>
<td>Ignore</td>
</tr>
<tr>
<td>City</td>
<td>Ignore</td>
</tr>
<tr>
<td>State</td>
<td>Ignore</td>
</tr>
<tr>
<td>Postcode</td>
<td>Ignore</td>
</tr>
<tr>
<td>Country</td>
<td>Ignore</td>
</tr>
<tr>
<td>Email</td>
<td>Ignore</td>
</tr>
<tr>
<td>Do Not Contact</td>
<td>Ignore</td>
</tr>
</tbody>
</table>

Organ Authorisation

This section is used to record the process and outcomes of requesting consent of organs and tissues for donation. The User has the option of entering three options:

- If authorisation was requested and obtained enter: ‘Yes’
- If authorisation was requested but not obtained enter: ‘No’
- If authorisation was not requested enter: ‘N/A’.

This information will auto populate the Authorisation Info page under the ORGAN PRE-OR tab.

The reason authorisation was not obtained or requested, will need to be entered on the Authorisation Info page.
<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Right Kidney ANZOD (34)</td>
</tr>
<tr>
<td>3</td>
<td>Left Kidney ANZOD (34)</td>
</tr>
<tr>
<td>4</td>
<td>Liver ANZOD (34)</td>
</tr>
<tr>
<td>5</td>
<td>Intestine ANZOD (34)</td>
</tr>
<tr>
<td>6</td>
<td>Pancreas ANZOD (34)</td>
</tr>
<tr>
<td>7</td>
<td>Heart ANZOD (34)</td>
</tr>
<tr>
<td>8</td>
<td>Right Lung ANZOD (34)</td>
</tr>
<tr>
<td>9</td>
<td>Left Lung ANZOD (34)</td>
</tr>
<tr>
<td>10</td>
<td>Other ANZOD (34)</td>
</tr>
<tr>
<td>11</td>
<td>If organs retrieved are unable to be transplanted or used for research</td>
</tr>
</tbody>
</table>

**Research and Education Authorisation**

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Research ANZOD (33)</td>
</tr>
<tr>
<td>3</td>
<td>Education</td>
</tr>
</tbody>
</table>

**Tissue Authorisation**

Authorisation can only be sought for:

- **Eyes (including corneas and sclera); or**
- **Eyes - Corneas only.**

Authorisation for both cannot be chosen.

1. If authorisation is sought for **Eyes – Corneas only**, tissue retrieved on the **Tissue Outcome** page can only be recorded as **Corneas only**.
2. If authorisation is sought for **Eyes (including corneas and sclera)**, tissue retrieved on the **Tissue Outcome** page can only be recorded as **Eyes - Whole**.

Authorisation for blood vessels from abdomen and blood vessels from thoracic should only be recorded as sought (Yes or No) when the consent is for the purpose of donation of blood vessels for appropriate storage and processing in a tissue bank. Jurisdictions that do not have this tissue banking process in place are required to enter N/A in this field. The reason for why N/A has been selected should be entered as ‘Other’ with the text **No Program.**
Vessels retrieved for extension grafts in association with solid organs such as liver and pancreas are NOT to be recorded in the Tissue Authorisation section of the Authorisation Form page.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Eyes (Including corneas and sclera) ANZOD (34) Tick if this section is not applicable. All boxes will be ticked as N/A if this box is ticked.</td>
</tr>
<tr>
<td>3</td>
<td>Eyes - Corneas only ANZOD (34) Tick one of the following: Yes, No or N/A NOTE: If this option is selected, then Eyes- Whole MUST be selected on the Tissue Outcome page.</td>
</tr>
<tr>
<td>4</td>
<td>Skin (from back, legs, abdomen, arms) ANZOD (34) Tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>5</td>
<td>Musculoskeletal of the arm (long bones, tendons and elbow joint ANZOD (34) Tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>6</td>
<td>Musculoskeletal of the leg (long bones, tendons, fascia and knee/ankle joints) ANZOD (34) Tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>7</td>
<td>Pelvic ANZOD (34) Tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>8</td>
<td>Heart for valves (including annexed vessels and pericardium) ANZOD (34) Tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>9</td>
<td>Blood vessels from abdomen ANZOD (34) Tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>10</td>
<td>Blood vessels from thoracic ANZOD (34) Tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>11</td>
<td>Other 1 ANZOD (34) Write description of tissue; then tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>12</td>
<td>Other 2 ANZOD (34) Write description of tissue; then tick one of the following: Yes, No or N/A</td>
</tr>
<tr>
<td>13</td>
<td>If tissue retrieved is unable to be transplanted or used for research: Return to body Respectfully disposed</td>
</tr>
</tbody>
</table>

Authorisation / Disclosure

This section is not used for any purpose in Australia. Do not complete this section.
This page is not used for any purpose in Australia. Do not complete this page.
BRAIN STEM REFLEXES PAGE – NOT APPLICABLE IN AUSTRALIA

This page is not used for any purpose in Australia. Do not complete this page.
MED SOC LIST

The Med Soc List page provides access to the Donor Medical and Social History Questionnaire (Med-Soc Questionnaire).

This multi-page, detailed questionnaire captures the patient's social history as recounted by someone close to the patient, and contains standard information such as:

- Donor name
- Person interviewed (name, address, and phone)
- Secondary person interviewed (name, address, and phone)
- Date, time, and place of interview
- Person conducting the interview
- Interviewer comments.

IMPORTANT:

- Completion of the Med-Soc Questionnaire is MANDATORY.
- The User has the option of entering data directly into the EDR via a laptop during the family interview or recording the data on a paper version and entering post interview.

STATE AND TERRITORY STANDARD OPERATING PROCEDURE

The method by which the Med-Soc Questionnaire is completed will be determined by your State/Territory Standard Operating Procedure.

Creating a Med-Soc Questionnaire

To create or edit a Med-Soc Questionnaire, navigate to the TRACKING tab and click the Med Soc List link.

To create a new Med-Soc Questionnaire, click the ADD button (Figure 5c).

Figure 5c

The Med Soc List page consists of a total of five pages and 44 questions. The User will navigate and access the questionnaire by selecting the required page number which is displayed at the bottom of each page.

The User has the option to enter ‘N/A’, ‘No’, ‘Yes’ in response to each question with the ability to free text comments for each.

NOTE: If the next of kin do not know an answer definitively as ‘Yes’ or ‘No’, or the answer is unknown, enter NO and use the comments box to clearly document that the family cannot provide a definite Yes/No of that the answer is unknown.
Multiple **Med-Soc Questionnaires** can be added to a referral record by clicking on the **ADD** button (Figure 5d).

![Figure 5d: Adding a Med-Soc Questionnaire](image)

**NOTE:** If you are adding additional information from another source other than the initial interviewee, you should add another **Med-Soc Questionnaire** and fill in details of the person interviewed.

**Editing a Med-Soc Questionnaire**

To edit an existing **Med-Soc Questionnaire**, choose the desired record and click **EDIT** (Figure 5e).

![Figure 5e: Med Soc List page – Editing an Existing Questionnaire](image)

**IMPORTANT:** The **Donor Medical and Social History Questionnaire** page (Figure 5f) is only accessible after the first questionnaire has been created.

![Figure 5f: Med Soc Page](image)
Pages that have yet to be completed (those having unanswered, required questions) appear in white type at the top of the page, and required questions on the current page are listed directly underneath (Figure 5g).

To access subsequent pages within the questionnaire, simply click the desired page number at the bottom of the page (Figure 5h).

**Electronic Signature**

**IMPORTANT:** Once completed, the Med Soc List page must be electronically signed.

To sign:

1. Tick the box beside the declaration ‘By checking here an entering my User Name and a password known only to me, I am electronically signing the above statement’ (Figure 5i)
2. Enter your EDR log in User Name
3. Enter your EDR password
4. Click on the SAVE button at the end of the page.
No further edits to the page can be made unless a second electronic signature is added. The process to add a second electronic signature to a signed questionnaire is as follows:

1. Go to TRACKING tab then Med Soc List page
2. Select EDIT on the Questionnaire you want to update
3. This will take you to the electronically signed Questionnaire
4. To make further edits: go to page 5 of the Questionnaire and scroll to bottom of page to Electronic Signature
5. Select ADD ANOTHER SIGNATURE (Figure 5j) then select SAVE
6. This will allow additional information to be included.

After signing, an E-SIG seal, the name of the person who signed the document and the date-time, is displayed (Figure 5j).

**NOTE:** Once a Med Soc form has been added, it cannot be deleted. Further edits can be made to an existing Med Soc form by ticking the ‘Add another signature’ on the last page of the form. All Med Soc forms created for a referral, will be included in the Donor Chart on its transmission.
**APPROACH INFORMATION PAGE**

**Initial Mention**

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Initial Mention By:</td>
<td>ANZOD (30) Select from the following drop down list:</td>
</tr>
<tr>
<td>2 Last Name:</td>
<td>Enter last name</td>
</tr>
<tr>
<td>3 First:</td>
<td>Enter first name</td>
</tr>
<tr>
<td>4 Relationship/Title:</td>
<td>Enter text description</td>
</tr>
<tr>
<td>5 Date-Time:</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td>6 Family Response:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>7 If Yes, Restrictions:</td>
<td>Enter text description</td>
</tr>
<tr>
<td>8 If No, is re-approach</td>
<td>appropriate Enter Yes or No</td>
</tr>
<tr>
<td>9 If inappropriate, why?</td>
<td>Enter text description</td>
</tr>
<tr>
<td>10 Comments?</td>
<td>Select N/A or enter comments.</td>
</tr>
</tbody>
</table>

**Formal request**

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Authorisation Not Requested</td>
<td>Tick box if authorisation not requested. Enter reason from drop down list.</td>
</tr>
<tr>
<td>2 Formal request by:</td>
<td>Select from the following drop down list. NOTE: Formal request is the process undertaken by the person who lead the Donor Family Conversation and offered the opportunity of organ and tissue donation.</td>
</tr>
<tr>
<td>3 If Donation Specialist, Name:</td>
<td>This field opens only when Donation Specialist is selected from the above list. Select the name of the Donation Specialist from the drop down list.</td>
</tr>
<tr>
<td>4 If Hospital/ Other, Name:</td>
<td>Write the name of the requestor in the text box provided</td>
</tr>
<tr>
<td>5 Other Role/Title</td>
<td>If 'Other (specify)' is selected in the 'Formal request by:' field, then write the role of the requestor in this field.</td>
</tr>
<tr>
<td>6 Date-Time:</td>
<td>Enter the Date-time of the request.</td>
</tr>
<tr>
<td>7 Was the person a trained requestor?</td>
<td>Select Yes or No \ NOTE: A trained requestor is a person who has completed and attended the Family Donation Conversation core and practical workshops.</td>
</tr>
<tr>
<td>8 Donation Specialist Contact with Donor Family</td>
<td>Face to Face Telephone None</td>
</tr>
<tr>
<td>ANZOD (31)</td>
<td>Family Response Ignore</td>
</tr>
<tr>
<td></td>
<td>Authorisation for Organ Ignore</td>
</tr>
<tr>
<td></td>
<td>Authorisation for Tissue Ignore</td>
</tr>
<tr>
<td></td>
<td>If Yes, Restrictions Ignore</td>
</tr>
<tr>
<td></td>
<td>If No, Reason: Ignore</td>
</tr>
<tr>
<td></td>
<td>Did authorisation process meet your definition of effective requesting? Ignore</td>
</tr>
<tr>
<td>9 Comments:</td>
<td>Select N/A if not applicable. Text box available if comments required.</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Translator used during request process?</td>
<td>Ignore</td>
</tr>
<tr>
<td>If yes, translator name:</td>
<td>Ignore</td>
</tr>
<tr>
<td>Telephone Authorisation?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Grave Prognosis:</td>
<td>Ignore</td>
</tr>
<tr>
<td>If yes, by whom</td>
<td>Ignore</td>
</tr>
<tr>
<td>Private Setting?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Did family express an understanding of imminent death?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Was donation mentioned prior to the family's acceptance of death</td>
<td>Ignore</td>
</tr>
<tr>
<td>Was donation discussed with the family prior to the referral to DLA?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Was donation mentioned to the family prior to DLA arrival</td>
<td>Ignore</td>
</tr>
<tr>
<td>Had the family previously discussed donation?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Had the patient expressed wishes NOT to be a donor?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Did DLA involve hospital in planning course of action?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Was appropriate authorising Person identified?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Was appropriate authorising Person available?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Did DLA discuss benefits to donor families and recipients?</td>
<td>Ignore</td>
</tr>
<tr>
<td>Comments:</td>
<td>Select N/A if not applicable. Text box available if comments required.</td>
</tr>
</tbody>
</table>
TISSUE OUTCOMES PAGE

Tissue Outcomes

The Tissue Outcomes page (Figure 5k) summarises and records tissue outcomes, tissue disposition and tissue bank information.

To navigate to this page from within a case, select the TRACKING tab. Then select the Tissue Outcomes page from the left-hand navigation menu.

Two of the fields in the Tissue Outcomes section autopopulate from other pages within the EDR. The third field is not relevant to Australia. All three fields should be ignored.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Designation;</td>
<td>Ignore This field is auto populated from the Referral Worksheet page. It is the AODR Donor Designation Field.</td>
</tr>
<tr>
<td>Type</td>
<td>Ignore This field is not relevant to Australia</td>
</tr>
<tr>
<td>Tissue Outcome</td>
<td>Ignore This field auto populates from the Referral Summary page</td>
</tr>
</tbody>
</table>
Tissue Disposition

The Tissue Disposition section is auto populated from the Authorisation Form (TRACKING tab) and the Authorisation Info (ORGAN PRE-OR tab) pages. Complete these pages before entering data on the Tissue Outcome page.

For example, if Yes, No, and N/A are selected on the Authorisation Form page (Figure 5l) for organ or tissue, the following outcomes will be present on the Authorisation Info or Tissue Outcomes pages (Figure 5m) respectively:

<table>
<thead>
<tr>
<th>Authorisation Form page</th>
<th>Authorisation info page or Tissue Outcomes page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisation?</td>
<td>Approached?</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>N/A</td>
<td>No</td>
</tr>
</tbody>
</table>

Figure 5l: Authorisation Form page (tissues)

Figure 5m: Tissue Outcomes page – Tissue Disposition section

The Tissue Disposition section is used to record:

- The reason authorisation for a tissue was not sought
- The reason authorisation sought for a tissue was not obtained
- Whether a tissue was retrieved or not retrieved after authorisation.
Tissue Bank Information

The **Tissue Bank Information** section of the **Tissue Outcomes** page contains data populated from the **Tissue Agency Administration** page (Figure 5n).

For further information on populating the **Tissue Agency Administration** page, refer to the EDR System Administration Guide.

![Figure 5n: Tissue Outcomes page – Tissue Bank Information section](image)

The Tissue Bank Information section is also used to document the tissue referral process and accept/decline outcome from the User to the appropriate tissue banks. This page may be completed during post case follow-up.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tissue Bank: ANZOD (36)</td>
</tr>
<tr>
<td></td>
<td>Select the name of the tissue bank from the drop down list.</td>
</tr>
<tr>
<td>2</td>
<td>Tissue: ANZOD (36)</td>
</tr>
<tr>
<td></td>
<td>Select the tissue from the drop down list.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong>: The list is customised to only those tissues accepted by the Bank selected from the above field.</td>
</tr>
<tr>
<td>3</td>
<td>Contact Name:</td>
</tr>
<tr>
<td></td>
<td>Enter the name of the person contacted at the bank</td>
</tr>
<tr>
<td>4</td>
<td>Contact Date-Time:</td>
</tr>
<tr>
<td></td>
<td>Enter the Date-Time when the person was contacted.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong>: This field has an associated ‘Now’ clock functionality. Clicking on the clock face will automatically enter the current date-time.</td>
</tr>
<tr>
<td>5</td>
<td>Accepted:</td>
</tr>
<tr>
<td></td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>6</td>
<td>If No, Reason :</td>
</tr>
<tr>
<td></td>
<td>Enter a text description.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong>: The field only allows for the entry of 11 characters.</td>
</tr>
<tr>
<td>Tissue ID#</td>
<td>Ignore</td>
</tr>
</tbody>
</table>
FINAL ORGAN DISPOSITION PAGE – NOT APPLICABLE IN AUSTRALIA

This page is not used for any purpose in Australia. Do not complete this page.

NOTE: Details of final outcome of organ transplantation and recipient information are recorded on the Donor Summary-Organ Disposition page (ORGAN OR/POST tab).
REFERRAL NOTES PAGE

The EDR provides several different areas in which to enter targeted referral notes or specific information relating to particular issues within a referral. During the patient tracking process, all the notes are located under the TRACKING tab. Notes can also be recorded on pages under the NOTES tab.

The NOTES tab provides access to the Referral Notes and Adverse Event/Incident Notes.

For further detail on the Referral Notes page, see the NOTES tab section.
ADVERSE EVENT/ INCIDENT NOTE PAGE

For further detail on the Adverse Event/Incident Note page, see the NOTES tab section.
QA CASE LOCK PAGE

The QA Case Lock page allows authorised Users to lock the entire case, confirming that final QA has been performed.

Locking a referral prevents all Users from making any further updates.

Once the case has been locked, Users have read-only access if they have permission to view or edit the page.

STATE AND TERRITORY STANDARD OPERATING PROCEDURE

The timing and circumstance of when a record should be locked or unlocked will be determined at a jurisdictional level and determined by the local Standard Operating Procedure.

The persons authorised to lock and unlock records will also be determined at a jurisdictional level and determined by the State or Territory Standard Operating Procedure.

Locking a case

To lock a case, click the LOCK CASE button (Figure 5p).

Figure 5p: Lock Case

The LOCK CASE button is replaced with the UNLOCK CASE button. An audit log note is generated recording the name of the User, and date-time that the referral was locked (Figure 5q).

Figure 5q: Audit Log Note

NOTE: Once locked, the case’s header bar will display the QA Locked icon and the background colour will change to white (Figure 5r).

Figure 5r: QA Locked (white)

Unlocking a case

To unlock a case, click the UNLOCK CASE button (Figure 5s).

Figure 5s: Unlock Case
When a case is unlocked, an audit log note is again generated recording the name of the User, and date-time that the referral was unlocked.

**Adding a QA Note**

The EDR provides for the entry of a QA note on each occasion that a referral is locked or unlocked. The EDR records the date and time that a record is locked as well as the name of the User who has locked the case.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ADD QA NOTE</td>
<td>Select from drop down list.</td>
</tr>
<tr>
<td>2 If other:</td>
<td>If Other is selected in the field above, a text description must be entered in this field</td>
</tr>
<tr>
<td>3 Text field</td>
<td>Enter the QA note in the text box provided. <strong>NOTE:</strong> Once a referral has been locked, QA notes cannot be recorded. This functionality returns once a referral is unlocked.</td>
</tr>
</tbody>
</table>

**STATE AND TERRITORY STANDARD OPERATING PROCEDURE**

QA notes can be recorded at any time prior to a case being locked. When and why a QA note should be recorded, will be determined by your State/Territory Standard Operating Procedures.

Once a case is locked, the SAVE button associated with QA notes disappears. It will reappear once the case is unlocked.
ORGAN OFFER SUMMARY PAGE

The Organ Offer Summary page allows the recording of each organ offer made to a transplant unit.

Click on the ADD button to add a new organ offer.

NATIONAL STANDARD OPERATING PROCEDURE

As described in the ATCA/TSANZ National Standard Operating Procedures Electronic Donor Record Utilisation For: Organ Offer Process Organ Transfer Documentation, the Donation Specialist will provide a verbal “Donor Brief” to the Transplant Coordinator as well as the EDR generated Donor Chart, ABO, Serology and NAT results (if available) and any relevant attachments for the organ being offered.

The verbal “Donor Brief” is limited to the following:

- Donor identifiers: Donor ID, DOB and MRN
- Confirm organ/s being offered
- Donation pathway: DBD or DCD
- Donor blood group, weight, height, girth and build
- Donor location
- Relevant medical-social history and/or clinical information being sure to highlight risk information. (Brief review only, as details are contained in electronic referral)
- When providing an interstate referral include:
  - Reason home state and any other states have declined organ offer
  - Number (1st, 2nd etc)state to receive offer
  - Relevant logistic retrieval information (ie: home state cn provide retrieval surgeons or time restrictions)

NOTE: The state order in the dropdown list on the organ offers page of the EDR does not follow the ATCA/TSANZ National Standard Operating Procedures and Organ Allocation Rotations. In the event an organ is required to be offered interstate on rotation then the ATCA/TSANZ National Standard Operating Procedures and Organ Allocation Rotations are to be used for documentation of the offer process as per the current practice. However, the details of this allocation process must also be entered into the Organ Offer page of the EDR as per previous practice in the CDRF. This page will be further modified with an additional section allowing the recording of Heart Lung offers.

Organ Offer

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Organ:</td>
<td>Select organ to be offered from the drop down list.</td>
</tr>
<tr>
<td></td>
<td>NOTE: If ‘Other’ is selected, enter the text description of the organ on offer.</td>
</tr>
<tr>
<td>2 Other Organ</td>
<td>Enter free text description</td>
</tr>
<tr>
<td>3 State:</td>
<td>Select the state to which the organ is being offered from the dropdown list.</td>
</tr>
<tr>
<td>4 Transplant Unit</td>
<td>Select the Transplant unit to which the organ is being offered from the dropdown list.</td>
</tr>
<tr>
<td>5 Offered for Urgent:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>6 Category:</td>
<td>Select 1 or 2</td>
</tr>
</tbody>
</table>
Offered To

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Enter the name of the person contacted to make the offer</td>
</tr>
<tr>
<td>Role/ Position:</td>
<td>Select from the drop down list.</td>
</tr>
<tr>
<td>Date-Time Offered:</td>
<td>Enter the date-time offered</td>
</tr>
<tr>
<td>Contact #:</td>
<td>Enter phone number of person contacted</td>
</tr>
</tbody>
</table>

Offer Details

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted/Declined:</td>
<td>Select from drop down list.</td>
</tr>
<tr>
<td>Date-Time Accepted/Declined:</td>
<td>Enter the date-time the offer was accepted or declined</td>
</tr>
<tr>
<td>Requests:</td>
<td>Enter a text description of any requests relating to this offer.</td>
</tr>
<tr>
<td>Reason Declined:</td>
<td>Select from the drop down list.</td>
</tr>
</tbody>
</table>

**NATIONAL STANDARD OPERATING PROCEDURE**

If initially an organ offer is accepted and subsequently declined by a single state/territory, the decline MUST be recorded as a new offer.

Heart Lung Bloc Offer Outcome

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Outcome</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>Heart Reason Declined</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>Lung Reason Declined</td>
<td>Select from drop down list</td>
</tr>
</tbody>
</table>

X-Match

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>X-MATCH Name:</td>
<td>Enter the name of the potential recipient being x-matched</td>
</tr>
<tr>
<td>X-MATCH:</td>
<td>Enter the x-match result from the drop down list.</td>
</tr>
<tr>
<td>ORGAN:</td>
<td>Enter free text description</td>
</tr>
<tr>
<td>Comments:</td>
<td>This is a free text field available to enter any comments relating to this organ offer.</td>
</tr>
</tbody>
</table>
TRANSPORTATION SUMMARY PAGE

The Transport Summary (Figure 5t) page provides a high level summary of each transport event, entered on a Transportation Detail page.

Figure 5t: Transport Summary page
TRANSPORTATION DETAIL PAGE

The Transportation Detail page allows the entry of detail relating to all transportation associated with the organ and tissue donation and transplantation process.

Multiple pages are available and can be accessed once the first page is saved with entered data.

Click on the double arrow button in the top right hand corner to access the next page (Figure 5u).

![Figure 5u: Next Page button](image)

Transportation

The transportation section allows the entry of detail relating to the purpose for the transport arrangements. The destination address details are recorded here along with the name of the person responsible for receipt of an organ at the final location.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1   Purpose:</td>
<td>Tick the box which describes the transportation purpose.</td>
</tr>
<tr>
<td>2   If Organ, specify:</td>
<td>Tick the box(es) which describe the organs being transported.</td>
</tr>
<tr>
<td>3   If Transplant Team, specify:</td>
<td>Select code for the Transplant Centre from the drop down list.</td>
</tr>
<tr>
<td></td>
<td>(Refer to Appendix 6 for the full name of each Transplant Centre and the associated code.)</td>
</tr>
<tr>
<td>4   Team,</td>
<td>Enter text description of team</td>
</tr>
<tr>
<td>5   Attention:</td>
<td>Enter the name of the person to whom the items are being sent.</td>
</tr>
<tr>
<td>6   Agency:</td>
<td>Select the Agency type from the drop down list. The selected type will filter the organisation list and provide a shorter list from which to select the final destination. NOTE: The full address of the final destination will auto populate on this page. It does not need to be entered. The address is maintained by each State/Territory EDR System Administrator.</td>
</tr>
<tr>
<td>7   Initial contact:</td>
<td>Enter the Date-Time of initial contact</td>
</tr>
<tr>
<td>8   Contact Name:</td>
<td>Enter the contact name</td>
</tr>
<tr>
<td>9   Phone:</td>
<td>Enter the phone number of the contact</td>
</tr>
<tr>
<td>10  Initial location:</td>
<td>Enter the initial location</td>
</tr>
<tr>
<td>11  Final Location:</td>
<td>Enter the final location</td>
</tr>
<tr>
<td>12  Scheduled Pick-up time:</td>
<td>Enter the scheduled pickup date and time</td>
</tr>
<tr>
<td>13  Actual Pick-up time:</td>
<td>Enter the actual pick up date and time</td>
</tr>
<tr>
<td>14  Job#:</td>
<td>Ignore</td>
</tr>
<tr>
<td>15  Account No of Receiving Unit:</td>
<td>Enter the account number of the receiving unit.</td>
</tr>
</tbody>
</table>
Ground

This section is for entering detail on each section of the trip undertaken on the ground.

Up to three trips can be entered on a single page.

As described above, additional pages can be added if needed utilising the NEXT PAGE (>>) button outlined in red in Figure 5i above.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Agency:</td>
<td>Enter the name of the Agency responsible for the ground transport</td>
</tr>
<tr>
<td>2 From to:</td>
<td>Enter the pick-up location and the destination location. <strong>NOTE:</strong> There are two text boxes provided for each trip.</td>
</tr>
<tr>
<td>3 Departs:</td>
<td>Enter the departure Date-Time</td>
</tr>
<tr>
<td>4 ETA:</td>
<td>Enter the estimated Date-Time of arrival</td>
</tr>
<tr>
<td>5 Arrived:</td>
<td>Enter the arrival Date-Time</td>
</tr>
<tr>
<td>6 Job#:</td>
<td>Enter the job number/SNR</td>
</tr>
<tr>
<td>7 Wait Time:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>8 Method:</td>
<td>Select from drop down list.</td>
</tr>
<tr>
<td>9 Party Accepting charges:</td>
<td>Select the organisational filter. Select the organisation from the filtered list.</td>
</tr>
</tbody>
</table>

Air

This section is for entering detail on each section of the travel undertaken in the air. Up to three flights can be entered on a single page. Additional pages can be added if needed as described above.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Time notified of Plane Availability:</td>
<td>Enter Date-time notified of plane availability</td>
</tr>
<tr>
<td>2 Cancellation charge:</td>
<td>Enter Cancellation charge</td>
</tr>
<tr>
<td>3 Cut-Off Time:</td>
<td>Enter Date-Time for cut-off time</td>
</tr>
<tr>
<td>4 Charter or Commercial Aircraft Type:</td>
<td>Select from drop down list.</td>
</tr>
<tr>
<td>5 Tracking #</td>
<td>Enter Tracking number <strong>NOTE:</strong> Tracking number also includes the SNR #</td>
</tr>
<tr>
<td>6 Flight #:</td>
<td>Enter Flight number</td>
</tr>
<tr>
<td>8 From to:</td>
<td>Enter the pick-up location and the destination location. <strong>NOTE:</strong> There are two text boxes provided for each trip.</td>
</tr>
<tr>
<td>9 Departs</td>
<td>Enter the departure Date-Time</td>
</tr>
<tr>
<td>10 Arrives</td>
<td>Enter the arrival Date-Time</td>
</tr>
<tr>
<td>11 Party Accepting charges:</td>
<td>Select the organisational filter Select the organisation from the filtered list</td>
</tr>
<tr>
<td>12 Comments:</td>
<td>Free text for any comments</td>
</tr>
</tbody>
</table>
ASSIGNMENT SUMMARY PAGE

The Assignment Summary page (Figure 5v) lists all assignments for the referral and their current status.

Figure 5v: Assignment Summary page

The edit function allows the update of the ‘Assigned On’ date.
CASE AUDIT SUMMARY PAGE

The Case Audit Summary page provides a listing of any page within a Case record that has been created or edited. The Date-Time and person who edited the page is also displayed. The screen capture below shows the level of detail recorded (Figure 5w).

Figure 5w: Case Audit Summary
CASE AUDIT DETAIL PAGE

The Case Audit Detail page provides further detail on the edited content. It displays the previous value and the new value after edit (Figure 5x).

![Case Audit Detail](image)

Figure 5x: Case Audit Detail

VIEW AUDIT DETAIL

The EDR audit functionality will be expanded in the R2 2014 update (scheduled May 2014) to include a view audit report accessible within the EDR for each referral.

In the interim, weekly jurisdictional audit reports will provide detail on any user activity relating to the viewing of referral records.
6. ORGAN PRE OR TAB

DONOR INFORMATION PAGE

The Donor Information page contains a number of data fields that are auto populated from elsewhere in the EDR. In particular, the fields Referral Type and MRN auto populate from the Referral Worksheet page.

The Cross Clamp Date-Time auto populates from the Intraoperative Management page.

Section 1

This section allows the entry of the initial hospital if a donor has been transferred. By default, the Initial hospital fields are initially auto populated with the current donor location details.

If a donor has been transferred, these fields should be edited to record the initial hospital location detail.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
</table>
| 1 Initial Hospital: | The hospital name will be auto populated from the data entered in 'Referral Hospital' on the Initial Referral page. The same hospital name will also auto populate the 'Current Donor Location' data field.  
When an intended donor has been transferred from one hospital to the current referring hospital then the Initial Hospital field must be edited manually to document the two hospitals. Select the hospital name using the dropdown list.  
When an intended donor has not been transferred from one hospital to another then no change/edit to data field is required. |
| 2 Unit:          | Select from drop down list: **NOTE:** This field can be customised by your State/Territory EDR System Administrator for this hospital if the drop down list is not appropriate. |
| 3 Unit Detail:   | Enter unit detail of initial hospital in text                                                                                                          |
| 4 Hospital Admission Date-Time | Enter Hospital Admission Date-Time of initial hospital                                                                                                   |
| Telephone:       | Ignore                                                                                                                                                  |
| Fax:             | Ignore                                                                                                                                                  |
Section 2

This section records the current donor location detail. The Admitting Doctor field can be entered with detail of the treating intensivist if known. This detail will then autopopulate across to the **Hospital Personnel** page.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transferred Reason:</td>
</tr>
<tr>
<td>2</td>
<td>Transferred Date-Time:</td>
</tr>
<tr>
<td>3</td>
<td>Current Donor Location:</td>
</tr>
<tr>
<td>4</td>
<td>Unit:</td>
</tr>
<tr>
<td>5</td>
<td>Unit Detail</td>
</tr>
<tr>
<td>6</td>
<td>Hospital Admission Date-Time:</td>
</tr>
<tr>
<td>7</td>
<td>Admitted ICU Date-Time:</td>
</tr>
<tr>
<td>8</td>
<td>Intubation date-Time:</td>
</tr>
<tr>
<td>9</td>
<td>Admitting Doctor:</td>
</tr>
<tr>
<td></td>
<td>Telephone:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
</tbody>
</table>

Section 3

This section contains detail about the intended donor auto populated from the information entered on the Referral Worksheet page as well as additional fields that require entry.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Height is: ANZOD (7)</td>
</tr>
<tr>
<td>2</td>
<td>Weight is: ANZOD (8)</td>
</tr>
<tr>
<td>3</td>
<td>Girth:</td>
</tr>
<tr>
<td>4</td>
<td>Build:</td>
</tr>
<tr>
<td></td>
<td>Australian Citizen:</td>
</tr>
<tr>
<td></td>
<td>Australian Born:</td>
</tr>
<tr>
<td></td>
<td>How long lived in Australia:</td>
</tr>
<tr>
<td>5</td>
<td>Occupation: ANZOD (11)</td>
</tr>
</tbody>
</table>
Section 4

The donor HLA is entered on this page. Ignore data fields for HLA information not provided by the tissue typing laboratory.

NATIONAL STANDARD OPERATING PROCEDURE

The following HLA typing MUST be recorded: A, B and DR. If the donor is homozygous for any HLA phenotype, enter ‘Blank’ for the second associated value.

The blood group of the intended donor is entered on this page. Once entered, the ABO group will appear in the Header Bar of each page.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 HLA Lab:</td>
<td>Select the HLA laboratory from the drop down list. NOTE: The drop down list is maintained by your State/Territory EDR System Administrator. Seek their assistance if this list requires editing.</td>
</tr>
<tr>
<td>2 A: ANZOD (19)</td>
<td>Enter both HLA phenotype values</td>
</tr>
<tr>
<td>3 B: ANZOD (19)</td>
<td>Enter both HLA phenotype values</td>
</tr>
<tr>
<td>4 BW4: ANZOD (19)</td>
<td>Select Positive or Negative</td>
</tr>
<tr>
<td>5 BW6: ANZOD (19)</td>
<td>Select Positive or Negative</td>
</tr>
<tr>
<td>6 CW: ANZOD (19)</td>
<td>Enter both HLA phenotype values</td>
</tr>
<tr>
<td>7 DR: ANZOD (19)</td>
<td>Enter both HLA phenotype values</td>
</tr>
<tr>
<td>8 DR51: ANZOD (19)</td>
<td>Select from the drop down list</td>
</tr>
<tr>
<td>9 DR52: ANZOD (19)</td>
<td>Select from the drop down list</td>
</tr>
<tr>
<td>10 DR53: ANZOD (19)</td>
<td>Select from the drop down list</td>
</tr>
<tr>
<td>11 DQ: ANZOD (19)</td>
<td>Enter both HLA phenotype values</td>
</tr>
<tr>
<td>Is there time for a preliminary crossmatch?</td>
<td>Ignore</td>
</tr>
<tr>
<td>12 ABO</td>
<td>Enter the ABO blood group of the donor by ticking one of the following boxes: A, A1, A2 B AB, A1B, A2B O</td>
</tr>
<tr>
<td>13 RH:</td>
<td>Select Positive or Negative</td>
</tr>
</tbody>
</table>
### Section 5

This section is used for the entry of the declaration of death.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Brain Death Declaration:</td>
<td>Tick box if NOT applicable</td>
</tr>
<tr>
<td>2 BD1 Date-Time:</td>
<td>Enter date and time of first Brain Death examination.</td>
</tr>
<tr>
<td>3 Time zone</td>
<td>Select the time zone as per the Time Zone table on Page 21.</td>
</tr>
<tr>
<td>4 Name and Designation:</td>
<td>Enter the name of first declaring doctor and select Designation from the dropdown list.</td>
</tr>
<tr>
<td>5 BD2 Date-Time: ANZOD (18)</td>
<td>Enter date and time of second Brain Death examination.</td>
</tr>
<tr>
<td>6 Time zone</td>
<td>Select the time zone as per the Time Zone table on Page 21.</td>
</tr>
<tr>
<td>7 Name and Designation:</td>
<td>Enter the name of first declaring doctor</td>
</tr>
<tr>
<td>8 Methods used:</td>
<td>Tick the boxes which indicate the methods used to determine brain death.</td>
</tr>
<tr>
<td>9 Cardiac arrest since neurological event that led to declaration of brain death?</td>
<td>Ignore</td>
</tr>
<tr>
<td>10 If yes, Duration of Arrest</td>
<td>Ignore</td>
</tr>
<tr>
<td>11 Circulatory Death Declaration</td>
<td>Tick the box if N/A</td>
</tr>
<tr>
<td>12 Circulatory Death Declaration Name and Designation:</td>
<td>Enter the name of the doctor declaring the circulatory death. Select Designation from the dropdown list.</td>
</tr>
<tr>
<td>13 Time zone</td>
<td>Select the time zone as per the Time Zone table on Page 21.</td>
</tr>
</tbody>
</table>

### Section 6

This section is used for the entry of Police and Coroner information.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Police ID completed by (Officers names):</td>
<td>Enter Officers’ name(s) in text</td>
</tr>
<tr>
<td>2 Station:</td>
<td>Enter Station in text</td>
</tr>
<tr>
<td>3 Police contact Number:</td>
<td>Enter police contact number</td>
</tr>
<tr>
<td>4 Coroner Case:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>5 Contact Phone:</td>
<td>Enter Coroners contact phone number</td>
</tr>
<tr>
<td>6 Coroner Name:</td>
<td>Enter Coroners name</td>
</tr>
<tr>
<td>7 Contacted Date-Time:</td>
<td>Enter Date-time coroner is contacted</td>
</tr>
<tr>
<td>8 Pathologist Name:</td>
<td>Enter Pathologists Name</td>
</tr>
<tr>
<td>9 Contacted Date-Time:</td>
<td>Enter Date-Time Pathologist is contacted</td>
</tr>
<tr>
<td>10 Restrictions/ Denial reasons(s):</td>
<td>Enter any restrictions</td>
</tr>
<tr>
<td>11 Coroner/Other Requests</td>
<td>Enter any special requests</td>
</tr>
</tbody>
</table>
Section 7

This section is used for the entry of Designated Officer information.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Designated Officer Name:</td>
<td>Enter designated Officers name</td>
</tr>
<tr>
<td>2 Date-Time:</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td>3 Contact Number:</td>
<td>Enter Contact Number</td>
</tr>
</tbody>
</table>

Section 8

This section is used for the entry of Cause of Death information.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cause of Death ANZOD (12)</td>
<td>Auto population from Referral Worksheet page</td>
</tr>
<tr>
<td>2 Circumstances of Death ANZOD (12)</td>
<td>Auto population from Referral Worksheet page</td>
</tr>
<tr>
<td>3 Additional Details</td>
<td>Free text</td>
</tr>
</tbody>
</table>
AUTHORISATION INFO PAGE

Authorisation Information

This part of the page auto-populates from data entered on the Approach Information page. Any data fields that are not auto-populated are to be ignored and not completed.

Organ Authorisation; Research and Education Authorisation; Authorisation for Tissue and Organs; Tissue Authorisation

These sections are auto-populated from the Authorisation Form page (TRACKING tab).

NOTE: The Authorisation Form page under the TRACKING tab must be completed first before proceeding with data entry in this section.

Fields that require entry in this section are:
- the reason why authorisation was not sought for any particular organ or tissue
- the reason why authorisation was requested but not obtained.

NOTE: When ‘N/A’ has been entered for an organ or tissue in the Authorisation Form page this will be auto-populated as ‘Authorisation Requested – No’ on this page and will require the reason to be entered.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Authorisation Requested – No</td>
<td>Select from drop down list:</td>
</tr>
<tr>
<td>If not, reason: ANZOD (34)</td>
<td></td>
</tr>
<tr>
<td>2 Authorisation Obtained – No</td>
<td>Select from drop down list:</td>
</tr>
<tr>
<td>If not, reason: ANZOD (34)</td>
<td></td>
</tr>
</tbody>
</table>
ADMISSION COURSE PAGE

On the Admission Course page (Organ Pre-OR Tab), each of the following clinical assessments must be selected and contain data:

- SBP < 70 mmHg
- SBP > 170 mmHg
- Oliguria < 20 mls/hr
- Temp < 35
- Temp > 38

When a donor has NOT had any episodes, select the value from the drop down list and then enter a “0” in the “for…hrs” data field. (Figure 6a)

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1   Course of Events:</td>
<td>Data entered in clinical course/circumstances surrounding death data field on Referral Worksheet page does not auto populate to this page. Option to copy and paste entered information and/or provide additional detail.</td>
</tr>
<tr>
<td>Radiological studies Performed:</td>
<td>Ignore</td>
</tr>
<tr>
<td>2   OR Procedures:</td>
<td>Option to Ignore or Select Yes/No Comments box will enable when Yes selected. Free text details of any surgical procedures associated with current admission.</td>
</tr>
<tr>
<td>3   Diabetes: ANZOD (14)</td>
<td>Select from Drop down list</td>
</tr>
<tr>
<td>4   Past History of Hypertension: ANZOD (15)</td>
<td>Select from Drop down list</td>
</tr>
<tr>
<td>5   Smoking: ANZOD (16)</td>
<td>Select from Drop down list</td>
</tr>
<tr>
<td>6   Past History of Cancer: ANZOD (17)</td>
<td>Select from Drop down list</td>
</tr>
<tr>
<td>7   Cardiac Arrest/Downtime</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>8   Known Down Time:</td>
<td>This field will open when “Yes-Witnessed” is entered for Cardiac Arrest/Downtime. Selected when a documented and accurate timeframe of the down time is known. Enter number of minutes or hours</td>
</tr>
<tr>
<td>9   Duration Type:</td>
<td>Select from drop down box</td>
</tr>
<tr>
<td>10  Minimum down Time:</td>
<td>This field will open when “Yes – Not Witnessed” is entered for Cardiac Arrest/Downtime.</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Duration Type:</td>
<td>Select from drop down box</td>
</tr>
<tr>
<td>Maximum down Time:</td>
<td>This field will open when ‘Yes – Not Witnessed’ is entered for Cardiac Arrest/Downtime.</td>
</tr>
<tr>
<td></td>
<td>This time is calculated from when the person was last seen prior to being found in arrest</td>
</tr>
<tr>
<td></td>
<td>to return of circulation. Enter number of minutes or hours if applicable</td>
</tr>
<tr>
<td>Duration Type:</td>
<td>Select from drop down box</td>
</tr>
<tr>
<td>Defibrillation</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>CPR Administered ANZOD (18)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>By Whom:</td>
<td>Data fields enable multiple entries. Select from the drop down list</td>
</tr>
<tr>
<td>Duration:</td>
<td>Enter number of minutes or hours</td>
</tr>
<tr>
<td>Duration Type:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>Systolic BP:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>For…..hrs</td>
<td>Enter value</td>
</tr>
<tr>
<td></td>
<td>Option of hrs only for duration. Option to use 0.5, 0.25 to indicate 30 mins, 15 mins etc</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>22 Date-Time:</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> When Time period is more than one hour, enter the start time of that period.</td>
</tr>
<tr>
<td>23 Oliguria: &lt;20ml/hr</td>
<td>Free text value of output (ml/hr) if &lt;20ml/hr.</td>
</tr>
<tr>
<td>ANZOD (23)</td>
<td><strong>NOTE:</strong> If no data is entered, this will map to ANZOD Summary page as ‘NO Oliguria’.</td>
</tr>
<tr>
<td>24 For........hrs</td>
<td>Enter value</td>
</tr>
<tr>
<td>ANZOD (23)</td>
<td>Option of hrs only for duration. Option to use 0.5, 0.25 to indicate 30 mins, 15 mins exits. If a fraction is entered, a note will need to be added to the ANZOD Additional Info page to allow download of the XML file.</td>
</tr>
<tr>
<td>25 Date-Time:</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> When Time period is more than one hour, enter the start time of that period.</td>
</tr>
<tr>
<td>26 Temperature</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>27 ....°C:</td>
<td>Enter value</td>
</tr>
<tr>
<td>28 For........hrs:</td>
<td>Enter value</td>
</tr>
<tr>
<td></td>
<td>Option of hrs only for duration. Option to use 0.5, 0.25 to indicate 30 mins, 15 mins etc.</td>
</tr>
<tr>
<td>29 Date-Time:</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> When Time period is more than one hour, enter the start time of that period.</td>
</tr>
<tr>
<td>30 Type/ Rhythm/ Treatment</td>
<td>Text box for entering clinical details relating to Cardiac Arrest with documentation of Type, Rhythm and Treatment</td>
</tr>
</tbody>
</table>
### PHYSICAL ASSESSMENT PAGE

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Body Identified By:</td>
<td>Select from check boxes available</td>
</tr>
<tr>
<td>2 If Other, Specify</td>
<td>Enter the details of &quot;other&quot; means of body identification</td>
</tr>
<tr>
<td>3 Person Identifying:</td>
<td>Write name in text</td>
</tr>
<tr>
<td>4 Examination Performed by:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>5 Date-Time:</td>
<td>Enter Date-Time</td>
</tr>
</tbody>
</table>

The findings of the physical assessment are documented by a drag and drop of the appropriate marker to the correct position on the body diagram (Figure 6b). With this feature, you can easily denote specific areas of concern on the patient’s body as each marker corresponds to a particular imperfection, device, adornment, etc.

**NOTE:**
- Multiple markers can be placed with the EDR annotating each with the next letter of the alphabet
- Markers must be dropped inside the outline of the body.
- To remove a placed marker simply drag off the diagram
- To remove all markers, click the **Clear All Markers** button.
- The **Clear All Markers** button is only displayed after at least one marker has been placed.
- Once clicked, the **Clear All Markers** button is replaced with **Restore All Markers** button. This can be used to undo the clearing of placed markers.

*Figure 6b: Physical Assessment*
## Assessment Key

The Assessment Key section provides a description of each marker in the diagram displayed above as well as additional data fields for the entry of clinical assessment information.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ETT:</td>
<td>Tick check box if applicable</td>
</tr>
<tr>
<td>2 Size…..mm</td>
<td>Enter value</td>
</tr>
<tr>
<td>3 Prehospital Hospital</td>
<td>Tick applicable check box</td>
</tr>
<tr>
<td>4 Date-Time:</td>
<td>This data is entered on the Donor Information page</td>
</tr>
<tr>
<td>5 Trach</td>
<td>Tick check box if applicable</td>
</tr>
<tr>
<td>6 Size……mm:</td>
<td>Enter value</td>
</tr>
<tr>
<td>7 Prehospital Hospital</td>
<td>Tick applicable check box</td>
</tr>
<tr>
<td>8 Date-Time:</td>
<td>Enter Date – Time value</td>
</tr>
<tr>
<td>9 Chest Tube</td>
<td>Tick check box if applicable</td>
</tr>
<tr>
<td>10 Left Right</td>
<td>Tick applicable check box</td>
</tr>
<tr>
<td>11 Prehospital Hospital</td>
<td>Tick applicable check box</td>
</tr>
<tr>
<td>12 Date-Time:</td>
<td>Option of single date and time data entry. If multiple chest tubes with different insertion dates then use the comments box to provide details.</td>
</tr>
<tr>
<td>13 NG OG Feeding Tube</td>
<td>Tick applicable check box</td>
</tr>
<tr>
<td>14 Foley</td>
<td>Place marker on drawing</td>
</tr>
<tr>
<td>15 Arterial Line</td>
<td>Place marker on drawing and Tick check box if applicable</td>
</tr>
<tr>
<td>16 Central Line</td>
<td>Place marker on drawing and Tick check box if applicable</td>
</tr>
<tr>
<td>17 PA Cath Line</td>
<td>Place marker on drawing and Tick check box if applicable</td>
</tr>
<tr>
<td>18 Track Marks</td>
<td>Place marker on drawing and Tick check box if applicable</td>
</tr>
<tr>
<td>19 Other IV site- specify</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>20 Drains- specify</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>21 Peripheral IV</td>
<td>Place marker on drawing</td>
</tr>
<tr>
<td>22 Needle site: Hospital</td>
<td>Place marker on drawing</td>
</tr>
<tr>
<td>23 Needle Site: Non Hospital</td>
<td>Place marker on drawing</td>
</tr>
<tr>
<td>24 Temperature Probe</td>
<td>Place marker on drawing</td>
</tr>
<tr>
<td>25 Surgical Scar/Incision</td>
<td>Place marker on drawing</td>
</tr>
<tr>
<td>26 Other Scars – Specify</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>27 Laceration / Wounds</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>28 Abrasion:</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>29 Bruise/ Contusion</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>30 Fracture/ Dislocation</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>31 Dressing/Bandage</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>32 Cast/Ortho Device:</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>33 Body Piercing – Specify</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>34 Tattoo- specify</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>35 Skin Lesion/ Rash/ Genital lesion- specify:</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>36 VAS Cath.</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>37 Urinary Cath</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>38 Other</td>
<td>Place marker on drawing and Enter text description if applicable</td>
</tr>
<tr>
<td>39 Unremarkable</td>
<td>Tick check box if applicable</td>
</tr>
<tr>
<td>40 Comments</td>
<td>Enter text description if applicable</td>
</tr>
</tbody>
</table>
ORGAN PHYSICAL EXAMINATION PAGE

Organ Physical Examination

The **ONLY** part of this page that is required to be completed is the Respiratory data fields.

The remaining sections: Organ Physical Examination, Cardiovascular, Integumentary, Gastrointestinal, Genitourinary, Musculoskeletal are not used for any purpose in Australia. Do not complete these sections.

Respiratory data

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 TUBES:</td>
<td>All data for these fields are auto populated from the Physical Assessment page.</td>
</tr>
<tr>
<td>Endotracheal</td>
<td>Data MUST be entered on the Physical Assessment page as there is NO option to add data</td>
</tr>
<tr>
<td>Tracheostomy</td>
<td>for these fields on this page.</td>
</tr>
<tr>
<td>Left Chest</td>
<td></td>
</tr>
<tr>
<td>Right Chest</td>
<td></td>
</tr>
<tr>
<td>2 TUBES:</td>
<td>NO auto population for this data field</td>
</tr>
<tr>
<td>Cricothyrotomy</td>
<td>Tick check boxes if applicable</td>
</tr>
<tr>
<td>3 Aspiration on</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Intubation</td>
<td></td>
</tr>
<tr>
<td>4 Grade of</td>
<td>Enter value if known</td>
</tr>
<tr>
<td>Intubation</td>
<td></td>
</tr>
<tr>
<td>5 Decompression</td>
<td>Tick check boxes if applicable</td>
</tr>
<tr>
<td>6 Breath Sounds:</td>
<td>Ignore</td>
</tr>
<tr>
<td>7 Sputum colour</td>
<td>Enter text description</td>
</tr>
<tr>
<td>8 Sputum quantity</td>
<td>Enter text description</td>
</tr>
<tr>
<td>9 Sputum consistency</td>
<td>Enter text description</td>
</tr>
</tbody>
</table>
LAB PROFILE – BIOCHEMISTRY PAGE

This page is used for the entry of biochemistry results.

Multiple Biochemistry pages can be added to allow entry of an unlimited number of biochemistry results. Navigation tools as outlined in red below are located at the top of the data entry page (Figure 6c).

![Figure 6c: Biochemistry page – Navigation tool](image)

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Date</td>
<td>Enter Date</td>
</tr>
<tr>
<td>2 Time</td>
<td>Enter Time</td>
</tr>
<tr>
<td>3 Na+ (135-145)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>4 K+ (3.5-4.5)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>5 Cl- (96-115)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>6 CO₂</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>7 Urea (3.0-8.0)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>8 Creatinine (50-100)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td></td>
<td>ANZOD (23)</td>
</tr>
<tr>
<td>9 eGFR</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>10 Glucose (3.0-7.5)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td></td>
<td>ANZOD (23)</td>
</tr>
<tr>
<td>11 Calcium (2.25-2.6)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>12 Ionised calcium</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>13 Mg</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>14 Phosphorous</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>15 Lactate (0.5-2)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>16 Total Bili (&lt;20)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td></td>
<td>ANZOD (24)</td>
</tr>
<tr>
<td>17 Direct/Conjugated Bili</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>18 Indirect/Unconj. Bili</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>19 AST (SGOT) (&lt;40)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td></td>
<td>ANZOD (24)</td>
</tr>
<tr>
<td>20 ALT (SGPT) (&lt;35)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td></td>
<td>ANZOD (24)</td>
</tr>
<tr>
<td>21 ALP (30-100)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td></td>
<td>ANZOD (24)</td>
</tr>
<tr>
<td>22 GGT (&lt;50)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td></td>
<td>ANZOD (24)</td>
</tr>
<tr>
<td>23 Albumin</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>24 Total Protein</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>25 CK (&lt;160)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>26 Total MB</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>27 Troponin I (&lt;0.2)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>28 HST TNT (&gt;15)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>29</td>
<td>Amylase (25-130) ANZOD (27) Enter value if applicable</td>
</tr>
<tr>
<td>30</td>
<td>Lipase (&lt;70) ANZOD (27) Enter value if applicable</td>
</tr>
<tr>
<td>31</td>
<td>Hgb A1C (2%-15%) Enter value if applicable</td>
</tr>
<tr>
<td>32</td>
<td>β HCG Enter value if applicable</td>
</tr>
<tr>
<td>33</td>
<td>Other (Specify) Enter description of the test and value if applicable</td>
</tr>
</tbody>
</table>
LAB PROFILE – HAEMATOLOGY PAGE

This page is used for the entry of haematology results

Multiple Haematology pages can be added to allow entry of an unlimited number of haematology results. Navigation tools as outlined in red below are located at the top of the data entry page (Figure 6d).

Figure 6d: Haematology page - Navigation tool

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Date-Time</td>
<td>Enter Date and Time of blood draw</td>
</tr>
<tr>
<td>2  WCC (4.0-10.5)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>RBC</td>
<td>Ignore</td>
</tr>
<tr>
<td>3  Hb (120-170)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>4  HCT (0.39-0.52)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>5  Platelets (150-400)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>Segs</td>
<td>Ignore</td>
</tr>
<tr>
<td>Lymphs</td>
<td>Ignore</td>
</tr>
<tr>
<td>Bands</td>
<td>Ignore</td>
</tr>
<tr>
<td>Mono</td>
<td>Ignore</td>
</tr>
<tr>
<td>Eos</td>
<td>Ignore</td>
</tr>
<tr>
<td>6  PT (Sec)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>7  PTT (25-38)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>8  INR (0.9-1.3)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>9  Fibrin (1.5-4.0)</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>10 Other</td>
<td>Enter value if applicable</td>
</tr>
</tbody>
</table>
LAB PROFILE- URINALYSIS PAGE

This page is used for the entry of urinalysis results.

Multiple Urinalysis pages can be added to allow entry of an unlimited number of urinalysis results. Navigation tools as outlined in red below are located at the top of the data entry page (Figure 6e).

![Figure 6e: Urinalysis page - Navigation tool](image)

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Date-Time</td>
<td>Enter Date and time</td>
</tr>
<tr>
<td>2 Dipstick/Protein</td>
<td>Select the appropriate method used for results entered</td>
</tr>
<tr>
<td>3 Colour</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>4 Appearance</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>5 pH</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>6 Spec. Grav.</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>7 Protein</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>8 Glucose</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>9 Blood</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>10 RBC</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>11 WBC</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>12 Ketones</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>13 Casts</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>14 Bacteria</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>15 Epith</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>16 Leucocyte</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>17 Nitrite</td>
<td>Select Positive or Negative from the dropdown box then free text for value if applicable</td>
</tr>
<tr>
<td>18 Albumin/Creatinine Ratio</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>19 eGRF</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>20 Blank fields</td>
<td>Enter description of test and result if applicable</td>
</tr>
<tr>
<td>21 Blank fields</td>
<td>Enter description of test and result if applicable</td>
</tr>
</tbody>
</table>
TOXICOLOGY PAGE – NOT APPLICABLE IN AUSTRALIA

This page is not used for any purpose in Australia. Do not complete this page.
CULTURE – CULTURE RESULTS PAGE

Clinical Infections

This page is used for the entry of data related to clinical infections.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cultures Not done</td>
<td>Tick check box if cultures not done</td>
</tr>
<tr>
<td>2 Clinical Infection</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Unknown</td>
</tr>
<tr>
<td>3 Source</td>
<td>This field will open only when YES is selected for ‘Clinical Infection’ Tick check box for each source Blood Lung Urine Other (specify)</td>
</tr>
<tr>
<td>4 Confirmed by Culture</td>
<td>Select Yes or No</td>
</tr>
</tbody>
</table>

Culture results

This page is used to record culture results.

An unlimited number of culture results can be added. Additional fields appear each time the final culture result section is completed and the page is saved.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Source</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td></td>
<td>If ‘Other’, specify</td>
</tr>
<tr>
<td>2 Date-Time:</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td>3 24 hr Result:</td>
<td>Enter description if applicable</td>
</tr>
<tr>
<td>4 48 hr Result:</td>
<td>Enter description if applicable</td>
</tr>
<tr>
<td>5 Final Result:</td>
<td>Enter final result description</td>
</tr>
<tr>
<td>6 Sensitivities:</td>
<td>Enter description if applicable</td>
</tr>
</tbody>
</table>
This page is not used for any purpose in Australia. Do not complete this page.
FLOWSHEET PAGE

The flow sheet is used to record donor haemodynamics, ventilator settings, infusions and urine output for a given date and time.

The ‘Now’ clock can be used to auto populate with the current date and time or free text data may be entered into the fields to record retrospective clinical observations.

The flow sheet expands to record multiple entries to allow for the ongoing donor assessment throughout the coordination process. Navigation tools as outlined in red below are located at the top of the data entry page (Figure 6f).

![Figure 6f: Flowsheet – Navigation tool](image)

The saved Flowsheet information can also be downloaded as an Excel spreadsheet by clicking Excel button at the bottom of the page (Figure 6g).

![Figure 6g: Flowsheet – Excel button](image)

Vital Signs

This page is used to record vital sign data.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Date-time ANZOD (21)</td>
<td>The ‘Now’ clock can be used to auto populate with the current date and time or free text data may be entered into the fields.</td>
</tr>
<tr>
<td>2 BP</td>
<td>Enter value</td>
</tr>
<tr>
<td>3 MAP ANZOD (26)</td>
<td>Enter value</td>
</tr>
<tr>
<td>4 HR</td>
<td>Enter value</td>
</tr>
<tr>
<td>5 Heart Rhythm</td>
<td>Enter value</td>
</tr>
<tr>
<td>6 Temperature (C)</td>
<td>Enter value</td>
</tr>
<tr>
<td>7 Temperature Regulating Device</td>
<td>Ignore</td>
</tr>
<tr>
<td>8 CVP</td>
<td>Enter value</td>
</tr>
<tr>
<td>PA</td>
<td>Ignore</td>
</tr>
<tr>
<td>PCWP</td>
<td>Ignore</td>
</tr>
<tr>
<td>PAMP</td>
<td>Ignore</td>
</tr>
<tr>
<td>CO/CI</td>
<td>Ignore</td>
</tr>
<tr>
<td>SaO2%</td>
<td>Ignore</td>
</tr>
<tr>
<td>SVR</td>
<td>Ignore</td>
</tr>
<tr>
<td>PVR</td>
<td>Ignore</td>
</tr>
<tr>
<td>SVRI</td>
<td>Ignore</td>
</tr>
<tr>
<td>RVSWI</td>
<td>Ignore</td>
</tr>
<tr>
<td>LVSWI</td>
<td>Ignore</td>
</tr>
<tr>
<td>Glucose checks</td>
<td>Ignore</td>
</tr>
</tbody>
</table>
Vent Settings

This page allows for the entry of vent setting data.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mode</td>
<td>Free Text</td>
</tr>
<tr>
<td>2 Rate</td>
<td>Free Text</td>
</tr>
<tr>
<td>3 FiO2</td>
<td>Free Text</td>
</tr>
<tr>
<td>4 TV</td>
<td>Free Text</td>
</tr>
<tr>
<td>5 Peep</td>
<td>Free Text</td>
</tr>
<tr>
<td>6 PIP</td>
<td>Free Text</td>
</tr>
</tbody>
</table>

Intake

This page is used to record data related to the type and rate of the crystalloid, drug (eg insulin infusion) and inotrope infusions running at the time of the haemodynamic recordings.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fluid/Additive</td>
<td>Free text type of infusion</td>
</tr>
<tr>
<td></td>
<td>This field is used to record crystalloid infusions and non-</td>
</tr>
<tr>
<td></td>
<td>vasoactive drug infusions such as insulin.</td>
</tr>
<tr>
<td>2 Vol (mls)/Dosage/Unit</td>
<td><strong>Crystalloid infusion:</strong> enter the amount as free text in the Vol (mls) data field and</td>
</tr>
<tr>
<td></td>
<td>select ml/hr from the unit dropdown list to indicate the hourly rate.</td>
</tr>
<tr>
<td></td>
<td><strong>Drug infusion:</strong> enter the amount as free text in the Dosage data field and select the</td>
</tr>
<tr>
<td></td>
<td>appropriate Units value from the dropdown list to indicate dosage.</td>
</tr>
<tr>
<td>3 Vasoactive Agent</td>
<td>Select from dropdown list</td>
</tr>
<tr>
<td>ANZOD (21)</td>
<td></td>
</tr>
<tr>
<td>4 Vol (mls)/Dosage/Unit</td>
<td><strong>Drug infusion:</strong> enter the amount as free text in the Dosage data field (2nd box) and</td>
</tr>
<tr>
<td></td>
<td>select the appropriate Units value from the dropdown list to indicate dosage.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> all drug infusions MUST be recorded as the DOSAGE of drug administered (such as</td>
</tr>
<tr>
<td></td>
<td>mcg/min or units/hr). It is not acceptable to record a drug infusion using the Vol (mls)</td>
</tr>
<tr>
<td></td>
<td>data field with a Unit of ml/hr (Figure 6h).</td>
</tr>
</tbody>
</table>

Figure 6h: Flowsheet – Entry of dosage
Output

This page allows for entry of urine output data.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Urine Output (ml/ hr)</td>
<td>Free text value</td>
</tr>
<tr>
<td>2 Comments:</td>
<td>Enter comments if applicable in text box.</td>
</tr>
</tbody>
</table>
**MEDICATIONS/ OTHER DRUGS/ NUTRITION PAGE**

This page is used to record all inotropes, antibiotics, nutrition and other drugs that the intended donor has received during their hospital admission.

**Medication/ Other Drugs/ Nutrition**

The list of medications expands to allow for an unlimited number of entries (Figure 6i). The process to expand the page is as follows:

1. All initial data fields are used
2. Select SAVE at the foot of the page
3. The page will go through a save process and then additional entry fields will appear on the page as displayed below.

![Figure 6i: Medications, Other Drugs, Nutrition](image)

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Medication ANZOD (21)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>2 Date-Time Started</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td>3 Dosage</td>
<td>Enter value <strong>NOTE:</strong> the field will allow both a single value and a range to be entered. For example, 250 or 2-6</td>
</tr>
<tr>
<td>4 Dosage Unit</td>
<td>Select from the dropdown list <strong>NOTE:</strong> all drug infusions MUST be recorded as the DOSE of drug administered. It is not acceptable to record a drug infusion by only documenting the volume of the infusion in ml/hr. <strong>NOTE:</strong> It is suggested when documenting a dosage of an antibiotic to select ‘Other’ from dosage unit dropdown list and free text both unit and frequency. For example: gm / 4 hrly</td>
</tr>
<tr>
<td>5 Single Dose</td>
<td>Tick check boxes if applicable</td>
</tr>
<tr>
<td>6 Peak Dose</td>
<td>Enter value if applicable</td>
</tr>
<tr>
<td>7 Peak dose Unit</td>
<td>Select from the dropdown list</td>
</tr>
<tr>
<td>8 Duration</td>
<td>Peak Dose Duration: Enter value including appropriate time designation that the dose was running at this level (min/hr)</td>
</tr>
<tr>
<td>9 Date-Time Stopped</td>
<td>Enter date and time if medication ceased. Leave blank if medication is current/ongoing.</td>
</tr>
</tbody>
</table>
SEROLOGY PAGE

This page is used to enter serology results.

There are six options to record the result or current status of each listed test: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE and PENDING.

The page allows for changes to the results to be updated as required. For example ‘Pending’ may be entered and then later updated to record the final result.

If serology and/or NAT testing is required to be repeated, with testing performed on a new blood sample these results can be recorded separately on a new page. If required, use the navigation arrows at the top of the page to create a second results page.

**IMPORTANT:** Only one set of results can be submitted to ANZOD. When all final results of testing are available and have been entered, tick the box ‘For ANZOD’ to include the results in the ANZOD data for upload.

**Serology**

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Date-Time Drawn</td>
<td>Ignore</td>
</tr>
<tr>
<td>2 Identifier</td>
<td>Ignore</td>
</tr>
<tr>
<td>3 For Organ Offer Summary and ANZOD ANZOD (20)</td>
<td>Tick the check box if this set of serology results is to be sent to ANZOD</td>
</tr>
<tr>
<td>4 Pre-transfusion/infusion sample used</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>5 Qualified</td>
<td>Select Yes or No</td>
</tr>
</tbody>
</table>

**Serology ABO**

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Anti-HIV I/II ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>7 Anti-HTLV I/II ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>8 Anti-HCV ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>9 HBsAg ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>10 HBsAb ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>11 Anti-HBcAb ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>12 HBcAB IgM ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
</tbody>
</table>

**NOTE:**

- ≥ 10 IU/L is recorded as POSITIVE
- < 10 IU/L is recorded as NEGATIVE
- The value result can then be entered in the comments box at bottom of page.
<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Syphilis ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>14 CMV IgG ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>15 CMV IgM ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>16 EBV IgG ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>17 EBV IgM ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>18 EBNA ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>19 Toxo Ab IgG ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>20 Toxo Ab IgM ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>21 NAT HIV ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>22 NAT HCV ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>23 NAT HBV ANZOD (20)</td>
<td>Check one of the boxes: POSITIVE, NEGATIVE, UNKNOWN, NOT DONE, INDETERMINATE, PENDING</td>
</tr>
<tr>
<td>Chagas ANZOD (20)</td>
<td>Ignore</td>
</tr>
<tr>
<td>WNV ANZOD (20)</td>
<td>Ignore</td>
</tr>
<tr>
<td>24 Comments:</td>
<td>Enter comments if applicable</td>
</tr>
</tbody>
</table>

**NOTE:** Chagas and WNV are not currently tested for in Australia.
FLUID BALANCE PAGE

This page is used to record the total volume of crystalloid (regardless of type) administered to the intended donor, from the first recorded administration (pre hospital/arrival at hospital) to the time the User commences recording haemodynamics for the intended donor.

Current crystalloid infusions are to be recorded on the Flowsheet page (see page 99-100). The page does not allow for description of the type of crystalloid, only volume. The total volume of crystalloid administered (regardless of type) is added together and entered as a single amount.

For example, the intended donor has been given N/saline at 100 mls/hr since admission in the Emergency Department and this continues to be administered. There have been no bolus fluids or additional crystalloid infusions. The User records the first haemodynamics on the Flowsheet page at 1400 hrs and it has been 20 hours since admission. Record the ‘end time’ as 1400 hrs and the total intake for the 20 hours (2000 mls). The ongoing N/Saline infusion will be documented in the Flowsheet page with the haemodynamic information.

**NOTE:** Do not use this page for the entry of blood products and colloids. This data is entered on the Blood Product / Colloid Admin page.

**Fluid Balance**

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Start Date-Time</td>
<td>Enter the Start Date-Time</td>
</tr>
<tr>
<td>2 End Date-Time</td>
<td><strong>MANDATORY</strong> field: data must be entered to save the page.</td>
</tr>
<tr>
<td>3 Crystalloid ml</td>
<td>Enter data as a TOTAL single amount</td>
</tr>
<tr>
<td></td>
<td>Ignore</td>
</tr>
<tr>
<td>Colloid ml</td>
<td>Ignore</td>
</tr>
<tr>
<td>Blood Products ml.</td>
<td>Ignore</td>
</tr>
<tr>
<td>Total Urine Output ml. Hour average</td>
<td>Ignore</td>
</tr>
<tr>
<td>Output ml. Non-Urine Output Type</td>
<td>Ignore</td>
</tr>
<tr>
<td>Lowest Urine Output ml. Hour duration</td>
<td>Ignore</td>
</tr>
</tbody>
</table>
BLOOD PRODUCT / COLLOID ADMIN PAGE

Blood Products and colloids administered need to be entered on this page. The detail entered will auto populate the Plasma Dilution page.

NOTE: Crystalloid administered in the past hour needs to be entered directly on the Plasma Dilution page for inclusion in the plasma dilution calculation.

Blood Product / Colloid Administration Summary

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Given:</td>
<td>Tick the check box if blood or colloids not given.</td>
</tr>
<tr>
<td>Date-Time completed:</td>
<td>Enter the Date-Time completed</td>
</tr>
<tr>
<td>Blood/Colloid Type:</td>
<td>Select type from drop down list</td>
</tr>
<tr>
<td>Volume ml.:</td>
<td>Enter volume in ml.</td>
</tr>
</tbody>
</table>
PLASMA DILUTION PAGE

The EDR automatically calculates blood products and colloids given in the previous 48 hours from the date and time entered for ‘Sample Drawn’. Blood products and colloids administered auto populate from data entered on the Blood Product/Colloid Administration page and are displayed on the Plasma Dilution page.

The Crystalloids administered in the hour prior to the time the sample was drawn must be entered directly on the Plasma Dilution page to complete the dilution calculations.

The patient’s weight must already be entered on the initial Referral/Referral Worksheet or Donor Information page. The initial weight entered will auto populate to the Plasma Dilution page.

Multiple Plasma Dilution pages can be recorded. To access a new page, click on the navigation button displayed in the top right hand corner (Figure 6j).

Figure 6j: A new Plasma Dilution page

NATIONAL STANDARD OPERATING PROCEDURE

For each sample drawn and tested for plasma dilution, a Plasma Dilution page should be completed. In the comments box at the bottom of each Plasma Dilution page, enter which tests are being conducted on the sample or, if it does not qualify, indicate that the sample was not used.

Examples are described below (Figures 6k, 6l and 6m):

Example 1
In this section the Date-Time the sample is drawn needs to be recorded.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date-Time sample drawn:</td>
<td>Enter date and time to enable auto population of blood products and colloids administer in previous 48 hours</td>
</tr>
<tr>
<td>Pre-Transfusion Post-Transfusion</td>
<td>Tick appropriate radio button</td>
</tr>
</tbody>
</table>

The following sections are auto populated by the EDR from the Blood Product/Colloid Administration page and the initial Referral/Referral Worksheet pages:

- Estimated Total Plasma Volume (TPV)
- Estimated Total Blood Volume (TBV)
- **A: Total Volume of Blood Transfused in the Last 48 Hours**
- **B: Total Volume of Colloids Infused in the Last 48 Hours**

No data entry is required.
Section C: Total Volume of Crystalloids Infused in the Last Hour

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Date-Time:</td>
<td>Date and time of infusion within ONLY the last hour prior to performing the Plasma Dilution calculations</td>
</tr>
<tr>
<td>2 Type:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>3 Volume….mls</td>
<td>Enter value</td>
</tr>
</tbody>
</table>

Section D: Determination of Suitability

Values entered in previous section are used to auto calculate whether the sample is acceptable for donor testing.

If acceptable, the EDR will display the following wording: ‘Sample Qualifies’.

If the intended donor is haemodiluted, the EDR will display the following wording: ‘Sample does not Qualify’.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Comments</td>
<td>Free text box for any comments if applicable.</td>
</tr>
</tbody>
</table>
CARDDAC DATA – ECG PAGE

This page is used to record ECG results.

Multiple ECG reports can be recorded. Once all data fields have been used, SAVE the page and another data field will be created and added to the page.

NATIONAL STANDARD OPERATING PROCEDURE

The original ECG is scanned and uploaded as an attachment.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Not Performed</td>
<td>Tick box if not performed</td>
</tr>
</tbody>
</table>
| 2 Reason Not Performed | Free text  
NOTE: This is a required field |
| 3 Result ANZOD (25) | Select Normal or Abnormal                                   |
| 4 Date-time      | Enter the Date-Time                                         |
| 5 Reported by:   | Enter who reported on the ECG in the text box provided      |
| 6 Rhythm          | Enter the Rhythm in the text box                            |
| 7 Heart Rate …. BPM | Enter the BPM                                              |
| 8 Interpretation | Enter interpretation and ‘See attached report’ in this section. |
CARDIAC DATA – ECHOCARDIOGRAM PAGE

Echocardiogram

This page is used to enter echocardiogram results.

**NATIONAL STANDARD OPERATING PROCEDURE**

The Echocardiogram original report is uploaded as an attachment.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Performed</td>
</tr>
<tr>
<td>2</td>
<td>Reason Not Performed</td>
</tr>
<tr>
<td>3</td>
<td>Type:</td>
</tr>
<tr>
<td>4</td>
<td>Result ANZOD (25)</td>
</tr>
<tr>
<td>5</td>
<td>Date-time</td>
</tr>
<tr>
<td>6</td>
<td>Reported by</td>
</tr>
<tr>
<td>7</td>
<td>Interpretation</td>
</tr>
<tr>
<td></td>
<td>CVP</td>
</tr>
<tr>
<td></td>
<td>EF</td>
</tr>
<tr>
<td></td>
<td>BP</td>
</tr>
<tr>
<td></td>
<td>HR:</td>
</tr>
<tr>
<td></td>
<td>Cardiac Rhythm:</td>
</tr>
<tr>
<td></td>
<td>CO:</td>
</tr>
<tr>
<td></td>
<td>CL:</td>
</tr>
<tr>
<td></td>
<td>PAWP:</td>
</tr>
<tr>
<td></td>
<td>SF</td>
</tr>
<tr>
<td></td>
<td>PA Pressure</td>
</tr>
</tbody>
</table>

**Pressors**

*This section is not used for any purpose in Australia. Do not complete this section.*

**Measurements**

*This section is not used for any purpose in Australia. Do not complete this section.*
**CARDIAC DATA - ANGIOGRAM PAGE**

This page is used to record angiogram results.

**NATIONAL STANDARD OPERATING PROCEDURE**

The Angiogram original report and digital copy is uploaded as an attachment.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Not Performed</td>
<td>Tick box if not performed</td>
</tr>
<tr>
<td>2 Reason Not Performed</td>
<td>Free text</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This is a required field</td>
</tr>
<tr>
<td>Type of Cardiac Catheterisation:</td>
<td>Ignore</td>
</tr>
<tr>
<td>Volume of Dye:</td>
<td>Ignore</td>
</tr>
<tr>
<td>3 Date-Time:</td>
<td>Enter date and time to document test performed</td>
</tr>
<tr>
<td>Reported by:</td>
<td>Ignore</td>
</tr>
<tr>
<td>4 Interpretation</td>
<td>Enter interpretation and ‘See attached report’ in this section.</td>
</tr>
</tbody>
</table>
RESPIRATORY DATA – CXR PAGE

This page is used to record chest x-ray results.

Multiple chest x-rays can be entered. Once all data fields have been filled, SAVE the page and another data field will be created and added to the page CXR.

NATIONAL STANDARD OPERATING PROCEDURE

The original CXR report is uploaded as an attachment.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Chest X-Ray</td>
<td>Select from list: No chest x-ray Normal Abnormal – left Abnormal – right Abnormal- both Results- Unknown Unknown if chest x-ray performed</td>
</tr>
<tr>
<td>2 Date-Time</td>
<td>Enter the Date-Time</td>
</tr>
<tr>
<td>3 Result</td>
<td>Select Normal or Abnormal</td>
</tr>
<tr>
<td>4 Reported by</td>
<td>Enter who reported on the CXR in the text box provided</td>
</tr>
<tr>
<td>5 Interpretation</td>
<td>Enter interpretation and ‘See attached report’ in this section.</td>
</tr>
</tbody>
</table>
RESPIRATORY DATA – BRONCHOSCOPY PAGE

Multiple bronchoscopies can be entered. Once all data fields have been filled, SAVE the page and another data field will be created and added to the page.

NATIONAL STANDARD OPERATING PROCEDURE

The original bronchoscopy report is uploaded as an attachment.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Not Performed</td>
<td>Tick box if not performed</td>
</tr>
<tr>
<td>2 Reason Not Performed</td>
<td>Free text</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This is a required field</td>
</tr>
<tr>
<td>3 Date-Time ANZOD (26)</td>
<td>Enter the Date-Time</td>
</tr>
<tr>
<td>4 Reported by:</td>
<td>Enter name and designation in the text box provided</td>
</tr>
<tr>
<td>5 Interpretation:</td>
<td>Enter interpretation and ‘See attached report’ in this section.</td>
</tr>
<tr>
<td>6 Bronchial washings sent for culture/gram stain?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If Yes, enter results on culture results page</td>
</tr>
</tbody>
</table>
RESPIRATORY DATA - LUNG MEASUREMENT PAGE

This page is used to record lung measurement data.

Total lung capacity and vital capacity are auto calculated (using age, gender, ethnic origin and height) and displayed on this page (Figure 6n). Refer to the EDR System Administrator Guide for calculations used, if required.

Figure 6n: Lung Measurements

Lung Measurement

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Performed</td>
</tr>
<tr>
<td></td>
<td>Tick box if not performed</td>
</tr>
<tr>
<td>2</td>
<td>Reason Not Performed</td>
</tr>
<tr>
<td></td>
<td>Free text</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This is a required field</td>
</tr>
<tr>
<td>3</td>
<td>Chest X-ray used for measurement</td>
</tr>
<tr>
<td></td>
<td>Select the Date-Time of the CXR used for this measurement.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This drop down list is auto populated from the values entered on the CXR page.</td>
</tr>
<tr>
<td>4</td>
<td>Length of Right Lung: (apex to base)</td>
</tr>
<tr>
<td></td>
<td>Enter value in cms</td>
</tr>
<tr>
<td>5</td>
<td>Length of Left Lung: (apex to base)</td>
</tr>
<tr>
<td></td>
<td>Enter value in cms</td>
</tr>
<tr>
<td>6</td>
<td>Transthoracic Diameter (widest point)</td>
</tr>
<tr>
<td></td>
<td>Enter value in cms</td>
</tr>
<tr>
<td>7</td>
<td>Cardiac Diameter</td>
</tr>
<tr>
<td></td>
<td>Enter value in cms</td>
</tr>
<tr>
<td>8</td>
<td>Additional Comments</td>
</tr>
<tr>
<td></td>
<td>Free Text</td>
</tr>
</tbody>
</table>

**NOTE:** The cardiac diameter is the transverse diameter of the cardiac silhouette measured at the widest points.
**RESPIRATORY DATA – ARTERIAL BLOOD GASES PAGE**

This page is used to record arterial blood gas results.

Multiple arterial blood gases can be entered. Once all data fields have been used, **SAVE** the page and another data field will be created and added to the page.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Date-Time ANZOD (26)</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td>2 pH (7.35-7.45) ANZOD (26)</td>
<td>Enter value</td>
</tr>
<tr>
<td>3 PaCO₂ (35-45) ANZOD (26)</td>
<td>Enter value</td>
</tr>
<tr>
<td>4 PaO₂ (80-100) ANZOD (26)</td>
<td>Enter value</td>
</tr>
<tr>
<td>5 BE (-3.0-3.0)</td>
<td>Enter value</td>
</tr>
<tr>
<td>6 HCO₃ (24-32)</td>
<td>Enter value</td>
</tr>
<tr>
<td>7 O₂Sat</td>
<td>Enter value</td>
</tr>
<tr>
<td>8 FiO₂ ANZOD (26)</td>
<td>Enter value</td>
</tr>
<tr>
<td>9 Rate</td>
<td>Enter value</td>
</tr>
<tr>
<td>10 TV</td>
<td>Enter value</td>
</tr>
<tr>
<td>11 PEEP ANZOD (26)</td>
<td>Enter value</td>
</tr>
<tr>
<td>12 PIP</td>
<td>Enter value</td>
</tr>
<tr>
<td>13 Mode</td>
<td>Select from drop down list: NC CPAP BiPAP SIMV A/C CMV PRVC APRV PC Other</td>
</tr>
<tr>
<td>14 PaO₂/FiO₂:</td>
<td>Enter value</td>
</tr>
</tbody>
</table>
DIAGNOSTIC TESTS PAGE

This page is used to record the results of other diagnostic tests.

Multiple diagnostic tests can be entered. Once all data fields have been used, SAVE the page and another data field will be created and added to the page.

NATIONAL STANDARD OPERATING PROCEDURE

The original diagnostic report is uploaded as an attachment for review by relevant transplant units.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Tests Not Done</td>
<td>Tick box if tests not done</td>
</tr>
<tr>
<td>2  Type</td>
<td>Select from list:</td>
</tr>
<tr>
<td>3  Date-Time</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td>4  Diagnostic evaluation /results</td>
<td>Enter interpretation and 'See attached report' in this section.</td>
</tr>
</tbody>
</table>
## 7. ORGAN OR/POST TAB

### INTRAOPERATIVE MANAGEMENT PAGE

This page is used to enter intraoperative donor-related data.

**Intraoperative Management**

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a DCD Recovery ANZOD (18)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Confirmed Start Date-Time:</td>
<td>Enter the confirmed Start Date-Time</td>
</tr>
<tr>
<td>Enter OR Date-Time:</td>
<td>Enter the OR Date-Time</td>
</tr>
<tr>
<td>Incision Date-Time: ANZOD (18)</td>
<td>Enter the Incision Date-Time</td>
</tr>
<tr>
<td>Crossclamp Date-Time: ANZOD (18)</td>
<td>Enter for DBD only</td>
</tr>
<tr>
<td>Abdominal Cold Perfusion Date-Time: ANZOD (18)</td>
<td>Enter for DCD only</td>
</tr>
<tr>
<td>Thoracic Cold Perfusion Date-Time: ANZOD (18)</td>
<td>Enter for DCD only</td>
</tr>
<tr>
<td>Exit OR Date-Time</td>
<td>Enter the exit OR Date-Time</td>
</tr>
<tr>
<td>Contact Person in OR</td>
<td>Enter the name of the contact person in OR</td>
</tr>
<tr>
<td>OR Phone Number</td>
<td>Enter the OR phone number</td>
</tr>
<tr>
<td>Avg BP: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Low BP: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Type: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>High BP: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Type: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Avg HR Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Low HR Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Type: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>High HR: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Type: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Avg SpO2 Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Low SpO2 Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Type: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>High SpO2 Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Duration Type: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Last hour urine output: Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>Total urine output in OR: Ignore</td>
<td>Ignore</td>
</tr>
</tbody>
</table>
Medications

This page is used to enter **ONLY** medications given intraoperatively.

**NOTE:**
- If a medication is selected then dosage must be entered for a YES to be recorded on the **ANZOD Summary** page.
- If a medication is not selected then a NO will be mapped to the **ANZOD Summary** page.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Heparin Dosage...units ANZOD (22) Time</td>
<td>Enter the dosage in units and the time administered</td>
</tr>
<tr>
<td>2 Mannitol Dosage....grams ANZOD (22) Time</td>
<td>Enter the dosage in grams and the time administered</td>
</tr>
<tr>
<td>3 Frusemide Dosage.....milligrams ANZOD (22) Time</td>
<td>Enter the dosage in milligrams and the time administered</td>
</tr>
<tr>
<td>4 Methylprednisolone Dosage....select units ANZOD (22) Time</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>5 Triiodothyronine (T3) Dosage....select units ANZOD (22) Time</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>6 T4 Dosage....select units ANZOD (22) Time</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>7 Chlorpromazine Dosage....select units ANZOD (22) Time</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>8 TPA Dosage....select units ANZOD (22) Time</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>9 Other Medication 1 Dosage....select units ANZOD (22) Time</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>10 Other Medication 2 Dosage....select units ANZOD (22) Time</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>11 Other Medication 3 Dosage....select units ANZOD (22) Time</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>12 Other Medication 4</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Dosage.....select units</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>13 Vasodilators</td>
<td>Tick the box if vasodilators are given</td>
</tr>
<tr>
<td>14 Nitroprusside</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Dosage.....select</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>15 Other Vasodilator</td>
<td>Enter a description of the vasodilator. Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Dosage.....select</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>16 Inotropes</td>
<td>Tick the box if inotropes are given</td>
</tr>
<tr>
<td>17 Dopamine</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Dosage.....select</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>18 Vasopressin</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Dosage.....select</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>19 DDVAP</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Dosage.....select</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>20 Adrenaline</td>
<td>Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Dosage.....select</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>21 Other Inotrope</td>
<td>Enter a description of the inotrope. Enter the dosage, select the units from the drop down list and enter the time administered</td>
</tr>
<tr>
<td>Dosage.....select</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>22 Blood products 1</td>
<td>Tick the Blood product box if applicable. Select the type from the drop down box. If other, specify Enter the volume and units</td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>If other, specify</td>
<td></td>
</tr>
<tr>
<td>Volume</td>
<td></td>
</tr>
<tr>
<td>23 Blood products 2</td>
<td>Tick the Blood product box if applicable. Select the type from the drop down box. If other, specify Enter the volume and units</td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>If other, specify</td>
<td></td>
</tr>
<tr>
<td>Volume</td>
<td></td>
</tr>
<tr>
<td>24 Crystalloids</td>
<td>Tick the crystalloid box if applicable. Select the type from the drop down list. If other, specify Enter the volume and units</td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>Volume</td>
<td></td>
</tr>
<tr>
<td>25 Comments</td>
<td>Tick the N/A box if not applicable. Enter a written comment if applicable.</td>
</tr>
</tbody>
</table>
DCD FLOWSHEET PAGE

This page is used to record haemodynamic measurements during the withdrawal of cardio-respiratory support for an intended DCD donor.

Pre-operative Management

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Withdrawal of cardio-respiratory support: Date-Time ANZOD (18)</td>
<td>The ‘Now’ clock can be used to auto populate with the current date and time or free text data may be entered into the fields.</td>
</tr>
<tr>
<td>2 Location of WCRS</td>
<td>Select from the drop down list</td>
</tr>
<tr>
<td>3 Mode of WCRS</td>
<td>Tick one or more of the boxes as applicable:</td>
</tr>
<tr>
<td>4 Cessation of Circulation Date-Time</td>
<td>The ‘Now’ clock can be used to auto populate with the current date and time or free text data may be entered into the fields.</td>
</tr>
<tr>
<td>5 Declaration of Death Date-Time and Time Zone ANZOD (18)</td>
<td>Free text date and time and select applicable time zone from drop down box</td>
</tr>
<tr>
<td>6 Physician declaring Death</td>
<td>Enter name</td>
</tr>
<tr>
<td>Person notifying family of death</td>
<td>Ignore</td>
</tr>
<tr>
<td>Title</td>
<td>Ignore</td>
</tr>
<tr>
<td>7 Onset of warm ischaemic time (SBP&lt;=50mmHg): ANZOD (18)</td>
<td>The ‘Now’ clock can be used to auto populate with the current date and time or free text data may be entered into the fields.</td>
</tr>
<tr>
<td>8 SpO2&lt;=50%: ANZOD (18)</td>
<td>The ‘Now’ clock can be used to auto populate with the current date and time or free text data may be entered into the fields.</td>
</tr>
</tbody>
</table>

Haemodynamic Solution: Measurements

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Date-Time</td>
<td>The ‘Now’ clock can be used to auto populate with the current date and time or free text data may be entered into the fields.</td>
</tr>
<tr>
<td>2 HR</td>
<td>Enter the value</td>
</tr>
<tr>
<td>3 BP</td>
<td>Enter the value</td>
</tr>
<tr>
<td>4 MAP</td>
<td>Enter the value</td>
</tr>
<tr>
<td>5 RR</td>
<td>Enter the value</td>
</tr>
<tr>
<td>6 SaO2</td>
<td>Enter the value</td>
</tr>
<tr>
<td>7 Comments</td>
<td>Enter any comments if applicable</td>
</tr>
</tbody>
</table>
RETRIEVAL TEAM PAGE

This page is used to record retrieval team and DonateLife Network (DLN) staff data.

Data entered in the retrieval team data fields for the retrieval surgeon and assistant surgeon will auto populate to the relevant organ data page for all organs except Heart/Lung.

All appropriate organ retrieval team fields are required to have data to enable this auto population.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Retrieval Surgeon</td>
<td>Enter first and last name of each retrieval team member by role and organ type in free text boxes. <strong>NOTE:</strong> Surgeon name will appear on the associated organ page.</td>
</tr>
<tr>
<td>2 Assistant Surgeon</td>
<td>Enter first and last name of each retrieval team member by role and organ type in free text boxes. <strong>NOTE:</strong> Surgeon name will appear on the associated organ page.</td>
</tr>
<tr>
<td>3 Other Team Members</td>
<td>Enter first and last name of each retrieval team member by role and organ type in free text boxes.</td>
</tr>
</tbody>
</table>

**Anaesthetics, Scrub, Scrub Nurse, Others**

**NOTE:** This information may also be documented on the Hospital Personnel page, however there is no auto population of the data.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 First Name</td>
<td>Enter the first name</td>
</tr>
<tr>
<td>2 Last Name</td>
<td>Enter the last name</td>
</tr>
<tr>
<td>3 Title</td>
<td>Select the title from the drop down list</td>
</tr>
</tbody>
</table>

**DLN Staff**

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 DLN Staff</td>
<td>Select from drop down list <strong>NOTE:</strong> List includes all DonateLife Agency Staff who have been added as a User or contact to the EDR.</td>
</tr>
</tbody>
</table>

**Final Section**

**This section is not used for any purpose in Australia. Do not complete this section.**
RENAL DATA PAGE

This page is used to record renal data.

NOTE: In the mid-November 2013 R4 release of the EDR, Quality of Perfusion (QOP) will be added to this page for both left and right kidneys.

Renal Data

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Warm Ischaemic Time</td>
<td>Enter Yes or No</td>
</tr>
<tr>
<td>2 Duration</td>
<td>Enter the number of minutes</td>
</tr>
<tr>
<td>3 First Flush ANZOD (35)</td>
<td>Tick Yes or No</td>
</tr>
<tr>
<td></td>
<td>Select the flush solution from the drop down box if Yes is selected.</td>
</tr>
<tr>
<td>4 First Flush – If Other, specify ANZOD (35)</td>
<td>Enter a description of other if selected above</td>
</tr>
<tr>
<td>5 Volume:</td>
<td>Enter the volume in mls</td>
</tr>
<tr>
<td>6 Flush Additives:</td>
<td>Enter a description of the flush additives</td>
</tr>
<tr>
<td>7 Second Flush: ANZOD (35)</td>
<td>Enter Yes or No</td>
</tr>
<tr>
<td></td>
<td>Select the flush solution from the drop down box if Yes is selected.</td>
</tr>
<tr>
<td>8 Second Flush – If Other, specify ANZOD (35)</td>
<td>Enter a description of other if selected above</td>
</tr>
<tr>
<td>9 Volume…mls</td>
<td>Enter the volume in mls</td>
</tr>
<tr>
<td>10 Sent en bloc</td>
<td>Enter Yes or No</td>
</tr>
<tr>
<td>11 Storage Solution</td>
<td>Select the storage solution from the drop down list.</td>
</tr>
<tr>
<td>12 Storage Solution Volume … mls</td>
<td>Unable to enter left and right kidney storage volume. The volume entered will be interpreted as the amount that each bag contains individually. Do not enter the TOTAL of volume contained in both bags.</td>
</tr>
<tr>
<td>13 Storage Solution Additives</td>
<td>Enter a description of the Storage solution additives</td>
</tr>
<tr>
<td>14 Typing materials: Node, Spleen, Blood clot, Other</td>
<td>Tick the applicable boxes</td>
</tr>
<tr>
<td></td>
<td>Right kidney pump device</td>
</tr>
<tr>
<td></td>
<td>Left kidney pump device</td>
</tr>
<tr>
<td></td>
<td>Right kidney pump solution</td>
</tr>
<tr>
<td></td>
<td>Left kidney pump solution</td>
</tr>
<tr>
<td>15 Transplant Program ANZOD (35)</td>
<td>Data field to document the origin of the retrieval teams. Select from the drop down list the hospital to which the retrieval team belongs.</td>
</tr>
</tbody>
</table>
## Renal Anatomy
This page is used to record renal anatomy.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Aortic Plaque</td>
<td>Select Yes or No, then, if Yes, select mild, moderate or severe. Make appropriate selection for each kidney.</td>
</tr>
<tr>
<td>2 Arterial Plaque</td>
<td>Select Yes or No, then, if Yes, select mild, moderate or severe. Make appropriate selection for each kidney.</td>
</tr>
<tr>
<td>3 Infarcted area</td>
<td>Select Yes or No if applicable Drag and drop marker dot on diagram</td>
</tr>
<tr>
<td>4 Capsule Tear</td>
<td>Select Yes or No if applicable Drag and drop marker dot on diagram</td>
</tr>
<tr>
<td>5 Subcapsular haematoma (s)</td>
<td>Select Yes or No if applicable Drag and drop marker dot on diagram</td>
</tr>
<tr>
<td>6 Cysts/Discolouration</td>
<td>Select Yes or No if applicable Drag and drop marker dot on diagram</td>
</tr>
<tr>
<td>7 Fat cleaned</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Pumped</td>
<td>Ignore</td>
</tr>
<tr>
<td>8 Biopsy ANZOD (23)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>9 Biopsy Type</td>
<td>Select needle/wedge if applicable</td>
</tr>
</tbody>
</table>

## Right Kidney Anatomy / Left Kidney Anatomy
This page is used to record additional renal anatomy from the retrieval surgeon if available.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Kidney retrieved ANZOD (23)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Reason not Retrieved:</td>
<td>Ignore</td>
</tr>
<tr>
<td></td>
<td>NOTE: the reason an organ is not recovered is entered on the Organ Disposition page</td>
</tr>
<tr>
<td>2 QOP: (Quality of Perfusion)</td>
<td>Select from drop down list 1 = Worst 4 = Best</td>
</tr>
<tr>
<td>3 Kidney Size</td>
<td>Enter the kidney size measurements</td>
</tr>
<tr>
<td>Length….cm</td>
<td></td>
</tr>
<tr>
<td>Width….cm</td>
<td></td>
</tr>
<tr>
<td>Depth….cm</td>
<td></td>
</tr>
<tr>
<td>4 Arteries</td>
<td>Enter the number of arteries</td>
</tr>
<tr>
<td>5 Distance apart</td>
<td>Enter the distance apart and units of measure</td>
</tr>
<tr>
<td>6 Aortic cuff</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>7 Right (Left) Kidney Arteries on a Common Cuff (Yes/No)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>8 Length….cm</td>
<td>Enter length in cm and diameter in mm for each artery</td>
</tr>
<tr>
<td>Diameter….mm</td>
<td></td>
</tr>
<tr>
<td>9 Comments:</td>
<td>Write text description of arteries if applicable</td>
</tr>
<tr>
<td>10 Veins</td>
<td>Enter number of veins</td>
</tr>
<tr>
<td>11 Distance apart</td>
<td>Enter the distance apart and units of measure</td>
</tr>
<tr>
<td>12 Full Vena Cava</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>13 Length….cm</td>
<td>Enter length in cm and diameter in mm for each vein</td>
</tr>
<tr>
<td>Diameter….mm</td>
<td></td>
</tr>
<tr>
<td>14 Comments</td>
<td>Write text description of veins if applicable</td>
</tr>
<tr>
<td>15 Ureter:</td>
<td>Select Single, Double or triple</td>
</tr>
<tr>
<td>16 Length:</td>
<td></td>
</tr>
<tr>
<td>17 Comments:</td>
<td></td>
</tr>
</tbody>
</table>
Right (Left) Kidney Biopsy Information

This section is used to record renal biopsy information.

When ‘Yes’ has been selected for Biopsy in the Renal Anatomy section, the fields in this section change from greyed out to enabled for data entry.

**NOTE:** Documentation of biopsy results is not mandatory in these fields. The relevant results may be uploaded as an attachment.

**Date and Time Retrieved**

This section is not used for any purpose in Australia. Do not complete this section.
LIVER DATA PAGE

This page is used to record additional liver surgical retrieval information from the retrieval surgeon if available.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Liver Retrieved? ANZOD (23)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Not Retrieved Reason</td>
<td>Ignore</td>
</tr>
<tr>
<td></td>
<td>NOTE: the reason an organ is not recovered is entered on the Organ Disposition page</td>
</tr>
<tr>
<td>First Flush Start time</td>
<td>Ignore</td>
</tr>
<tr>
<td>2 First Flush Solution: ANZOD (35)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>3 Volume:</td>
<td>Enter amount in mls</td>
</tr>
<tr>
<td>4 QOP: (Quality of Perfusion)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td></td>
<td>1 = Worst</td>
</tr>
<tr>
<td></td>
<td>4 = Best</td>
</tr>
<tr>
<td></td>
<td>Enter appearance after perfusion in comments box at bottom of page.</td>
</tr>
<tr>
<td>5 Aortic Flush:</td>
<td>Tick appropriate box to indicate</td>
</tr>
<tr>
<td>6 Portal Flush:</td>
<td>Tick appropriate box to indicate</td>
</tr>
<tr>
<td></td>
<td>NOTE: when first flush is via both aortic and portal access then tick both boxes. The combined flush volume for both will be entered as a single value.</td>
</tr>
<tr>
<td>7 First Flush Additives:</td>
<td>Enter a description of the flush additives</td>
</tr>
<tr>
<td>Second Flush Start time</td>
<td>Ignore</td>
</tr>
<tr>
<td>8 Second Flush Solution: ANZOD (35)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>9 Volume:</td>
<td>Free text</td>
</tr>
<tr>
<td>10 QOP: (Quality of Perfusion)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td></td>
<td>1 = Worst</td>
</tr>
<tr>
<td></td>
<td>4 = Best</td>
</tr>
<tr>
<td>11 Aortic Flush:</td>
<td>Tick appropriate box to indicate</td>
</tr>
<tr>
<td>12 Portal Flush:</td>
<td>Tick appropriate box to indicate</td>
</tr>
<tr>
<td></td>
<td>NOTE: when first flush is via both aortic and portal access then tick both boxes. The combined flush volume for both will be entered as a single value.</td>
</tr>
<tr>
<td>13 Flush Additives:</td>
<td>Enter a description of the flush additives</td>
</tr>
<tr>
<td>14 Storage Solution:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>15 Volume:</td>
<td>Enter the volume of fluid inside the first storage bag</td>
</tr>
<tr>
<td>16 Storage Solution Additives:</td>
<td>Enter description of storage solution additives</td>
</tr>
<tr>
<td>17 Aortic plaque:</td>
<td>Select nil, mild, moderate or severe</td>
</tr>
<tr>
<td>18 Arterial plaque:</td>
<td>Select nil, mild, moderate or severe</td>
</tr>
<tr>
<td>19 Vessels Sent:</td>
<td>Free text</td>
</tr>
<tr>
<td>20 Anatomical Abnormalities:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td>Free text comment when applicable</td>
</tr>
<tr>
<td>21 Surgical Damage:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td>Free text comment when applicable</td>
</tr>
<tr>
<td>22 Capsule Torn:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td>Free text comment when applicable</td>
</tr>
<tr>
<td>23 Haematoma:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td>Free text comment when applicable</td>
</tr>
<tr>
<td>24 Gall Bladder Incised:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td>Free text comment when applicable</td>
</tr>
<tr>
<td>25 Gall Bladder Flushed:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td>Free text comment when applicable</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>26 Replaced Left Hepatic:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td>Free text comment when applicable</td>
</tr>
<tr>
<td>27 Replaced Right Hepatic:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td></td>
<td>Free text comment when applicable</td>
</tr>
<tr>
<td>Second Flush:</td>
<td>Ignore</td>
</tr>
<tr>
<td>29 Biopsy:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>30 Fatty Infiltrates:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>31 Type: Microvesicular/Macrovesicular</td>
<td>Select appropriate tick box</td>
</tr>
<tr>
<td>32 Centrilobular Necrosis:</td>
<td>Free text box enabled when Yes is selected for Biopsy</td>
</tr>
<tr>
<td>33 Pathologist F Name, L Name</td>
<td>Free text box enabled when Yes is selected for Biopsy</td>
</tr>
<tr>
<td>34 Slide sent with Liver</td>
<td>Select Yes/No and free text comment if applicable</td>
</tr>
<tr>
<td>35 If no biopsy, estimate visualized fat content:</td>
<td>Field is enabled when No is selected for Biopsy</td>
</tr>
<tr>
<td>36 Transplant Program ANZOD (35)</td>
<td>Data field to document the origin of the retrieval teams. Select from the drop down list</td>
</tr>
<tr>
<td></td>
<td>the hospital to which the retrieval team belongs.</td>
</tr>
<tr>
<td></td>
<td>Date-Time Retrieved:</td>
</tr>
<tr>
<td>37 Comments:</td>
<td>Ignore</td>
</tr>
<tr>
<td></td>
<td>May type in appearance after perfusion in this section</td>
</tr>
</tbody>
</table>
Heart Data

This page is used to record additional cardiac surgical retrieval information from the retrieval surgeon if available.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Heart Retrieved? ANZOD (35)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Not recovered reason</td>
<td>Ignore</td>
</tr>
<tr>
<td>NOTE: the reason an organ is not recovered is entered on the Organ Disposition page</td>
<td></td>
</tr>
<tr>
<td>2 First Flush ANZOD (35)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>3 If Other, specify ANZOD (35)</td>
<td>Enter a description of other if selected above</td>
</tr>
<tr>
<td>4 Volume</td>
<td>Enter the volume in mls</td>
</tr>
<tr>
<td>QOP</td>
<td>Ignore</td>
</tr>
<tr>
<td>5 Flush Additives</td>
<td>Enter a description of the flush additives</td>
</tr>
<tr>
<td>6 Second Flush Solution ANZOD (35)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>7 If Other, specify</td>
<td>Enter a description of other if selected above</td>
</tr>
<tr>
<td>8 Volume</td>
<td>Free text</td>
</tr>
<tr>
<td>9 Second Flush Additives</td>
<td>Enter a description of the flush additives</td>
</tr>
<tr>
<td>10 Storage Solution:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>11 If Other, specify:</td>
<td>Enter a description of other if selected above</td>
</tr>
<tr>
<td>12 Volume:</td>
<td>Enter the volume of fluid inside the first storage bag</td>
</tr>
<tr>
<td>13 Storage Solution Additives:</td>
<td>Enter a description of the storage solution additives</td>
</tr>
<tr>
<td>14 Anatomical Abnormality:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>15 Abnorm. Comments</td>
<td>Free text</td>
</tr>
<tr>
<td>16 Surgical Damage</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>17 Damage Comments</td>
<td>Free text</td>
</tr>
<tr>
<td>18 Evidence/ CV disease</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>19 Disease Comments:</td>
<td>Free text</td>
</tr>
<tr>
<td>20 Transplant Program: ANZOD (35)</td>
<td>Data field to document the origin of the retrieval teams. Select from the drop down list the hospital to which the retrieval surgeons belong.</td>
</tr>
<tr>
<td>Date-Time Retrieved:</td>
<td>Ignore</td>
</tr>
<tr>
<td>21 Comments:</td>
<td>Enter comments if applicable</td>
</tr>
</tbody>
</table>
LUNG DATA PAGE

This page is used to record additional lung surgical retrieval information from the retrieval surgeon if available.

Lung Data

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Right Lung Retrieved?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td>Ignore</td>
</tr>
<tr>
<td>Not retrieved reason:</td>
<td>NOTE: the reason an organ is not retrieved is entered on the Organ Disposition page</td>
</tr>
<tr>
<td>2 Left Lung Retrieved?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Not retrieved reason:</td>
<td>NOTE: the reason an organ is not retrieved is entered on the Organ Disposition page</td>
</tr>
<tr>
<td>3 First Flush</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td>Ignored</td>
</tr>
<tr>
<td>4 If Other, Specify</td>
<td>Enter a description of other if selected above</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td></td>
</tr>
<tr>
<td>5 Volume</td>
<td>Enter volume in mls</td>
</tr>
<tr>
<td>QOP</td>
<td>Ignored</td>
</tr>
<tr>
<td>6 Flush Additives:</td>
<td>Enter a description of the flush additives</td>
</tr>
<tr>
<td>7 Second Flush:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>8 Solution:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td></td>
</tr>
<tr>
<td>9 Volume</td>
<td>Enter volume in mls</td>
</tr>
<tr>
<td>10 Storage Solution:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>11 If Other, Specify:</td>
<td>Enter a description of other if selected above</td>
</tr>
<tr>
<td>12 Volume</td>
<td>Enter the storage fluid volume in mls</td>
</tr>
<tr>
<td>13 Storage Solution Additives:</td>
<td>Enter a description of storage solution additives</td>
</tr>
<tr>
<td>14 Patient re-intubated?:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>15 Intraoperative Bronchoscopy?:</td>
<td>Tick box if applicable and free text comments</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td></td>
</tr>
<tr>
<td>16 Comments:</td>
<td>Enter comments if applicable</td>
</tr>
</tbody>
</table>

Right Lung / Left Lung

NOTE: Data for both the left and right lung section is required to be entered.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Anatomical Abnormality</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>2 Comments</td>
<td>Enter comments if applicable</td>
</tr>
<tr>
<td>3 Surgical Damage</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>4 Comments:</td>
<td>Enter comments if applicable</td>
</tr>
<tr>
<td>5 Transplant Program</td>
<td>Data field to document the origin of the retrieval teams. Select from the drop down list the hospital to which the retrieval team belongs.</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td></td>
</tr>
<tr>
<td>Date-Time Retrieved</td>
<td>Ignored</td>
</tr>
<tr>
<td>6 Comments:</td>
<td>Enter comments if applicable</td>
</tr>
</tbody>
</table>
## PANCREAS DATA PAGE

This page is used to record additional pancreas surgical retrieval information from the retrieval surgeon if available.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Pancreas Retrieved?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td></td>
</tr>
<tr>
<td>Not Retrieved Reason:</td>
<td>Ignore</td>
</tr>
<tr>
<td>First Flush (Aortic) Start Time</td>
<td>NOTE: the reason an organ is not recovered is entered on the <strong>Organ Disposition</strong> page</td>
</tr>
<tr>
<td>2 First Flush Solution:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td></td>
</tr>
<tr>
<td>3 Volume:</td>
<td>Enter volume in mls</td>
</tr>
<tr>
<td>4 QOP: (Quality of Perfusion)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td></td>
<td>1 = Worst</td>
</tr>
<tr>
<td></td>
<td>4 = Best</td>
</tr>
<tr>
<td>5 Flush Additives:</td>
<td>Enter description of additives</td>
</tr>
<tr>
<td>6 Second Flush (Aortic):</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Start Time:</td>
<td>Ignore</td>
</tr>
<tr>
<td>7 Solution:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>ANZOD (35)</td>
<td></td>
</tr>
<tr>
<td>8 Volume:</td>
<td>Free text</td>
</tr>
<tr>
<td>9 QOP: (Quality of Perfusion)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td></td>
<td>1 = Worst</td>
</tr>
<tr>
<td></td>
<td>4 = Best</td>
</tr>
<tr>
<td></td>
<td>Enter appearance after perfusion in comments box at bottom of page.</td>
</tr>
<tr>
<td>10 SMA Flush (backtable):</td>
<td>Ignore</td>
</tr>
<tr>
<td>Start Time</td>
<td>Ignore</td>
</tr>
<tr>
<td>Solution</td>
<td>Ignore</td>
</tr>
<tr>
<td>Volume…..ml</td>
<td>Ignore</td>
</tr>
<tr>
<td>QOP</td>
<td>Ignore</td>
</tr>
<tr>
<td>Solution Other</td>
<td>Ignore</td>
</tr>
<tr>
<td>11 If Other, Specify</td>
<td>Free text</td>
</tr>
<tr>
<td>12 Volume:</td>
<td>Enter the volume of fluid inside the first storage bag</td>
</tr>
<tr>
<td>13 Storage Solution Additives:</td>
<td>Free text</td>
</tr>
<tr>
<td>14 Aortic Plaque:</td>
<td>Select nil, mild, moderate or severe</td>
</tr>
<tr>
<td>15 Arterial Plaque:</td>
<td>Select nil, mild, moderate or severe</td>
</tr>
<tr>
<td>16 Whole</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>17 Celiac</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>18 Spleen attached</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>19 Portal Vein</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>20 Haematoma:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>21 Fatty:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>22 Biopsy:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>23 Comments:</td>
<td>Free text</td>
</tr>
<tr>
<td>24 Vessels sent:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>25 Comments:</td>
<td>Free text</td>
</tr>
<tr>
<td>26 Anatomical Abnormality:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>27 Comments:</td>
<td>Free text</td>
</tr>
<tr>
<td>28 Surgical damage:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>29 Comments:</td>
<td>Free text</td>
</tr>
<tr>
<td>Data Field</td>
<td>Data Entry Instructions</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bowel prep:</td>
<td>Ignore</td>
</tr>
<tr>
<td>Bowel prep Other:</td>
<td>Ignore</td>
</tr>
<tr>
<td>30 Transplant Program: ANZOD (35)</td>
<td>Data field to document the origin of the retrieval teams. Select from the drop down list the hospital to which the retrieval surgeons belong.</td>
</tr>
<tr>
<td>Date-Time retrieved:</td>
<td>Ignore</td>
</tr>
<tr>
<td>31 Comments:</td>
<td>Select N/A or write description in text</td>
</tr>
</tbody>
</table>
**INTESTINE DATA PAGE**

This page is used to record additional intestine surgical retrieval information from the retrieval surgeon if available.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Intestine Retrieved? ANZOD (35)</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>2 Not Retrieved reason:</td>
<td>Ignore</td>
</tr>
<tr>
<td>3 First Flush: ANZOD (35)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>4 Flush Other: ANZOD (35)</td>
<td>Enter description of Other if selected above</td>
</tr>
<tr>
<td>5 Volume:</td>
<td>Free text</td>
</tr>
<tr>
<td>6 QOP: (Quality of Perfusion)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>7 Second flush:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>8 Solution:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>9 Volume:</td>
<td>Free text</td>
</tr>
<tr>
<td>10 Storage Solution:</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>11 Solution Other:</td>
<td>Free text</td>
</tr>
<tr>
<td>12 Volume:</td>
<td>Free text</td>
</tr>
<tr>
<td>13 Vessels sent:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>14 Anatomical Abnormality:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>15 Surgical Damage:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>16 Bowel prep:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>17 Transplant Program: ANZOD (35)</td>
<td>Data field to document the origin of the retrieval teams. Select from the drop down list the hospital to which the retrieval team belongs.</td>
</tr>
<tr>
<td>18 Date-Time retrieved:</td>
<td>Ignore</td>
</tr>
<tr>
<td>19 Comments:</td>
<td>Select N/A or write description in text</td>
</tr>
</tbody>
</table>

**NOTE:** The reason an organ is not retrieved is entered on the **Organ Disposition** page.
SUPPLY LIST PAGE

This page is used to document the supplies used for packaging the heart when retrieved for valves.

Organ Supply List

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Supply Heart for Valve - 0.9% NaCl</td>
<td>Tick box if applicable</td>
</tr>
<tr>
<td>2 Supply Heart for Valve – Hartmann’s</td>
<td>Tick box if applicable</td>
</tr>
<tr>
<td>Supply Heart for Valve Sterile Bag</td>
<td>Tick box if applicable</td>
</tr>
<tr>
<td>3 Manufacturer</td>
<td>Select from drop down list: <strong>NOTE:</strong> If your supplier is not in the drop down list, request it to be added by your State/Territory EDR System Administrator</td>
</tr>
<tr>
<td>Item Code</td>
<td>Ignore</td>
</tr>
<tr>
<td>Serial #</td>
<td>Ignore</td>
</tr>
<tr>
<td>Lot #</td>
<td>Enter the batch number</td>
</tr>
<tr>
<td>Date</td>
<td>Enter Expiry Date</td>
</tr>
<tr>
<td>Date type</td>
<td>Select 'Expiration'</td>
</tr>
<tr>
<td># Units</td>
<td>Ignore</td>
</tr>
</tbody>
</table>
HOSPITAL PERSONNEL PAGE

This page is used to record Donor Hospital staff detail for ICU, theatre and other staff involved with the organ and tissue donation process.

ICU Staff

Dr, Nurse, Other

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sal</td>
<td>Select salutation from the drop down list</td>
</tr>
<tr>
<td>2 First:</td>
<td>Enter text description</td>
</tr>
<tr>
<td>3 Last</td>
<td>Enter text description</td>
</tr>
</tbody>
</table>

Physicians

This section is auto populated from the Donor Information page. It displays the names of the clinicians who have undertaken the declaration of brain death testing. Note that for DCD, the physician responsible is first recorded on the DCD flow sheet.

Consults

This section is not used for any purpose in Australia. Do not complete this section.

Theatre Staff

Anaesthetics, Anaesthetic Nurse, Scrub Nurse, Other

STATE/TERRITORY STANDARD OPERATING PROCEDURE

Theatre staff details may also be documented on the Retrieval Team page; however there is no auto population of the data. State/Territory Standard Operating Procedures should apply.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sal</td>
<td>Select salutation from the drop down list: Mr, Mrs, Ms, Dr</td>
</tr>
<tr>
<td>2 First:</td>
<td>Enter text description</td>
</tr>
<tr>
<td>3 Last</td>
<td>Enter text description</td>
</tr>
</tbody>
</table>

ED Staff

This section is not used for any purpose in Australia. Do not complete this section.

Other

Pastoral Care, Coroner, Social Worker, Other

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sal</td>
<td>Select salutation from the drop down list</td>
</tr>
<tr>
<td>2 First:</td>
<td>Enter text description</td>
</tr>
<tr>
<td>3 Last</td>
<td>Enter text description</td>
</tr>
</tbody>
</table>
**DONOR SUMMARY – DONOR SUMMARY PAGE**

The **Donor Summary** is a navigation page (Figure 7a) which takes the User to the **Organ Disposition** page which is auto populated with the name of the specific organ described in the hyperlink.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tick boxes for Kidney-Pancreas 2 for 1 Kidney Heart-Lung Split Liver Liver Segment only Islet cells Intestine-Liver Intestine-Pancreas Intestine-Segment</td>
<td>Ignore</td>
</tr>
</tbody>
</table>

**Donor Summary page view**

<table>
<thead>
<tr>
<th>Organ</th>
<th>Outcome</th>
<th>Disposition Code</th>
<th>Transplant Center</th>
<th>Recipient’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right Kidney</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Left Kidney</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Double/His Kidney</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Pancreas</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Pancreas Segment 1</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Pancreas Segment 2</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Liver</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Liver (H)</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Liver (L)</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Intestine</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Intestine Segment 1</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Intestine Segment 2</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Intestine</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Intestine Segment 1</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Intestine Segment 2</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Heart</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Right Lung</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Left Lung</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Double Lung</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Other</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Other 1</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Other 2</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Other 3</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Other 4</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Other 5</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
</tr>
</tbody>
</table>

*Figure 7a: Donor Summary page*
A User can also click directly on the **Organ Disposition** page from the left hand navigation list (Figure 7b).

![Navigation to Organ Disposition page](image)

**NOTE:** When a description for ‘Other’ is entered on the **Authorisation Form** page, it does not auto populate to the **Organ Disposition** page. The description must be re-entered. Descriptions entered in the fields Other 2, Other 3, Other 4 and Other 5 will not auto populate the **ANZOD Summary** page.
DONOR SUMMARY – ORGAN DISPOSITION PAGE

This page is used to enter data for the final outcome and recipient information.

Each Organ Disposition page contains identical data fields.

To enter data for the final outcome and recipient information select the required organ from the drop down list and select GO. The appropriate organ page will be displayed for data entry.

**NOTE:** Pancreas islets should be entered by selecting the organ type Pancreas. Enter the Outcome as 'Retrieved' and the Disposition Code as 'Pancreas Islets'.

**NOTE:** Stomach-Intestine when authorisation given and the organs transplanted should be entered by initially entering a description of Stomach on the Authorisation Information page (TRACKING tab) utilising the option ‘Other’. Authorisation for Intestine should also be entered as ‘Yes’.

On the Disposition page, select ‘Other’ and click GO at the top of the page (Figure 7c).

![Figure 7c: Organ Disposition page](image)

Enter ‘Stomach’ as the description and complete the page as per other organs (Figure 7d).

![Figure 7d: Organ Disposition page](image)

An Organ Disposition page for intestine also needs to be completed.

**NOTE:** For Double Lung retrieved and transplanted, the disposition code selected should be ‘Transplanted’.

**NOTE:** Where Double/En bloc Kidney is selected as ‘Retrieved’, the disposition code selected should be either ‘Double Adult’ or ‘En bloc’.
<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1   Vessels Sent?</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Billable</td>
<td>Ignore</td>
</tr>
<tr>
<td>2   Outcome</td>
<td>Select Retrieved or Not Retrieved</td>
</tr>
<tr>
<td>3   If retrieved: Disposition Code ANZOD (35)</td>
<td>Select from drop down list</td>
</tr>
<tr>
<td>4   If Not Retrieved Disposition Code ANZOD (35)</td>
<td>Select from drop down list:</td>
</tr>
<tr>
<td>5   Additional detail: ANZOD (35)</td>
<td>Data field enabled when selected reason requests (Specify)</td>
</tr>
<tr>
<td></td>
<td>Free text comments</td>
</tr>
<tr>
<td>6   Transplant Centre:</td>
<td>Select the hospital code/ description from the drop down list</td>
</tr>
<tr>
<td>Sensitised: Ignore</td>
<td></td>
</tr>
<tr>
<td>7   Transplant Date: ANZOD (36)</td>
<td>Enter date of transplant</td>
</tr>
<tr>
<td>Transplant Time: Ignore</td>
<td></td>
</tr>
<tr>
<td>Time Zone Ignore</td>
<td></td>
</tr>
<tr>
<td>CIT (Duration) Ignore</td>
<td></td>
</tr>
<tr>
<td>Transplant Surgeon Ignore</td>
<td></td>
</tr>
<tr>
<td>Transplant # Ignore</td>
<td></td>
</tr>
<tr>
<td>8   Recipient First Name ANZOD (36)</td>
<td>Free text</td>
</tr>
<tr>
<td>9   Recipient Last Name ANZOD (36)</td>
<td>Free text</td>
</tr>
<tr>
<td>City Ignore</td>
<td></td>
</tr>
<tr>
<td>10  State Free text</td>
<td></td>
</tr>
<tr>
<td>11  Country The default value for this field is Australia.</td>
<td></td>
</tr>
<tr>
<td>Recipient DOB: Ignore</td>
<td></td>
</tr>
<tr>
<td>Age Ignore</td>
<td></td>
</tr>
<tr>
<td>Gender Ignore</td>
<td></td>
</tr>
<tr>
<td># of children Ignore</td>
<td></td>
</tr>
<tr>
<td>List Date: Ignore</td>
<td></td>
</tr>
<tr>
<td>Diagnosis Ignore</td>
<td></td>
</tr>
<tr>
<td>Ethnic Origin Ignore</td>
<td></td>
</tr>
<tr>
<td>Ethnic Description Ignore</td>
<td></td>
</tr>
<tr>
<td>Occupation Ignore</td>
<td></td>
</tr>
<tr>
<td>Marital Status Ignore</td>
<td></td>
</tr>
<tr>
<td>Hobbies/Interests Ignore</td>
<td></td>
</tr>
<tr>
<td>ABO fields Ignore</td>
<td></td>
</tr>
<tr>
<td>Transportation Ignore</td>
<td></td>
</tr>
<tr>
<td>Recipient Status Ignore</td>
<td></td>
</tr>
<tr>
<td>Comments Ignore</td>
<td></td>
</tr>
</tbody>
</table>
This page is not used for any purpose in Australia. Do not complete this page.
KIDNEY PERFUSION – MEDICATION PAGE – NOT APPLICABLE IN AUSTRALIA

This page is not used for any purpose in Australia. Do not complete this page.
This page is not used for any purpose in Australia. Do not complete this page.
This page is not used for any purpose in Australia. Do not complete this page.
8. ATTACHMENTS TAB

The EDR contains a User-friendly, self-upload feature to attach files such as Word documents, PowerPoint, Excel, PDF documents, JPEGs, and MPEGs.

There are currently three types of attachments. Those associated with:

1. A patient such as chest x-rays, CAT scans, etc.
2. An organisation
3. An interaction entry.

Prior to uploading files to EDR

Before a file is uploaded as an attachment to the EDR it must FIRST be renamed and labelled using the appropriate EDR naming convention.

There is a requirement to have identified and de-identified attachments uploaded to the EDR, therefore the file must be clearly named to ensure attachments containing identifying donor details are NOT transmitted to unauthorised personnel. NOTE: A ‘de-identified’ file/document has the donor’s name redacted but retains the Donor ID, MRN and DOB.

File Naming convention

The file naming convention contains the Donor ID followed by the attachment group name to which the document belongs, the next sequential number in the group and if the file is identified or de-identified.

Identified file naming convention: DONOR ID_AttachmentGroup_N_Identified

De-Identified file naming convention: DONOR ID_AttachmentGroup_N_De-Identified

For example:

Identified file: D13-0023_ABO_1_Identified

De-Identified file: D13-0023_ABO_2_De-Identified

Attachment Groups

Within the EDR, Attachment Groups have been specified at the time of system set up.

Each file is assigned to an Attachment Group at upload. The attachment group can later be used to filter and search for specific attachment types.

The attachment groups are:

- ABO
- Angiography
- CXR
- ECG
- Consent Forms
- ECHO
- GP Referrals
- Histology
- Imaging
For example:
CXR image is uploaded to the EDR as an attachment with the file name:

D13-0023_CXR_1_De-Identified

If a second CXR is uploaded the file name will be:

D13-0023_CXR_2_De-Identified

By utilising a consistent naming convention for attachments, files will appear in numeric order.

**Uploading an Attachment**

To upload an attachment file:

1. Ensure the file is labelled using the appropriate naming convention
2. Select the ATTACHMENT tab which takes you to the Attachments page (Figure 8a)
3. Select the attachment group from the drop down list
4. Add a description to identify the file (this appears on the TRANSMIT tab)
5. Use the BROWSE button to select the file for upload
6. Click the UPLOAD button

**Importance of ‘Add a Description’ at time of upload**

Once a file has been uploaded via the Attachments Tab it will be available in the Transmit Tab of the EDR. The information entered in the description data field at the time of uploading is what will appear in the ‘Available Attachments’ field on the Transmit page. Neither the attachment group nor Source File name will appear in the ‘Available Attachments’ field. Therefore, the description entered is what will identify the attachment when the Donation Specialist is selecting a file to transmit.
To ensure attachments containing identifying donor details are NOT transmitted to unauthorised personnel it is MANDATORY for all files to be described clearly as ‘Identified’ or ‘De-identified’ in the description.

Please note that when a file is transmitted out of the EDR it will be identified with the file name, such as D13-0023_CXR_1_De-Identified that was given prior to uploading and not the information that was added in the description field. Therefore for time efficiency, when adding a description it is acceptable to simply use the attachment group and either identified or de-identified.

For example:

1. File is labelled using the appropriate naming convention: D13-0023_ABO_2_De-Identified
2. Description added when uploading the file to the Attachments page: ABO 2 De-Identified.

**NOTE:** The file cannot exceed 10MB in size.

**Sorting Attachments**

Uploaded attachments can be sorted by Attachment Group (Figure 8c), Source File (Figure 8d) or Description (Figure 8e).
Sorted by Group

![Sorted by Group](image)

**Figure 8c: Attachments sorted by Attachment Group**

Sorted by Source File

![Sorted by Source File](image)

**Figure 8d: Attachments sorted by Source File**

Sorted by Description

![Sorted by Description](image)

**Figure 8e: Attachments sorted by Description**
Deletion of Attachments

The deletion function within the EDR, removes an attachment from view on the Attachment page and from view on the Transmit page. However, the attachment still exists in the EDR.

To view a deleted attachment:

1. Tick the Show Deleted box on the Attachments page.
2. The deleted documents appear with an undelete link in the right hand column.

To undelete an attachment:

Click on the Undelete link on the right hand side of the relevant attachment (Figure 8d).

![Figure 8d: Undelete an attachment](image)

Edit of Attachment properties

After an attachment has been uploaded to the EDR, the following properties can be edited:

1. The attachment group can be changed
2. The description can be changed.

All other properties cannot be edited. The contents of the attachment itself cannot be edited.
9. TRANSMIT

Transmit Pages

The EDR has the ability to generate PDF-formatted documents containing a donor’s clinical information. These PDF documents can be printed, downloaded, and stored on your computer and/or faxed or emailed i.e. transmitted to any external contact or User who has been added to the EDR.

**NATIONAL STANDARD OPERATING PROCEDURE**

Attachments uploaded to the EDR must be clearly identified in the added description as ‘identified’ or ‘de-identified’. Only de-identified attachments may be transmitted from the EDR.

Each page is **redacted** prior to transmission and does not contain the first and last name of the Intended Donor.

To facilitate selection, contacts within the EDR can be filtered by the organisational role and organisation to which they belong.

The method of transmission may be by email or fax. The method which appears for an individual contact is set up at the time that a contact is added to the EDR. If this needs to change, contact your State/Territory EDR System Administrator.

Each organisation when added to the EDR, is assigned one or more organisational roles. The organisational role field is used as an initial filter on the Transmit page to assist in the selection of the external contact to which information needs to be sent. The table below lists those organisational roles that exist within the EDR and to whom pages are likely to be transmitted.

<table>
<thead>
<tr>
<th>Organisational Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>.01 Hospital</td>
<td>All hospitals entered in the EDR are assigned this role.</td>
</tr>
<tr>
<td>.02 Refers Donors</td>
<td>Any hospital which may refer a donor is assigned this role.</td>
</tr>
<tr>
<td>.03 Transplant Unit</td>
<td>Transplant contacts when entered into the EDR would be associated with hospitals assigned to this role.</td>
</tr>
<tr>
<td>.04 DonateLife Agency</td>
<td>Each jurisdictional DonateLife Agency is assigned this role. DonateLife Agency staff are entered as Users or contacts to the relevant agency.</td>
</tr>
<tr>
<td>.05 Eye Bank</td>
<td>Eye bank staff entered into the EDR are assigned to organisations with this role.</td>
</tr>
<tr>
<td>.06 HLA Lab / Immuno Lab</td>
<td>HLA laboratory staff entered into the EDR as external contacts are assigned to organisations with this role.</td>
</tr>
<tr>
<td>.07 Serology Lab</td>
<td>Serology laboratory staff entered into the EDR as external contacts are assigned to organisations with this role.</td>
</tr>
<tr>
<td>.08 Tissue Bank</td>
<td>Tissue Bank laboratory staff entered into the EDR as external contacts are assigned to organisations with this role.</td>
</tr>
<tr>
<td>.14 Tissue Retrieval</td>
<td>Any Tissue Bank (including Eye banks), hospital or agency which retrieves tissue is assigned this role. Organisations assigned this role appear in the drop down list for Tissue retrieval teams on the ANZOD Additional Info page.</td>
</tr>
<tr>
<td>.15 New Zealand</td>
<td>Organ Donation New Zealand and the New Zealand hospitals with Transplant Units</td>
</tr>
</tbody>
</table>
Access the Transmit page (Figure 9a) by clicking the TRANSMIT tab from within a specific donor referral. From this tab, the following can be accomplished:

- Single or multiple pages can be selected for PDF generation or transmission.
- Single or multiple attachments can be selected for transmission.

To begin, select the desired page or attachment and click the Forward Arrow button.

To select multiple pages or attachments, press the CTRL or SHIFT button on the keyboard and make your selections. Then click the Forward Arrow button.

Once present in the Selected Pages or Selected Attachments list, the User can then:

- Create a PDF of the selected pages
- Transmit the selected pages to another party
- Transmit the selected attachments to another party.

**NOTE:** Depending on the speed of your Internet connection and the number of pages being generated, PDF creation may take as long as 60 seconds.

To transmit one or more PDFs or attachments to a party in Contact Management, select the organisation, the desired contact, and the method (Figure 9b).
If the intended recipient is not present in **Contact Management**, contact your State/Territory System Administrator and request the contact be added. If this is not feasible, the intended recipient can be added using the following steps:

- Enter the name(s) in the text boxes located at the bottom of the page
- Choose email or fax from the dropdown list
- Enter the email address or the fax number
- Click **TRANSMIT**.

**NOTE:** The email address MUST be secure i.e. gmail and similar are not acceptable.

---

**Figure 9b: Transmitting attachments**

**Multiple Page PDF**

PDFs may also be generated in groups on the **Transmit** page. These PDFs adhere to formatting standards in order to create a consistent look and feel. Certain standards have been implemented regarding how data is displayed. Below are standards for various field types and data scenarios:

**Check Boxes:** The word **checked** is displayed if the check box has been selected, and **not checked** if the check box has not been selected.

**Radio Buttons:** Radio buttons are not displayed in a PDF. The value selected for radio button is displayed as text unless otherwise indicated.

**Disabled (Greyed-out) fields:** Fields disabled on a web page are not displayed on the PDF. Any label that references the fields that are not displayed are also not displayed.
‘Other’ selection in dropdown: When Other is selected from a dropdown and there is a textbox available for inputting data for Other, the PDF displays the text Other: [what the User has entered]. For example, if Reason, the check box has not been selected.

The Donor Chart is a multiple page PDF and appears in the list of transmittable pages. It contains the multiple pages (listed below) merged as a single pdf transmission. The Donor Chart has been designed to contain all key data required by a transplant unit when considering an organ offer.

<table>
<thead>
<tr>
<th>EDR TAB</th>
<th>EDR Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organ pre-OR</td>
<td>Donor Information</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Authorisation Info</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Admission Course</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Physical Assessment</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Physical examination</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Haematology</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Serology</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Plasma Dilution</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Arterial Blood Gases</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Culture Results</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Flow sheet</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Medications/other drugs</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>ECG</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Echocardiogram</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Angiography</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>CXR</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Bronchoscopy</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Lung Measurements</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Diagnostic Tests</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Fluid balance</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Blood Products/Colloid admin</td>
</tr>
<tr>
<td>Organ pre-OR</td>
<td>Urinalysis</td>
</tr>
<tr>
<td>Tracking</td>
<td>Med Soc Questionnaire</td>
</tr>
</tbody>
</table>

Return Email address and additional text functionality

Before clicking the Transmit button, additional information can be added to the email prior to sending. This includes:

- A return email address
- Email Subject and
- Email body text

By default, the sending email address is support@itransplant.net This email address cannot be replied to.

To replace this with an email address that can be replied to, tick the ‘Specify details for email/fax transmission’ box prior to clicking the TRANSMIT button. (Figure 9c)
Figure 9c: Transmit Page
When the **TRANSMIT** button is now clicked the Details for email/fax transmission dialogue box appears (Figure 9d). The dialogue box allows the entry of a return email address, Email Subject and Message.

![Details for email/fax transmission dialogue box](image)

**Figure 9d: Details for email/fax transmission dialogue box**

To assist, automatic insert of the Referral ID, Organ Donor ID and MRN can also be performed by clicking the buttons on the right hand side. (Figure 9d)

### Provision of information to tissue banks

Where information is requested by a Tissue bank from the EDR for the purpose of tissue retrieval, the following will be provided:

1. Transmit of the Donor Chart pdf
2. Separate to the Donor Chart pdf, the Donation specialist will send a second email to the tissue bank containing the following information:
   a. Completed Consent form
   b. Donor ID
   c. Donor Name
   d. Donor DOB
   e. Details of NOK
   f. Details of those who provided answers to the medical social questionnaire

Additional information may also be required external to the EDR as agreed at each jurisdictional level.
Electronic Signatures

The **Electronic Signature** section appears with the verbiage relevant to this section regardless of whether the form was signed. This text label is bold and precedes the signatures if the form is not signed (Figure 9e).

![Figure 9e: Electronic Signature](image)

If the page is electronically signed, the PDF (Figure 9f) displays the following:

- E-Sig symbol
- Name of the person/s signing the document
- Date-Time signed.

![Figure 9f: Electronic Signature as it appears on the PDF](image)

Transmit Attachments

Attachments which have been uploaded to the EDR can also be transmitted.

The entered description for each attachment appears in the selection box (Figure 9g).

![Figure 9g: Description of attachments](image)

Transmit Log Page

The Transmit Log is a record of what pages and/or attachments have been transmitted. The information recorded includes the following:

- Who transmitted the information
- Date and time of the transmission
- The name of the recipient of the information
- The Email or Fax to which the information was transmitted
- A list of the pages and/or attachments transmitted.

An example of the Transmit Log is shown below (Figure 9h).
For more information regarding auditing and audit reports, refer to the EDR System Administrator Guide.

**Transmit for New Zealand Organ Offers**

With the implementation of the EDR the process of organ offers to New Zealand remains unchanged with the exception that the information relating to the organ offer is now transmitted from the EDR.

**For Heart and Lung offers**

Contact: Auckland City Hospital  
Phone: 0011 649 307 4949 and ask for the Heart and Lung Transplant Co-ordinator on-call  
Fax: 0011 649 631 0768

**For all other offers - Liver, kidneys**

Contact: Organ Donation New Zealand  
Phone: 0011 649 630 00935 and ask for Donor Co-ordinator on-call  
Email: donornz@adhb.govt.nz  
Fax: 0011 649 623 6490

The contact details for each Heart and Lung Transplant Co-ordinator have been added to the EDR and are available for selection on the TRANSMIT tab (Figure 9i).

**Figure 9i: New Zealand contact details**

Similarly, the contact details for each Donor Co-ordinator have been entered (Figure 9j).

**Figure 9j: New Zealand Donor Coordinators – Contact details**

These lists are maintained by the Organ and Tissue Authority.
10. NOTES TAB

The EDR provides several different areas in which to enter targeted referral notes or specific information relating to particular issues within a referral. During the patient tracking process, all the notes are located under the TRACKING tab. Notes can also be recorded on pages under the NOTES tab.

The NOTES tab provides access to the Referral Notes and Adverse Event/Incident Notes.

NOTE: These notes can also be accessed from the TRACKING tab.

REFERRAL NOTE PAGE

The Referral Notes page provides a list of all Assignments which have been made so far and their current status (Acknowledge, Acknowledged – Date Time).

The Referral Notes page allows the User to write multiple notes relating to the case (Figure 10a). Individual notes may be sent to Contacts who have been set up in the EDR. This is optional, however, identifiable information cannot be transmitted outside the DonateLife Network.

NOTE: The system will use the contact methods designated as ‘primary’ at the time of set up of the User. If no methods are flagged, the message or alert will not be sent.

---

Figure 10a: Referral Notes
<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Subject:</td>
<td>Select an option from the drop down list: <strong>NOTE:</strong> This field is <strong>MANDATORY</strong> for the note to be saved. The option ‘Other’ will allow the entry of any text as the subject.</td>
</tr>
<tr>
<td>2 Person Contacted:</td>
<td>Enter name of person contacted if applicable. This is a free text field</td>
</tr>
<tr>
<td>3 Contact Date Time:</td>
<td>Enter the Contact Date Time if applicable. <strong>NOTE:</strong> This field has an associated ‘Now’ clock functionality. Clicking on the clock face will automatically enter the current date-time.</td>
</tr>
<tr>
<td>4 Phone Number:</td>
<td>Enter the phone number of the person contacted if applicable.</td>
</tr>
<tr>
<td>5 Details:</td>
<td>This is a text box for the entry of the referral note detail</td>
</tr>
<tr>
<td>6 Organisation</td>
<td>Select the organisation role of the organisation that the contact belongs to that you wish to email or SMS text the referral not. <strong>NOTE:</strong> This is optional and is only required if you wish to email or text the note to a contact who has been set up within the EDR.</td>
</tr>
<tr>
<td>Filter by Role:</td>
<td></td>
</tr>
<tr>
<td>7 Select Organisation:</td>
<td>Select the organisation that the contact belongs to from the filtered drop down list.</td>
</tr>
<tr>
<td>8 Select Contact:</td>
<td>Select the contact from the filtered drop down list.</td>
</tr>
<tr>
<td>9 Acknowledgment Required?:</td>
<td>Tick the box to include the following wording in the message sent: ‘Please acknowledge that you have received this message’</td>
</tr>
</tbody>
</table>

**NOTE:** A notification can be acknowledged from the Referral Notes page (Figure 10b).

![Figure 10b: Call Notes page – Acknowledge a notification](image)

An Audit log records detail on any referral note transmitted from the EDR including the content of the message and whether it was acknowledged.

For more information regarding auditing and audit reports, refer to the EDR System Administrator Guide.
ADVERSE EVENTS/ INCIDENT NOTE PAGE

Adverse Event/Incident notes are associated with individual referral files. The primary purpose of these notes is to assist in the documentation of adverse events or incidents involving organ donation and transplantation. They can include (but are not limited to) incidents related to:

- avoidable loss of an intended donor or donor organ for transplantation due to inadequate resources, including shortage of surgical retrieval, transportation, donation or transplantation services;
- retrieval and perfusion of organs;
- storage and transportation of organs and vessels;
- identification and labelling of organs and vessels;
- donor screening and assessment of the risk of disease transmission and/or infection from donor to recipient;
- intra-operative or post-transplant discovery of potential/actual transmission of disease and/or infection from donor to recipient; or
- SAC 1 or SAC 2 events as adapted from the NSW Health Severity Assessment Code (SAC) Matrix November 2005.
  - SAC 1 – Serious
    Patients with death unrelated to the natural course of the illness and differing from the immediate expected outcome of the patient management.
  - SAC 2 – Major
    Patients suffering a major permanent loss of function (sensory, motor, physiologic or psychologic) unrelated to the natural course of the illness and differing from the expected outcome of patient management.

If a serious adverse event occurs, make a note under this section (Figure 10c) and report the event to the State Medical Director. The State Medical Director will notify the National Medical Director within 24 hours.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
</table>
| 1 Add Adverse Event / Incident note | Select option from drop down list.  
**NOTE:** This is a **MANDATORY** field. |
| 2 If other:      | Enter description of ‘Other’ if applicable. |
| 3 Text box:      | Enter description of the adverse / Incident note. |
| 4 Follow up required | Select option from drop down list.  
**NOTE:** This is a **MANDATORY** field. |

Figure 10c: Adverse Event/Incident Note
An Audit log records detail on any Adverse Events/Incident notes recorded within the EDR, including whether follow up is required.

An example of the Audit Log is shown below (Figure 10d).

![Sample Audit Log](image)

**FILTERING/SORTING NOTES**

Notes entered can be filtered, sorted, or both.

To filter notes by a certain subject or category, select the desired option from the Filter by list.

To sort the notes entered in either reverse chronological order or chronological order respectively, select the Most Recent first or Oldest first option (Figure 10e).

![Referral Notes page – Sorting](image)
11. SUMMARY / ANZOD TAB

The SUMMARY/ANZOD tab (Figure 11a) is used to send details of Australian donors from the EDR to the Australian and New Zealand Organ Donation Registry (ANZOD).

![SUMMARY/ANZOD tab](image)

Figure 11a – SUMMARY/ANZOD tab

Upload of data to the ANZOD is to be performed once final outcomes are confirmed and required information has been entered.

After navigating to the SUMMARY/ANZOD tab, the left hand side navigation will display the links to the ANZOD Summary and the ANZOD Additional Info page (Figure 11b).

![ANZOD Pages](image)

Figure 11b – ANZOD Pages

ANZOD SUMMARY PAGE

All fields on the ANZOD Summary page are auto populated from pages within the EDR.

The full set of data point mappings from the EDR to ANZOD are provided at Appendix 8.

The ANZOD Summary page contains a top level navigation section. The ANZOD summary spans three pages, and each page can be accessed by selecting the links under the ‘Page X of 3’ label. Each section also has hyperlinks and warning indicators if there are missing required fields (Figure 11c).

![ANZOD Top Level Navigation](image)

Figure 11c – ANZOD Top Level Navigation
Error Messages

All required fields must be completed before the data is transferred to the ANZOD.

Error messages will display below the header bar on the ANZOD Summary page if there are any missing required fields (Figure 11d). After populating the required fields, the error messages will disappear. After populating a field, the EDR may require additional data. For example, if an organ is indicated as transplanted, the destination details must be populated.

Figure 11d – Example of ANZOD Error Messages

NOTE: If an exception occurs and an error message cannot be removed, entry of an explanation on the ANZOD Additional Info page will allow download of the XML file.

Donor Detail

The following data is auto populated for transmission to ANZOD.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Donor Number</td>
</tr>
<tr>
<td>2</td>
<td>Was Donor</td>
</tr>
<tr>
<td>3</td>
<td>Hospital and State</td>
</tr>
<tr>
<td>4</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>5</td>
<td>Postcode of donor</td>
</tr>
<tr>
<td>6</td>
<td>Gender</td>
</tr>
<tr>
<td>7</td>
<td>Height</td>
</tr>
<tr>
<td>8</td>
<td>Weight</td>
</tr>
<tr>
<td>9</td>
<td>Ethnic Origin</td>
</tr>
<tr>
<td>10</td>
<td>Religion</td>
</tr>
<tr>
<td>11</td>
<td>Occupation</td>
</tr>
<tr>
<td>12</td>
<td>Primary Cause of Death</td>
</tr>
<tr>
<td>13</td>
<td>Heart Beating</td>
</tr>
</tbody>
</table>

Past Medical History Risk Factors

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Diabetes</td>
</tr>
<tr>
<td>15</td>
<td>Smoking</td>
</tr>
<tr>
<td>16</td>
<td>Past History of Treated Hypertension</td>
</tr>
<tr>
<td>17</td>
<td>Past History of Cancer</td>
</tr>
</tbody>
</table>
## Key Events

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Cardio/Pulmonary Resuscitation</td>
<td>Admission Course</td>
</tr>
<tr>
<td>Admission to Hospital</td>
<td>Donor Information</td>
</tr>
<tr>
<td>Ventilation</td>
<td>Referral Worksheet</td>
</tr>
<tr>
<td>Authorisation</td>
<td>Authorisation Form</td>
</tr>
<tr>
<td>(DCD) WCRS</td>
<td>DCD Flow sheet</td>
</tr>
<tr>
<td>(DCD) SBP ≤ 50 mmHg</td>
<td>DCD Flow sheet</td>
</tr>
<tr>
<td>(DCD) Sa O2 &lt; 50</td>
<td>DCD Flow sheet</td>
</tr>
<tr>
<td>Brain Death (2nd test)</td>
<td>Donor Information</td>
</tr>
<tr>
<td>(DCD) Declaration of Cardiac Death</td>
<td>DCD Flow sheet</td>
</tr>
<tr>
<td>Incision</td>
<td>Intraoperative Management</td>
</tr>
<tr>
<td>Cross Clamp</td>
<td>Intraoperative Management</td>
</tr>
<tr>
<td>(DCD) Start of Abdominal Cold Perfusion</td>
<td>Intraoperative Management</td>
</tr>
<tr>
<td>(DCD) Start of Thoracic Cold Perfusion</td>
<td>Intraoperative Management</td>
</tr>
</tbody>
</table>

## Clinical Information

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Blood Group / HLA Typing</td>
<td>Donor Information</td>
</tr>
<tr>
<td>A1</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td></td>
</tr>
<tr>
<td>DR1</td>
<td></td>
</tr>
<tr>
<td>DR2</td>
<td></td>
</tr>
<tr>
<td>20. Hepatitis and Other Virology</td>
<td>Serology</td>
</tr>
<tr>
<td>Anti - HBCab</td>
<td></td>
</tr>
<tr>
<td>Anti-HCV</td>
<td></td>
</tr>
<tr>
<td>Anti-HIV I/II</td>
<td></td>
</tr>
<tr>
<td>Anti-HTLV I/II</td>
<td></td>
</tr>
<tr>
<td>HBsAg</td>
<td></td>
</tr>
<tr>
<td>CMV IgG</td>
<td></td>
</tr>
<tr>
<td>Syphilis</td>
<td></td>
</tr>
<tr>
<td>HBsAb</td>
<td></td>
</tr>
<tr>
<td>EBV IgG</td>
<td></td>
</tr>
<tr>
<td>EBV IgM</td>
<td></td>
</tr>
<tr>
<td>EBNA</td>
<td></td>
</tr>
<tr>
<td>Chagas</td>
<td></td>
</tr>
<tr>
<td>CMV IgM</td>
<td></td>
</tr>
<tr>
<td>HBcAB IgM</td>
<td></td>
</tr>
<tr>
<td>NAT HIV</td>
<td></td>
</tr>
<tr>
<td>NAT HBV</td>
<td></td>
</tr>
<tr>
<td>NAT HCV</td>
<td></td>
</tr>
<tr>
<td>Toxo Ab IgG</td>
<td></td>
</tr>
<tr>
<td>Toxo Ab IgM</td>
<td></td>
</tr>
<tr>
<td>WNV</td>
<td></td>
</tr>
</tbody>
</table>
### Donor Maintenance

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 MAP &lt;50 mm Hg Dopamine Vasopressin DDAVP Adrenaline Dobutamine Noradrenaline Insulin Nitroprusside Levothyroxine mannitol Frusemide Methylprednisolone Triiodothyronine Ceftriaxone Cefotaxime Ciprofloxacin Gentamicin Metronidazole Cephazolin Vancomycin Tazocin Timentin Methylprednisolone Triiodothyronine (T3) T4 Chlorpromazine TPA Nitroprusside Dopamine Vasopressin Adrenaline</td>
<td></td>
</tr>
</tbody>
</table>

Flow sheet Medications/ Other Drugs/Nutrition

### Terminal Treatment

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Heparin Mannitol Frusemide Methylprednisolone Triiodothyronine (T3) T4 Chlorpromazine TPA Nitroprusside Dopamine Vasopressin Adrenaline</td>
<td></td>
</tr>
</tbody>
</table>

Intraoperative Management
### Kidney Donor

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kidney donor</td>
<td>Renal Data</td>
</tr>
<tr>
<td>Admission Creatinine mmol/L</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The Creatinine value with the earliest Date-time is selected</td>
<td></td>
</tr>
<tr>
<td>Admission Urea mmol/L</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The Urea value with the earliest Date-time is selected</td>
<td></td>
</tr>
<tr>
<td>Urine Output</td>
<td>ANZOD Additional Info</td>
</tr>
<tr>
<td>Oliguria in last 12 hours &lt;20mls/hr</td>
<td>Admission Course</td>
</tr>
<tr>
<td>Procurement Biopsy Performed</td>
<td>Renal Data</td>
</tr>
<tr>
<td>Terminal Creatinine mmol/L</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The Creatinine value with the most recent Date-Time is selected</td>
<td></td>
</tr>
<tr>
<td>Terminal Urea mmol/L</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The Urea value with the most recent Date-Time is selected</td>
<td></td>
</tr>
</tbody>
</table>

### Liver Donor

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liver donor</td>
<td>Liver Data</td>
</tr>
<tr>
<td>Alanine Transaminase (ALT)</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The value with the most recent Date-Time is selected</td>
<td></td>
</tr>
<tr>
<td>Aspartate Transaminase (AST)</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The value with the most recent Date-Time is selected</td>
<td></td>
</tr>
<tr>
<td>Gamma Glutamyl Transferase (GGT)</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The value with the most recent Date-Time is selected</td>
<td></td>
</tr>
<tr>
<td>Alkaline Phosphatase (ALP)</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The value with the most recent Date-Time is selected</td>
<td></td>
</tr>
<tr>
<td>Total Bilirubin</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>NOTE:</strong> The value with the most recent Date-Time is selected</td>
<td></td>
</tr>
</tbody>
</table>

### Heart Donor

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heart donor</td>
<td>Heart Data</td>
</tr>
<tr>
<td>Normal ECG</td>
<td>ECG</td>
</tr>
<tr>
<td>Normal Echo</td>
<td>Echocardiogram</td>
</tr>
</tbody>
</table>
### Lung Donor

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>26  Lung donor</td>
<td>Lung Data</td>
</tr>
<tr>
<td>27  pH</td>
<td>Arterial Blood Gases</td>
</tr>
<tr>
<td>28  PaO2</td>
<td>Arterial Blood Gases</td>
</tr>
<tr>
<td>29  PaCO2</td>
<td>Arterial Blood Gases</td>
</tr>
<tr>
<td>30  PEEP (cms)</td>
<td>Arterial Blood Gases</td>
</tr>
<tr>
<td>31  FiO2(%)</td>
<td>Arterial Blood Gases</td>
</tr>
<tr>
<td>32  Bronchoscopy</td>
<td>Lung Data</td>
</tr>
<tr>
<td>33  Chest Trauma</td>
<td>ANZOD Additional Info</td>
</tr>
</tbody>
</table>

### Pancreas Donor

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>26  Pancreas donor</td>
<td>Pancreas Data</td>
</tr>
<tr>
<td>27  Maximum Blood Sugar Level &gt; 8 mmol/L</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>28  Normal Amylase or Lipase &lt; 80 U/L</td>
<td>Biochemistry</td>
</tr>
</tbody>
</table>

### Authority to Donate

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>28  Enrolled with Organ Donor Registry</td>
<td>Initial Referral Referral Worksheet</td>
</tr>
<tr>
<td>29  Driver’s Licence</td>
<td>Initial Referral Referral Worksheet</td>
</tr>
<tr>
<td>30  Sought By</td>
<td>Approach Information</td>
</tr>
<tr>
<td>31  Donation Specialist Contact with donor Family</td>
<td>Approach Information</td>
</tr>
<tr>
<td>32  Coroner’s Case</td>
<td>Initial Referral Referral Worksheet</td>
</tr>
<tr>
<td>33  Authority for Research Organs/ Tissue</td>
<td>Authorisation Form</td>
</tr>
</tbody>
</table>
## Authority Sought By

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 Authority Sought For Kidney (L) Kidney (R) Liver Heat Lung (L) Lung (R) Pancreas Intestine Eyes – whole Corneas only Skin Musculoskeletal-arm Musculoskeletal-leg Pelvic Heart valves Vessels- abdomen Vessels – thoracic Vessels - leg</td>
<td>Authorisation Form</td>
</tr>
</tbody>
</table>

### Reason Authorisation not requested or Requested and not obtained for:
- Kidney (L)
- Kidney (R)
- Liver
- Heat
- Lung (L)
- Lung (R)
- Pancreas
- Intestine
- Eyes – whole
- Corneas only
- Skin
- Musculoskeletal-arm
- Musculoskeletal-leg
- Pelvic
- Heart valves
- Vessels- abdomen
- Vessels – thoracic
- Vessels - leg

### Organs/ Tissues Retrieved

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 Organs/ tissues Retrieved</td>
<td>Organ Data pages Tissue Outcomes Organ Disposition ANZOD Additional Info</td>
</tr>
</tbody>
</table>
### Destination

<table>
<thead>
<tr>
<th>Data Field</th>
<th>EDR Page location for ANZOD auto population</th>
</tr>
</thead>
</table>
| 36  | Organs/ tissues Destination | Organ Disposition  
Tissue Outcome |
ANZOD ADDITIONAL INFO PAGE

The ANZOD Additional Information page allows for entry of the following fields:

- Chest Trauma
- Last Hour Urine Output mls (last hour in ICU preceding transfer to Operating Theatre)
- Past History of Cancer Details
- Tissue Retrieval Teams
- Any additional details related to errors.

NOTE: Entry of text in the ANZOD Additional Detail field will allow download of the XML file.

Chest Trauma and Urine Output

Both data fields are MANDATORY for ANZOD Upload.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Chest Trauma</td>
<td>ANZOD (26) Select from drop down list: None Pneumothorax</td>
</tr>
<tr>
<td></td>
<td>Chest Drain Other (Specify)</td>
</tr>
<tr>
<td>2 Urine Output</td>
<td>ANZOD (23) Enter value (mls) of the last hour prior to retrieval surgery</td>
</tr>
</tbody>
</table>

Past History of Cancer

This section allows for details of cancer history and treatment to be documented.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Site of Cancer</td>
<td>Enter text description</td>
</tr>
<tr>
<td>2 Histology</td>
<td>Select from drop down list:</td>
</tr>
<tr>
<td>3 Additional Detail</td>
<td>If Other or Leukaemia selected from above, enter additional detail</td>
</tr>
<tr>
<td>4 Date of diagnosis</td>
<td>Enter Date</td>
</tr>
<tr>
<td>5 Treatment Types</td>
<td>Enter treatment type from drop down list.</td>
</tr>
</tbody>
</table>

Tissue Retrieval Teams

The Retrieval Team selected should be the organisation from which the retrieval team has come.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tissue</td>
<td>This column is auto populated from the Tissue Outcomes page (TRACKING tab)</td>
</tr>
<tr>
<td>2 Retrieval Team</td>
<td>Select from drop down list.</td>
</tr>
</tbody>
</table>

NOTE: This list should only include Tissue banks which have their own retrieval teams.

ANZOD Additional Details

Where an actual donor is declared brain dead but the method of retrieval is via the DCD pathway, the Date of Cessation of Circulation should be entered into the Additional Detail field.

NOTE: In the R4 2014 update, this field will be automatically mapped to the ANZOD XML export file, at which time the manual entry of this data field will no longer be required.
<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Specify reason(s) for any errors</td>
</tr>
<tr>
<td></td>
<td>Entering comments explaining reasons for error messages on the ANZOD Summary page will enable the ANZOD file to be downloaded despite persistent flagged errors.</td>
</tr>
</tbody>
</table>
TRANSFERING DATA TO THE ANZOD

STATE AND TERRITORY STANDARD OPERATING PROCEDURE
States and Territories must have Standard Operating Procedures in place for the timely transfer of the XML file to ANZOD for reporting purposes.

Transferring data to the ANZOD is a two-step process:

1. Downloading the ANZOD XML File to a local site

In order to download the ANZOD XML export, click on the DOWNLOAD button to generate the file (Figure 11e).

All error messages must be cleared in order to generate the export. If there are any error messages, the ANZOD Additional Detail field on the ANZOD Additional Info page must be completed otherwise an error message will appear (Figure 11f).

After the XML file has been generated, save the file locally or in a designated location.

2. ANZOD .XML File Upload to ANZOD Portal

Click on the ANZOD button to be directed to the ANZOD Log In (Figure 11g) to be able to upload the file. Using your User name and password provided by ANZOD, log in and upload the file.
To obtain a User name and password for the ANZOD Portal, State/Territory Standard Operating Procedures should be followed.

If you encounter any difficulties accessing the ANZOD portal or uploading the XML file, contact the ANZOD:

Email: anzod@anzdata.org.au
Phone: 08 8222 0949
Or: 08 8222 0951
12. FAMILY SERVICES MODULE

The Family Services Module allows for the entry and ongoing maintenance of next of kin details for each referral. Detail entered into the module can be exported and used for the purpose of mailing lists and population of form letters.

In order for donors and next of kin to be included in Family Services, Yes must be selected for the Family Services Follow-Up question under the Outcomes/Status section on the Referral Summary page (Figure 12a).

![Figure 12a: Tracking – Referral Summary page](image)

The hyperlink Family Services Module appears when Yes is selected. Clicking on the link takes the User directly to the Family Services Module and access to the Next of Kin Information page (Figure 12b).

![Figure 12b: - Fam Serv tab – Donor tab](image)
In summary:

1. Enter ‘Yes’ in the donor Family Support Follow-up field.
2. Click on the Family Services Module hyperlink when it appears (Figure 12c)
3. To navigate back, select the Family Services Module Donor Information page link and click on the orange VIEW button. This will return the User to the referral in VIEW only mode.
4. Click on EDIT in the navigation box above and the User can continue to enter data.
5. To navigate back from the Family Services Module to the Referral Summary, select the Family Services Donor Information page link and click on the orange VIEW button.

Adding Next of Kin Information

To add additional contacts or edit information for those already entered, click the Next of Kin Information link in the left-hand navigation menu, which takes you to the Next of Kin page (Figure 12c). To add an additional next of kin (NOK), click the ADD button, enter a first and last name, and click SAVE.
This section is used to enter next of kin data.

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Data Entry Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1   Salutation:</td>
<td>Select from the drop down list</td>
</tr>
<tr>
<td>2   First Name:</td>
<td>Enter the first name</td>
</tr>
<tr>
<td>3   Last Name:</td>
<td>Enter the last name</td>
</tr>
<tr>
<td>4   Gender:</td>
<td>Select from the drop down list</td>
</tr>
<tr>
<td>5   Phone:</td>
<td>Enter the phone number</td>
</tr>
<tr>
<td>6   Phone 2:</td>
<td>Enter a second phone number if applicable</td>
</tr>
<tr>
<td>7   Email:</td>
<td>Enter an email address for the NOK</td>
</tr>
<tr>
<td>8   Language</td>
<td>Select from the drop down list</td>
</tr>
<tr>
<td>9   Relationship</td>
<td>Select from the drop down list</td>
</tr>
<tr>
<td>10  Equal Primary NOK</td>
<td>Ignore</td>
</tr>
<tr>
<td>11  Routine follow up by DonateLife Agency:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>12  Correspondence:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>13  Address</td>
<td>Enter the address</td>
</tr>
<tr>
<td>14  City</td>
<td>Enter the city</td>
</tr>
<tr>
<td>15  State:</td>
<td>Enter the state</td>
</tr>
<tr>
<td>16  Postcode:</td>
<td>Enter the postcode</td>
</tr>
<tr>
<td>17  Country</td>
<td>Select from list: Default is Australia</td>
</tr>
<tr>
<td>18  Phone Call:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>19  Date-Time Arranged:</td>
<td>Enter Date-time</td>
</tr>
<tr>
<td>20  Viewing:</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>21  Arrangements:</td>
<td>Enter text description of arrangements</td>
</tr>
<tr>
<td>22  Location:</td>
<td>Enter location</td>
</tr>
<tr>
<td>23  Date-Time:</td>
<td>Enter Date-Time</td>
</tr>
<tr>
<td>24  Contact Prefs:</td>
<td>Ignore</td>
</tr>
<tr>
<td>25  Interested In</td>
<td>Ignore</td>
</tr>
<tr>
<td>26  Special Requests</td>
<td>Enter any special request in text box</td>
</tr>
<tr>
<td>27  Comments:</td>
<td>Enter comments if applicable</td>
</tr>
<tr>
<td>28  Alerts</td>
<td>Ignore</td>
</tr>
</tbody>
</table>
Editing Next of Kin Information

To edit information for an existing NOK, make the appropriate selection from the Contacts list (Figure 12d), edit the desired information and click SAVE at the bottom of the page.

Alerts

If the Alert check box is selected, (Alert) will appear in red text alongside the contact name on the Follow up page (Figure 12e). It serves as a reminder to read the Alert comments before generating any documents for this contact.

Figure 12d: Editing next of kin information

Figure 12e: Next of Kin page
Next of Kin Interaction Log

Creating a new NOK contact will cause the Interaction Log page (Figure 12f) to display in the left-hand navigation menu.

![Interaction Log screenshot](image)

**Figure 12f - Interaction log link**

Entry into the Interaction Log

To make an entry in the Interaction Log, click the ADD button, which takes you to the Interaction Log Entry page. Select an interaction type. Enter an interaction date and time as well as any comments and click SAVE (Figure 12g). The character limit for each log entry is 5000.

![Interaction Log Entry screenshot](image)

**Figure 12g: Interaction Log**
Editing the Interaction Log

To edit the comments for an interaction log entry, click the **Edit** link (Figure 12h), make the necessary changes and click **SAVE** at the bottom of the page.

![Interaction Log edit](image)

**NOTE:** NOK information entered into the donor’s referral will also display in the Family Services Module.

Referral Information

To view a referral’s basic information, click the **Donor Information** link in the left-hand navigation menu. This will take you to the **Donor Information** page (Figure 12i).

![Donor Information page](image)

Clicking on the **View** button on the **Donor Information** page returns the User to the **Referral Summary** page.
Family Services Attachments

Attachments can be uploaded to the Family Services entry of a referral.

The Attachments page can serve as a central repository of easily-accessible information where items relating to the NOK or other documents or files relating to NOK interactions can be attached and viewed.

IMPORTANT: The maximum size of a file to be uploaded is 10MB.

For further information on attachments, refer to Section 8.

Family Services Search

Within the Family Services module is the ability to search for referrals via donor, next-of-kin or recipient criteria on the Family Services Search page (Figure 12j).

Figure 12j: Family Services Search page

NOTE: Data entered for the first or last name need not be exact. For example, in order to display referrals whose last name begins with R, enter the letter R and click SEARCH (Figure 12k).

Figure 12k: Family Services Search page result
To make a selection from the results returned, click the Select link to the left of the desired name. This takes you to the Follow up page (Figure 12l).

**Family Services Next of Kin Mailing List Report**

Family Support Coordinators and State and Territory EDR System Administrators will receive cumulative weekly next of kin mailing list reports generated by the EDR. These reports will be provided in a format to allow mail merge of address details into form letters and print labels.

The mailing list report will provide the following detail on all next of kin flagged as ‘Yes – routine follow up by DonateLife Agency’ (Figure 12m):

- Jurisdiction of Donor Hospital
- Referral and Donor ID associated with each next of kin
- Current Donor Hospital where retrieval occurred
- Organ Outcome, Organ Outcome Detail
- Tissue outcome, Tissue Outcome Detail
- Date of referral
- Salutation, First Name, Last Name
- Address, State, Postcode, Country
- Email
- Language
- Phone, Phone 2
- Relationship
- Alert Flag (Check box)
- Follow Up Provided by
- Interested In: (Public Speaking, Donor Ceremony, Newsletter)
<table>
<thead>
<tr>
<th>NEXT OF KIN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTACTS</strong></td>
</tr>
<tr>
<td>Flintstone, Pebbles (Daughter)</td>
</tr>
<tr>
<td>Flintstone, Wilma (Spouse)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Routine follow up by DonateLife Agency:** Yes

**Correspondence:** [ ]
**Address:**

City: | State: |
--- | --- |
 huyện | State: |

Phone Call: [ ] Date-Time Arranged: [ ]

Viewing: [ ] Arrangements: In ICU following donation surgery.
**Location:** ICU Bed 14 Date-Time: [ ]

Contact Pref: [ ] Do Not Contact [ ] No Mail [ ] No Telephone Messages
[ ] No Recipient Contact [ ] No Donor Certificate

Interested In: [ ] Public Speaking [ ] Donor Ceremony [ ] Newsletter: [ ]

Special Requests: [ ]

Comments: [ ]

**Alert:** Wilma has a history of severe depression. Requires close follow up.

*Figure 12m: Next of kin detail – Routine follow up DonateLife Agency flagged.*
13. DASHBOARD TAB

The Dashboard provides access to high level summary data on referrals entered. Each summary is described as a ‘Widget’. Some widgets allow further drill down to unit record data. All widget reports can be filtered by jurisdiction.

With data widgets, you can:

- Maintain User-configurable views (subject to security rights)
- View individual, highly-customisable reports
- Instantly access the EDR modules

The table below describes which widgets allow drill down access to individual records.

<table>
<thead>
<tr>
<th>Widget</th>
<th>Drill down to unit record level (Yes/No)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Organ Cases</td>
<td>Yes</td>
<td>This is a count of all cases that have organ potential and have not been ruled out or retrieved.</td>
</tr>
<tr>
<td>Pending Tissue Cases</td>
<td>Yes</td>
<td>This is a count of all cases that have tissue potential and have not been ruled out or retrieved.</td>
</tr>
<tr>
<td>Organs for Research</td>
<td>No</td>
<td>This is the total number of organs used for research for the current month-to-date. The detailed view is a table displaying the number of organs recovered and used for research by month.</td>
</tr>
<tr>
<td>Organ activity</td>
<td>No</td>
<td>This is the number of organ donors for the current month-to-date. The detailed view is a table displaying the basic organ activity of the organisation with respect to donors, consent and retrieved organs.</td>
</tr>
<tr>
<td>Recovered Tissue</td>
<td>No</td>
<td>This is the number of donors (cases) by month and by specified tissue grouping where at least one tissue from that grouping for that case was recovered.</td>
</tr>
<tr>
<td>Death Date-Time Search</td>
<td>Yes</td>
<td>This is a detailed view of the number of deaths for a specified time period.</td>
</tr>
</tbody>
</table>

This report is dependent on the correct entry of the following on the Intraoperative page: X-Clamp Date- time entered for Brain Dead donors only.
Hyperlinks are available at the unit record level to navigate directly to a referral to update or view content (Figure 13a).

![Figure 13a: Hyperlinks from the Dashboard tab](image)

**INITIAL SETUP**

An initial setup must be performed for those Users wishing to use the Dashboard. If not already visible, navigate to the Dashboard tab by clicking the Find Case link in the navigation toolbar at the top of the page. Then click the Dashboard tab.

**Widget Editing Modes**

There are two main widget editing modes: Add Widget (for initial setup) and Modify Layout (for occasional changes).

In Add Widget mode, you can do the following to a widget:

- Add
- Reposition
- Minimise and restore
- Delete

When finished with your changes here, click the Close link or button.

In Modify Layout mode, you can do the following to a widget:

- Reposition
- Minimise and restore
- Delete
- Edit

When finished with your changes here, click the End Modification button.

**NOTE:** The following capabilities are common to both modes: repositioning, minimising, restoring, and deleting widgets.
Adding Widgets

Click the Add Widgets button (Figure 13b).

NOTE the presence of the following:
1. The catalogue listing of potential widgets to be added; and
2. Four zones (Figure 13c).

From the catalogue, select the widget(s) to be added. Select the desired zone, and click the ADD button.

WIDGET MODIFICATION/DELETION

Repositioning Widgets

Once added, you can drag and drop widgets into other zones to optimise your view of the page. When finished, click the Close button.

To drag and drop a widget, position your mouse over the top of the widget. Hold down the left mouse button and drag the widget to the desired zone. Once the blue line appears (Figure 13d), the widget can be dropped by releasing the mouse button.
Minimising and Restoring Widgets

To minimise a widget, click the downward arrow and select **Minimise** from the menu that opens (Figure 13e).

![Figure 13e: Minimising a widget](image)

To restore a widget, click the downward arrow and select **Restore** from the menu that opens (Figure 13f).

![Figure 13f: Restoring a widget](image)

**NOTE:** You do not have to be in **Add Widget** or **Modify Layout** mode in order to minimise or restore your widgets.

Deleting Widgets

To delete a widget, click the downward arrow and select **Delete** from the menu that opens (Figure 13g).

![Figure 13g: Deleting a widget](image)

VIEWING AND EDITING WIDGETS

Detailed Widget View

Much of the text of each widget is clickable, causing detailed information to display below all the widgets. To display this detailed view, simply select one of the clickable bits of text.

**NOTE:** The title bar of both the detailed view and its corresponding widget will change to orange when the detailed view is selected (Figure 13h).
Editing Widgets

To edit a widget, while in **Modify Layout** mode click the downward arrow and select **Edit** from the menu that opens.

Once this has been done, you can elect to have the detailed widget view display by default (Figure 13i). To complete this change, click the **OK** button.
14. DASHBOARD - REPORTING TAB

The **REPORTING** tab provides access to six predefined reports which can be filtered and displayed on screen or downloaded as a PDF or Excel file.

**STATE / TERRITORY STANDARD OPERATING PROCEDURE**

These reports provide a global review of what data has been entered into the EDR and can be used to check the completeness and accuracy of data entered for key fields. The use of these reports will as determined at the State/ Territory level.

**NOTE:** These reports do not replace the ANZOD Registry as the source of national statistical reporting on organ and tissue donation.

The table below describes the reports and list the available filters.

<table>
<thead>
<tr>
<th>Report</th>
<th>Filters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral Census Report</td>
<td>Referral Start and End Date</td>
</tr>
<tr>
<td></td>
<td>Recovery Start and End Date</td>
</tr>
<tr>
<td></td>
<td>Status (Pending or Complete)</td>
</tr>
<tr>
<td></td>
<td>Jurisdiction (NSW, ACT, VIC, WA, TAS, NT, QLD, SA)</td>
</tr>
<tr>
<td></td>
<td>Referring Organisation (Hospital)</td>
</tr>
<tr>
<td></td>
<td>Organ Outcome</td>
</tr>
<tr>
<td></td>
<td>Tissue Outcome</td>
</tr>
<tr>
<td>Referral Detail Report</td>
<td></td>
</tr>
<tr>
<td>Demographics Report</td>
<td></td>
</tr>
<tr>
<td>Referral Timeliness Report</td>
<td></td>
</tr>
<tr>
<td>Organ Retrieval Report</td>
<td></td>
</tr>
<tr>
<td>Referral and Outcome Summary</td>
<td></td>
</tr>
</tbody>
</table>

**REFERRAL CENSUS**

This report (Figure 14a) displays a list of every referral within a User-specified date range.

![Figure 14a: Referral Census Report](image)
REFERRAL DETAIL REPORT

This report (Figure 14b) provides a greater level of detail regarding those referrals listed on the Referral Census report.

Figure 14b: Referral Detail Report
DEMOGRAPHICS REPORT

This report (Figure 14c) provides a demographics summary of the referrals within a User-specified date range. It details counts and percentages for age groups, gender, ethnicity, cause of death, and donor designation.

NOTE: This report includes all referrals entered, including any unintentional duplicates. It should not be used for the purpose of national or statistical reporting without further checks undertaken of the source data.

![Figure 14c: Demographics Report](image)
ORGAN RETRIEVAL REPORT

This report (Figure 14d) displays outcome and recipient information for all organs retrieved for each donor within a user-specified referral date range. In order for referrals to display in this report, on the Organ Disposition page, Outcome must be ‘Retrieved’.

![Figure 14d: Organ Retrieval Report](image-url)
REFERRAL AND OUTCOME SUMMARY REPORT

This report (Figure 14e) specifies the counts and percentages of various organ, tissue, and eye outcomes as well as their outcome details (if applicable) within a User-specified date range.

<table>
<thead>
<tr>
<th>Organ Outcome Category</th>
<th>Detail</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Donor</td>
<td>Total</td>
<td>4</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Donation after brain death</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Donation after circulatory death</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Duplicate</td>
<td>Total</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Declined by family after initially giving consent</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Failed physiological support</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical contraindication discovered during</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No available retrieval Team</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other reason</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Planned DCD who died outside time limit</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Refusal by Coroner/Pathologist</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unexpected cardiac arrest</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Intended Donor</td>
<td>Total</td>
<td>1</td>
<td>12%</td>
</tr>
<tr>
<td>Referred Donor - no further action</td>
<td>Total</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Failed physiological support</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Logistics</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical contraindication discovered during</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No available retrieval Team</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other reason</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outside of age range</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Refusal by Coroner/Pathologist</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unexpected cardiac arrest</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tissue Outcome Category</th>
<th>Detail</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicate</td>
<td>Total</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Logistics</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical contraindication discovered during</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No available retrieval Team</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other reason</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Refusal by Coroner/Pathologist</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>No Retrieval</td>
<td>Total</td>
<td>2</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Logistics</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical contraindication discovered during</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No available retrieval Team</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other reason</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Retrieval</td>
<td>Total</td>
<td>5</td>
<td>62%</td>
</tr>
<tr>
<td></td>
<td>Eye and organ donor only</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eye and tissue donor only</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eye donor only</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eye, Tissue and organ donor</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tissue and organ donor only</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tissue donor only</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td>Total</td>
<td>1</td>
<td>12%</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Figure 14e: Referral and Outcome Summary Report
HOW TO GENERATE A REPORT IN THE EDR

A report can be generated in three ways:

1. an online version that opens within the same browser window
2. a PDF version
3. an Excel version of the report.

To generate a report, follow the steps below:

1. If the REPORTING tab is not already viewable, select Find Case from the navigation toolbar at the top of the page.
2. Click the REPORTING tab (Figure 14f), which takes you to the Referral Census Report within the Reporting module.

3. Enter the desired filtering/searching criteria to generate an online version of the report, and select the REFRESH button.
4. Click the PDF button To generate a PDF version of the report
5. Click the EXCEL button. To export the report directly into an Excel spreadsheet in appropriate column and row format
6. After clicking either PDF or EXCEL, click SAVE (Figure 14g) and save the file to the desired location (Figure 14h).
7. If selecting other filters, click the **REFRESH** button to update the report.
15. DASHBOARD ASSIGNMENTS TAB

The **ASSIGNMENTS** tab allows a User to search and view a list of all current assignments in the EDR.

A current assignment is any referral where an assignment has not been ticked as completed on the **Referral Summary** page (Figure 15a and 15b).

**Active Assignment list**

![Active Assignment List](image)

The **Batch Re-Assignment** page allows all for the bulk completion of assignments which no longer have a clinical purpose.
APPENDICES

APPENDIX 1: NATIONAL AND LOCAL STANDARD OPERATING PROCEDURES

Within the EDR SOP and User Guide recommendations are made where a nationally uniform approach is suggested.

The **national SOPs** are listed below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Recommendation</th>
</tr>
</thead>
</table>
| 1   | When a User is entering data into the EDR and is required to leave the system for any reason, the following steps are recommended to ensure data is secure:  
   - SAVE Button is manually clicked to ensure that all data entered since the last auto save is retained  
   - User then will LOG OUT of the EDR. |
| 2   | To flag that a record is a duplicate, the User should:  
   - Enter the Referral ID of the original in the ‘Last Name’ field.  
   - Enter ‘Duplicate’ or the Donor ID in the ‘First Name’ field.  
   - Change the Organ and Tissue Outcomes to ‘Duplicate’ and the Status to ‘Complete’.  
   If there is an allocated Donor ID, this should be entered as the first name. By entering ‘Duplicate’ the record is clearly described as such as in reports produced by the system. |
| 3   | Once a Donor Case case is completed, the outcome needs to be recorded on the Referral Summary page. This includes changing the Status field from ‘Pending’ to ‘Completed. If this is not done then the Donor Case will continue to appear as a pending case in the Case Finder pending list. |
| 4   | Referrals entered into the EDR must be either Actual or Intended Organ Donors as per the following definitions:  
   - **Actual Donor**: An organ donor is a person for whom the organ retrieval procedure commenced in the operating room (with surgical incision) for the purpose of transplantation. This includes donors who may have been deemed medically unsuitable during surgery or after the removal of organs  
   - **Intended Donor**: An intended donor is a person for whom the donation workup was initiated as evidenced by both:  
     - Formal written consent undertaken, including consent for donation of specific organs +/- tissues  
     - Blood for tissue typing sent with allocation of a donor ID; but donation did not proceed. |
| 5   | Nationally, the Donor ID is generated when donor bloods are sent to the laboratories and testing for tissue typing and serology/NAT is requested. |
| 6   | The EDR authorisation form is not to be used as the legal record of the authorisation from the next of kin. States and territories continue to record next of kin consent for organ and tissue donation using jurisdictional consent forms. Once completed the consent form can be attached to the EDR system. |
| 7   | If initially an organ offer is accepted and subsequently declined by a single state/territory, the decline MUST be recorded as a new offer. |
| 8   | The following HLA typing MUST be recorded: A, B and DR. If the donor is homozygous for any HLA phenotype, enter ‘Blank’ for the second associated value. |
| 9   | For each sample drawn and tested for plasma dilution, a **Plasma Dilution** page should be completed. In the comments box at the bottom of each **Plasma Dilution** page, type in which tests are being conducted on the sample or if it doesn’t qualify, indicate that the sample was not used. |
10 The original ECG is scanned and uploaded as an attachment for review by relevant transplant units.

11 The Echocardiogram original report is uploaded as an attachment.

12 The Angiogram original report and digital copy is uploaded as an attachment.

13 The original CXR report is uploaded as an attachment.

14 The original bronchoscopy report is uploaded as an attachment.

15 The original diagnostic report is uploaded as an attachment.

16 Attachments uploaded to the EDR MUST be clearly identified in the added description as ‘identified’ or ‘de-identified’. Only de-identified attachments may be transmitted from the EDR.

17 Consistent with privacy and confidentiality obligations on all EDR users, case filters should be used when searching pending cases to limit the case summaries viewed to those in which staff members are involved.

In addition, there is a range of processes which are specific to states and territories. The state/territory SOPs are listed below:

1 The time point at which a referral is entered into the EDR in your jurisdiction is determined by your State/Territory Standard Operating Procedure.

2 How the assignment module is used in your jurisdiction is determined by your State/Territory Standard Operating Procedure.

3 How the task management feature is used in your jurisdiction is determined by your State/Territory Standard Operating Procedure.

4 It is recommended that each DonateLife Agency determine a Standard Operating Procedure for who is responsible for generating the Donor ID. This could be a Donation Specialist Coordinator or Donation Specialist Nurse depending on State/Territory practice.

5 The method by which the Med-Soc Questionnaire is completed will be determined by your State/Territory Standard Operating Procedure.

6 The timing and circumstance of when a record should be locked or unlocked will be determined at a jurisdictional level and determined by the local standard operating procedure.

7 The persons authorised to lock and unlock records will be determined at a jurisdictional level and determined by the State/Territory Standard Operating Procedure.

8 QA notes can be recorded at any time prior to a case being locked. When and why a QA note should be recorded, will be determined by your State/Territory Standard Operating Procedures.

9 Theatre staff details may also be documented on the Retrieval Team page; however there is no auto population of the data. State/Territory Standard Operating Procedures should apply.

10 States and Territories must have Standard Operating Procedures in place for the timely transfer of the XML file to ANZOD for reporting purposes.

11 To obtain a User name and password for the ANZOD Portal, State/Territory Standard Operating Procedures should be followed.

12 EDR reports provide a global review of what data has been entered into the EDR and can be used to check the completeness and accuracy of data entered for key fields. The use of these reports will as determined at the State/Territory level. NOTE: These reports do not replace the ANZOD Registry as the source of national statistical reporting on organ and tissue donation.
**APPENDIX 2: EDR PAGES – NOT RELEVANT TO AUSTRALIA**

<table>
<thead>
<tr>
<th>DO NOT COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRACKING TAB</strong></td>
</tr>
<tr>
<td>Tissue Donor Screening</td>
</tr>
<tr>
<td>Preliminary Plasma Dilution</td>
</tr>
<tr>
<td>Brain Stem Reflexes</td>
</tr>
<tr>
<td>Final Organ Disposition</td>
</tr>
<tr>
<td><strong>ORGAN PRE-OR TAB</strong></td>
</tr>
<tr>
<td>Toxicology</td>
</tr>
<tr>
<td>Culture – Culture Reports</td>
</tr>
<tr>
<td>Haemodynamics/Temp</td>
</tr>
<tr>
<td><strong>ORGAN OR/POST</strong></td>
</tr>
<tr>
<td>Kidney Perfusion – General Information</td>
</tr>
<tr>
<td>Kidney Perfusion – Medication</td>
</tr>
<tr>
<td>Kidney Perfusion - Kidney Supply List</td>
</tr>
<tr>
<td>Kidney Perfusion – Perfusion Flow Sheet</td>
</tr>
</tbody>
</table>
APPENDIX 3: ETHNIC ORIGIN


The classification has the following hierarchical structure:

- **Broad Group (N000)**
  - **Narrow Group (NN00)**
    - **Cultural** and **Ethnic** Group (NNNN)

The drop down list within the EDR includes the existing values within the paper CDRF mapped to the equivalent value in this standard. Where possible, the highest level of the hierarchy has been used in the drop down list.

The ethnic origins listed with a greyed background are classified as ‘Caucasian’ for the purposes of the Total Lung Capacity’ calculation. Total lung capacity is calculated with a 10% decrease for non-Caucasians.

<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caucasian</td>
<td>1101 Oceanian - Australian</td>
</tr>
<tr>
<td></td>
<td>1102 Oceanian - Australian Aboriginal</td>
</tr>
<tr>
<td></td>
<td>1103 Oceanian - Australian South Sea Islander</td>
</tr>
<tr>
<td></td>
<td>1104 Oceanian - Torres Strait Islander</td>
</tr>
<tr>
<td></td>
<td>1201 Oceanian - Maori</td>
</tr>
<tr>
<td>Caucasian</td>
<td>1202 Oceanian - New Zealander</td>
</tr>
<tr>
<td></td>
<td>1300 Oceanian - Melanesian and Papuan (Specify)</td>
</tr>
<tr>
<td></td>
<td>New Caledonian, Ni-Vanuatu, Papua New Guinean, Solomon Islander, Melanesian</td>
</tr>
<tr>
<td></td>
<td>and Papuan nec</td>
</tr>
<tr>
<td></td>
<td>1400 Oceanian – Micronesian (Specify)</td>
</tr>
<tr>
<td></td>
<td>I-Kiribati, Nauruan, Micronesian nec</td>
</tr>
<tr>
<td></td>
<td>1500 Oceanian – Polynesian (Specify)</td>
</tr>
<tr>
<td></td>
<td>Cook Islander, Fijian, Niue an, Samoan, Tongan, Hawaiian, Tahitian, Tokelau</td>
</tr>
<tr>
<td></td>
<td>and Tuvaluan, Polynesian nec</td>
</tr>
<tr>
<td>Caucasian</td>
<td>2000 North-West European (Specify)</td>
</tr>
<tr>
<td></td>
<td>British (English, Scottish, Welsh, Channel Islander, Manx, British nec)</td>
</tr>
<tr>
<td></td>
<td>Irish</td>
</tr>
<tr>
<td></td>
<td>Western European (Austrian, Dutch, Flemish, French, German, Swiss, Belgian</td>
</tr>
<tr>
<td></td>
<td>and Frisian</td>
</tr>
<tr>
<td></td>
<td>Luxembourg, Western European nec</td>
</tr>
<tr>
<td></td>
<td>Northern European (Danish, Finnish, Icelandic, Norwegian, Swedish, Northern</td>
</tr>
<tr>
<td></td>
<td>European, nec</td>
</tr>
<tr>
<td>Caucasian</td>
<td>3000 Southern and Eastern European (Specify)</td>
</tr>
<tr>
<td></td>
<td>Southern European (Basque, Catalan, Maltese, Portuguese, Spanish, Gibraltar,</td>
</tr>
<tr>
<td></td>
<td>Southern nec</td>
</tr>
<tr>
<td></td>
<td>South Eastern European (Albanian, Bosnian, Bulgarian, Croatian, Macedonian,</td>
</tr>
<tr>
<td></td>
<td>Moldovan, Montenegrin, Romanian, Roma/Gypsy, Serbian, Slovene, Cypriot,</td>
</tr>
<tr>
<td></td>
<td>Vlach, South Eastern European nec</td>
</tr>
<tr>
<td></td>
<td>Eastern European (Belarusian, Czech, Estonian, Hungarian, Latvian, Lithuanian,</td>
</tr>
<tr>
<td></td>
<td>Polish, Russian, Slovak, Ukrainian, Sorb/Wend, Eastern European, nec)</td>
</tr>
</tbody>
</table>

 NOTE: Italian and Greek also belong to this group but can be entered directly from the drop down list.
<table>
<thead>
<tr>
<th>Ethnic Origin</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caucasian</td>
<td>3103</td>
<td>Southern and Eastern European - Italian</td>
</tr>
<tr>
<td>Caucasian</td>
<td>3205</td>
<td>Southern and Eastern European - Greek</td>
</tr>
<tr>
<td>4000 North African and Middle Eastern (Specify)</td>
<td></td>
<td>Jewish Peoples of the Sudan (Bari, Darfu/ Darfurian, Dinka, Nuer, south Sudanese, Sudanese, Peoples of the Sudan nec) Other North African and Middle Eastern (Other North African and Middle Eastern nfd, Berber, Coptic, Iranian, Kurdish, Turkish, Assyrian, Chaldean, Mandaean, Nubian, Other North African and Middle Eastern nec)</td>
</tr>
<tr>
<td>NOTE: Arab and Turkish also belongs to this group but can be entered directly from the drop down list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4100 North African and Middle Eastern - Arab (Specify)</td>
<td></td>
<td>Algerian, Egyptian, Iraqi, Jordanian, Kuwaiti, Lebanese, Libyan, Moroccan, Palestinian, Saudi Arabian, Syrian, Tunisian, Yemeni, Bahraini, Emirati, Omani, Qatari, Arab nec</td>
</tr>
<tr>
<td>4907 North African and Middle Eastern - Turkish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 South-East Asian (Specify)</td>
<td></td>
<td>Mainland South-East Asian (Mainland South-East Asian nfd, Anglo-Burmese, Burmese, Hmong, Khmer (Cambodian), Lao, Thai, Karen, Mon, Chin, Rohingya, Mainland South-East Asian, nec) Maritime South-East Asian (Javanese, Madurese, Sundanese, Timorese, Acehnese, Balinese, Bruneian, Kadaian, Singaporean, Temoq, Maritime South-East Asian nec)</td>
</tr>
<tr>
<td>NOTE: Vietnamese, Filipino, Indonesian and Malay belong to this group but can be entered directly from the drop down list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5107 South-East Asian - Vietnamese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5201 South-East Asian - Filipino</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5202 South-East Asian - Indonesian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5205 South East Asian - Malay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000 North - East Asian (Specify)</td>
<td></td>
<td>Chinese Asian (Taiwanese, Chinese Asian nec) Other North-East Asian (Japanese, Korean, Mongolian, Tibetan, Other North-East Asian nec)</td>
</tr>
<tr>
<td>Note: Chinese belongs to this group but can be entered directly from the drop down list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6101 North - East Asian - Chinese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTE: Indian belongs to this group but can be entered directly from the drop down list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7106 Southern and Central Asian - Indian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caucasian</td>
<td>8100</td>
<td>North American (Specify)</td>
</tr>
<tr>
<td>Ethnic Origin</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>8200 South American (Specify)</td>
<td>Argentinian Bolivian, Brazilian, Chilean, Colombian, Ecuadorian, Guyanese, Peruvian, Uruguayan, Venezuelan, Paraguayan, south American nec</td>
<td></td>
</tr>
<tr>
<td>8300 Central American (Specify)</td>
<td>Mexican, Nicaraguan, Salvadoran, costa Rican, Guatemalan, Mayan, Central American nec</td>
<td></td>
</tr>
<tr>
<td>8400 Caribbean Islander (Specify)</td>
<td>Cuban Jamaican, Trinidadian, Barbadian, Puerto Rican, Caribbean Islander nec</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 4 - RELIGION


The classification has a hierarchical structure of which the first two layers have been used: Broad group (Buddhism, Christianity, Hinduism, Islam, Judaism, Other Religions, No Religion) Narrow group (Anglican, Baptist, Brethren, Catholic, etc.)

<table>
<thead>
<tr>
<th>Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 BUDDHISM Buddhism</td>
</tr>
<tr>
<td>201 CHRISTIANITY Anglican</td>
</tr>
<tr>
<td>203 CHRISTIANITY Baptist</td>
</tr>
<tr>
<td>205 CHRISTIANITY Brethren</td>
</tr>
<tr>
<td>207 CHRISTIANITY Catholic</td>
</tr>
<tr>
<td>211 CHRISTIANITY Churches of Christ</td>
</tr>
<tr>
<td>213 CHRISTIANITY Jehovah’s Witness</td>
</tr>
<tr>
<td>215 CHRISTIANITY Latter-day saints</td>
</tr>
<tr>
<td>217 CHRISTIANITY Lutheran</td>
</tr>
<tr>
<td>221 CHRISTIANITY Oriental Orthodox</td>
</tr>
<tr>
<td>222 CHRISTIANITY Assyrian Apostolic</td>
</tr>
<tr>
<td>223 CHRISTIANITY Eastern Orthodox</td>
</tr>
<tr>
<td>225 CHRISTIANITY Presbyterian and Reformed</td>
</tr>
<tr>
<td>227 CHRISTIANITY Salvation Army</td>
</tr>
<tr>
<td>231 CHRISTIANITY Seventh-day Adventist</td>
</tr>
<tr>
<td>24 CHRISTIANITY Pentecostal</td>
</tr>
<tr>
<td>28 CHRISTIANITY Other Protestant</td>
</tr>
<tr>
<td>29 CHRISTIANITY Other Christian</td>
</tr>
<tr>
<td>301 HINDUISM Hinduism</td>
</tr>
<tr>
<td>401 ISLAM Islam</td>
</tr>
<tr>
<td>501 JUDAISM Judaism</td>
</tr>
<tr>
<td>601 OTHER RELIGIONS Australian Aboriginal Traditional Religions</td>
</tr>
<tr>
<td>603 OTHER RELIGIONS Baha’i</td>
</tr>
<tr>
<td>605 OTHER RELIGIONS Chinese Religions</td>
</tr>
<tr>
<td>607 OTHER RELIGIONS Druse</td>
</tr>
<tr>
<td>611 OTHER RELIGIONS Japanese Religions</td>
</tr>
<tr>
<td>613 OTHER RELIGIONS Nature Religions</td>
</tr>
<tr>
<td>615 OTHER RELIGIONS Sikhism</td>
</tr>
<tr>
<td>617 OTHER RELIGIONS Spiritualism</td>
</tr>
<tr>
<td>699 OTHER RELIGIONS Miscellaneous Religions</td>
</tr>
<tr>
<td>701 NO RELIGION No Religion</td>
</tr>
<tr>
<td>800 UNKNOWN</td>
</tr>
</tbody>
</table>
APPENDIX 5: OCCUPATION

Occupation is based on the major groupings described in the 1220.0 – ANZSCO – Australian and New Zealand Standard Classification of Occupations, 2013, Version 1.2 (released 26/06/2013)

<table>
<thead>
<tr>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 In Labour Force – Managers</td>
</tr>
<tr>
<td>2 In Labour Force -Professionals</td>
</tr>
<tr>
<td>3 In Labour Force- Technicians and Trade Workers</td>
</tr>
<tr>
<td>4 In Labour Force – Community and Personal Service Workers</td>
</tr>
<tr>
<td>5 In Labour Force – Clerical and Administrative Workers</td>
</tr>
<tr>
<td>6 In Labour Force – Sales Workers</td>
</tr>
<tr>
<td>7 In Labour Force- Machinery Operators and Drivers</td>
</tr>
<tr>
<td>8 In Labour Force – Labourers</td>
</tr>
<tr>
<td>0999-10 Outside Labour Force - Student</td>
</tr>
<tr>
<td>0999-20 Outside Labour Force- Child/baby</td>
</tr>
<tr>
<td>0990-30 Outside Labour Force-Invalid pensioner</td>
</tr>
<tr>
<td>0999-40 Outside Labour Force-Other pensioner</td>
</tr>
<tr>
<td>0999-50 Outside Labour Force- House wife/husband</td>
</tr>
<tr>
<td>0999-60 Outside Labour Force- Retired</td>
</tr>
<tr>
<td>0999-70 Outside Labour Force- Unemployed</td>
</tr>
<tr>
<td>9 Other (Specify)</td>
</tr>
</tbody>
</table>
## APPENDIX 6: TRANSPLANT UNITS – CODE AND FULL DESCRIPTION

<table>
<thead>
<tr>
<th>CODE</th>
<th>Description</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEWC</td>
<td>Children’s Hospital at Westmead</td>
<td>NSW</td>
</tr>
<tr>
<td>HUNT</td>
<td>John Hunter Hospital</td>
<td>NSW</td>
</tr>
<tr>
<td>POWH</td>
<td>Prince of Wales Hospital Randwick</td>
<td>NSW</td>
</tr>
<tr>
<td>RNSH</td>
<td>Royal North Shore Hospital</td>
<td>NSW</td>
</tr>
<tr>
<td>RPAH</td>
<td>Royal Prince Alfred Hospital</td>
<td>NSW</td>
</tr>
<tr>
<td>STVI</td>
<td>St Vincent’s Hospital</td>
<td>NSW</td>
</tr>
<tr>
<td>SCHL</td>
<td>Sydney Children’s Hospital Randwick</td>
<td>NSW</td>
</tr>
<tr>
<td>WEST</td>
<td>Westmead Hospital</td>
<td>NSW</td>
</tr>
<tr>
<td>PRCH</td>
<td>Prince Charles Hospital</td>
<td>QLD</td>
</tr>
<tr>
<td>PSAH</td>
<td>Princess Alexandra Hospital</td>
<td>QLD</td>
</tr>
<tr>
<td>QRCH</td>
<td>Royal Children’s Hospital</td>
<td>QLD</td>
</tr>
<tr>
<td>FMDC</td>
<td>Flinders Medical Centre</td>
<td>SA</td>
</tr>
<tr>
<td>RADL</td>
<td>Royal Adelaide Hospital</td>
<td>SA</td>
</tr>
<tr>
<td>ALFD</td>
<td>Alfred Hospital</td>
<td>VIC</td>
</tr>
<tr>
<td>AUST</td>
<td>Austin Hospital</td>
<td>VIC</td>
</tr>
<tr>
<td>MMCA</td>
<td>Monash Medical Centre (Adults)</td>
<td>VIC</td>
</tr>
<tr>
<td>MMCP</td>
<td>Monash Medical Centre (Children)</td>
<td>VIC</td>
</tr>
<tr>
<td>SVIN</td>
<td>St Vincent Hospital</td>
<td>VIC</td>
</tr>
<tr>
<td>RCHL</td>
<td>The Royal Children’s Hospital</td>
<td>VIC</td>
</tr>
<tr>
<td>RMBH</td>
<td>The Royal Melbourne Hospital</td>
<td>VIC</td>
</tr>
<tr>
<td>PMHC</td>
<td>Princess Margaret Hospital for Children</td>
<td>WA</td>
</tr>
<tr>
<td>RLPT</td>
<td>Royal Perth Hospital Wellington Street Campus</td>
<td>WA</td>
</tr>
<tr>
<td>SCGH</td>
<td>Sir Charles Gairdner Hospital</td>
<td>WA</td>
</tr>
</tbody>
</table>
APPENDIX 7: THE ROLE OF THE STATE/TERRITORY EDR TRAINERS

The EDR Trainer role is fulfilled by a proficient and experienced User of the EDR.

The role requires a sound knowledge of the EDR as well as clinical competency required for solving complex clinical issues related to the EDR.

Some jurisdictions have combined this role with that of the EDR System Administrator role.

Under the direction of the DonateLife Agency management personnel, functions of the EDR Trainer include:

- Undertaking appropriate training in local and national responsibilities.
- Training DonateLife staff (CURRENT AND FUTURE)
- Confirming proficiency for each DonateLife staff member prior to them being granted access to the ‘live’ EDR. This requires the EDR Trainer to sign the AUP Form.
- Leading the development, training and implementation of local EDR Standard Operating Procedures as identified in the national EDR Standard Operating Procedure and User Guide and as may be identified over time.
- Acting as the local DonateLife liaison with the transplant sector and OTA to ensure the ongoing effective utilisation of the EDR.
- Attending DLN/OTA/Transplant support teleconferences.
- Contributing to the local implementation of the EDR Business Continuity Procedure when required.
- Contributing to the implementation of the EDR Access Audit and EDR Breach Notification reporting and management processes according to local processes.
- Providing Level 1 CLINICAL helpdesk support and, in some jurisdictions, System Administrator technical support.

There are three levels of help desk support:
- Level 1 provided at the jurisdictional level by State/Territory EDR Trainers (clinical support) and System Administrators (technical support)
- Level 2 provided by the Organ and Tissue Authority (OTA) and
- Level 3 provided by Transplant Connect and Optus

If an issue cannot be resolved at the jurisdictional level, help desk support at the OTA can be obtained during business hours by sending an email to edrhelp@donatelife.gov.au or phoning 02 6198 9800. Out of hours assistance can be obtained by phoning mobile 0447 645 973.

Where the OTA is unable to resolve the issue, further assistance will be sought from Transplant Connect or Optus dependent on what the problem is.

The role of the EDR Trainer in providing Level 1 helpdesk support involves:
- Receiving initial telephone or e-mail inquiries and troubleshooting and managing relatively simple clinically related EDR problems;
- Gathering User information and determining the issue by analysing the symptoms and identifying the underlying problems;
- Providing basic troubleshooting, such as resolving data entry issues, data quality issues and limited assistance with EDR navigation and utilisation issues using the EDR Standard Operating Procedure and User Guide, EDR System Administrator Guide and local Standard Operating Procedures; and
- Referring issues that cannot be resolved locally to the Organ and Tissue Authority (Level 2).
APPENDIX 8: EDR/ANZOD MAPPINGS

Below contains all mappings from the EDR Donor Chart to the ANZOD. If a required field is missed, utilise the table below to find the corresponding EDR page and field. Additional Information contains any additional system rules/logic used to specify the ANZOD data.

<table>
<thead>
<tr>
<th>#</th>
<th>ANZOD Field</th>
<th>EDR Page(s)</th>
<th>EDR Field</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Donor Number</td>
<td>Referral Worksheet</td>
<td>Donor ID</td>
<td>Donor ID must have been generated on the Referral Worksheet</td>
</tr>
</tbody>
</table>
| 2  | Was Donor Actual/Intended       | Referral Summary                           | Organ Outcome     | If Outcome is ‘Actual Donor’, the Authorisation Date-Time and Incision Date-Time must be populated.  
If Outcome is ‘Intended Donor’, the Authorisation Date-Time must be populated and the Incision Date-Time must be blank. |
| 3  | Donor Hospital and State        | Referral Worksheet / Organisations         | Current Donor Location | The code and jurisdiction will be populated from the organisation record               |
| 4  | Date of Birth                   | Initial Referral, Referral Worksheet and Donor Information | DOB               |                                                                                         |
| 5  | Postcode                        | Donor Information                          | Postcode          | If country of donor is not Australia, ‘9999’ will be populated as the postcode          |
| 6  | Gender                          | Initial Referral, Referral Worksheet and Donor Information | Gender           |                                                                                         |
| 7  | Height                          | Initial Referral, Referral Worksheet and Donor Information | Height           | Height will be specified in cm and rounded to nearest whole number                     |
| 8  | Weight                          | Initial Referral, Referral Worksheet and Donor Information | Weight           | Weight will be specified in kg and rounded to the nearest whole number                 |
| 9  | Racial / Ethnic Origin          | Initial Referral, Referral Worksheet and Donor Information | Ethnic Origin     |                                                                                         |
| 10 | Ethnic Description              | Initial Referral, Referral Worksheet and Donor Information | Ethnic Description |                                                                                         |
| 11 | Religion                        | Initial Referral, Referral Worksheet and Donor Information | Religion         |                                                                                         |
| 12 | Cause of Death                  | Initial Referral, Referral Worksheet and Donor Information | Cause of Death   |                                                                                         |
| 12 | Circumstances of Death          | Initial Referral, Referral Worksheet and Donor Information | Circumstances of Death |                                                                                         |
| 12 | Circumstances of Death - Additional Detail | Initial Referral, Referral Worksheet and Donor Information | Additional Detail |                                                                                         |
| 13 | Heart Beating                   | Intraoperative Management                  | Is this a DCD Recovery? | If 'Is this a DCD Recovery?' is 'Yes', then 'No' will be populated.  
If 'Is this a DCD Recovery?' is 'No', then 'Yes' will be populated. |
<p>| 14 | Diabetes                        | Admission Course                           | Diabetes          |                                                                                         |
| 15 | Past History of Treated Hypertension | Admission Course                     | Past History of Treated Hypertension |                                                                                         |
| 16 | Smoking                         | Admission Course                           | Smoking           |                                                                                         |
| 17 | Past History of Cancer          | Admission Course                           | Past History of Cancer |                                                                                         |
| 18 | Cardio/Pulmonary Resuscitation | Admission Course                           | CPR Administered  |                                                                                         |
| 18 | Admission to Hospital           | Initial Referral, Referral Worksheet and Donor Information | Current Donor Location - Hospital Admission Date-Time |                                                                                         |
| 18 | Ventilation                     | Initial Referral, Referral Worksheet and Donor Information | Intubation Date-Time |                                                                                         |
| 18 | Authorisation                   | Authorisation Form                         | Authorisation Date-Time |                                                                                         |
| 18 | (DCD) WCRS                      | DCD Flowsheet                              | Withdrawal of cardio-respiratory support |                                                                                         |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>ANZOD Field</th>
<th>EDR Page(s)</th>
<th>EDR Field</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>(DCD) SBP ≤ 50 mmHg</td>
<td>DCD Flowsheet</td>
<td>Onset of warm ischaemic time (SBP &lt;= 50 mmHg)</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>(DCD) Sa 02% &lt; 50</td>
<td>DCD Flowsheet</td>
<td>SpO2 &lt;= 50%</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Brain Death (2nd test)</td>
<td>Donor Information</td>
<td>BD2 Date-Time</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>(DCD) Declaration of Cardiac Death</td>
<td>DCD Flowsheet</td>
<td>Declaration of Death</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Incision</td>
<td>Intraoperative Management</td>
<td>Incision Date-Time</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Cross Clamp OR</td>
<td>Intraoperative Management</td>
<td>Crossclamp Date-Time</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>(DCD) Start of Abdominal Cold Perfusion</td>
<td>Intraoperative Management</td>
<td>Commencement of abdominal cold perfusion</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>(DCD) Start of Thoracic Cold Perfusion</td>
<td>Intraoperative Management</td>
<td>Commencement of thoracic cold perfusion</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Blood Group</td>
<td>Donor Information</td>
<td>ABO</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>HLA A1</td>
<td>Donor Information</td>
<td>A1</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>HLA A2</td>
<td>Donor Information</td>
<td>A2</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>HLA B1</td>
<td>Donor Information</td>
<td>B1</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>HLA B2</td>
<td>Donor Information</td>
<td>B2</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>HLA DR1</td>
<td>Donor Information</td>
<td>DR1</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>HLA DR2</td>
<td>Donor Information</td>
<td>DR2</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Hepatitis and Other Virology</td>
<td>Serology</td>
<td>All Serology Values</td>
<td>‘For ANZOD’ must be checked on Serology page</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If a result is not indicated, ‘NOT DONE’ will be populated</td>
</tr>
<tr>
<td>20</td>
<td>Hepatitis and Other Virology - Other</td>
<td>Serology</td>
<td>Other Test Names</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Donor Maintenance</td>
<td>Haemodynamics/ Temperature, Flowsheet and Medications/Other Drugs/Nutrition</td>
<td>All Medications</td>
<td>If a medication is entered after the Authorisation Date-Time and before the Incision Date-Time, the medication will be indicated as ‘Yes’ for ANZOD. Otherwise, the medication will be indicated as ‘No’.</td>
</tr>
<tr>
<td>21</td>
<td>Donor Maintenance - Other</td>
<td>Haemodynamics/ Temperature, Flowsheet and Medications/Other Drugs/Nutrition</td>
<td>Other Medication Names</td>
<td>If an ‘other’ medication is entered after the Authorisation Date-Time and before the Incision Date-Time, the medication name will be indicated.</td>
</tr>
<tr>
<td>22</td>
<td>Terminal Treatment</td>
<td>Intraoperative Management</td>
<td>All Medications</td>
<td>If a medication is entered on the Intraoperative Management page, it will be indicated as ‘Yes’.</td>
</tr>
<tr>
<td>22</td>
<td>Terminal Treatment - Other</td>
<td>Intraoperative Management</td>
<td>Other Medication Names</td>
<td>If an ‘other’ medication is entered on the Intraoperative Management page, then the medication name will be indicated.</td>
</tr>
<tr>
<td>23</td>
<td>Kidney Donor</td>
<td>Renal Data</td>
<td>1) Right Kidney Retrieved 2) Left Kidney Retrieved</td>
<td>If Right Kidney Retrieved is ‘Yes’ or Left Kidney Retrieved is ‘Yes’, then ‘Yes’ will be indicated. Otherwise, ‘No’ will be populated.</td>
</tr>
<tr>
<td>23</td>
<td>Procurement Biopsy Performed</td>
<td>Renal Data</td>
<td>1) Right Kidney Biopsy 2) Left Kidney Biopsy</td>
<td>If Right Kidney Biopsy is ‘Yes’ OR Left Kidney Biopsy is ‘Yes’ is populated, then ‘Yes’ will be indicated for ANZOD.</td>
</tr>
<tr>
<td>23</td>
<td>Creatinine mmol/L - Admission</td>
<td>Biochemistry</td>
<td>Creatinine (50-100)</td>
<td>The Creatinine value with the earliest Date-Time will be indicated for ANZOD.</td>
</tr>
<tr>
<td>23</td>
<td>Creatinine mmol/L - Terminal</td>
<td>Biochemistry</td>
<td>Creatinine (50-100)</td>
<td>The Creatinine value with the latest Date-Time will be indicated for ANZOD.</td>
</tr>
<tr>
<td>23</td>
<td>Urea mmol/L - Admission</td>
<td>Biochemistry</td>
<td>Urea (3.0-8.0)</td>
<td>The Urea value with the earliest Date-Time will be indicated for ANZOD.</td>
</tr>
<tr>
<td>23</td>
<td>Urea mmol/L - Terminal</td>
<td>Biochemistry</td>
<td>Urea (3.0-8.0)</td>
<td>The Urea value with the latest Date-Time will be indicated for ANZOD.</td>
</tr>
<tr>
<td>23</td>
<td>Urine Output (mls/hr)</td>
<td>ANZOD Additional Information</td>
<td>Last Hour Urine Output</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Oliguria</td>
<td>Admission Course</td>
<td>Oliguria</td>
<td>If Oliguria data exists where Oliguria Date-Time is less than 12 hours prior to Enter OR Date-Time, then ‘Yes’ will be indicated for ANZOD.</td>
</tr>
<tr>
<td>#</td>
<td>ANZOD Field</td>
<td>EDR Page(s)</td>
<td>EDR Field</td>
<td>Additional Information</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------</td>
<td>------------------------</td>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>23</td>
<td>Oliguria (Duration)</td>
<td>Admission Course</td>
<td>Oliguria - for ___ hrs</td>
<td>A sum of Oliguria entries where the Oliguria Date-Time is less than 12 hours prior to Enter OR Date-Time</td>
</tr>
<tr>
<td>24</td>
<td>Liver Donor</td>
<td>Liver Data</td>
<td>Liver Retrieved</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Alanine Transaminase (ALT)</td>
<td>Biochemistry</td>
<td>ALT (SGPT) (&lt;35)</td>
<td>ALT entry with latest Date-Time will be populated</td>
</tr>
<tr>
<td>24</td>
<td>Aspartate Transaminase (AST)</td>
<td>Biochemistry</td>
<td>AST (SGOT) (&lt;40)</td>
<td>AST entry with latest Date-Time will be populated</td>
</tr>
<tr>
<td>24</td>
<td>Gamma Glutamyl Transferase (GGT)</td>
<td>Biochemistry</td>
<td>GGT (&lt;50)</td>
<td>GGT entry with latest Date-Time will be populated</td>
</tr>
<tr>
<td>24</td>
<td>Alkaline Phosphatase (ALP)</td>
<td>Biochemistry</td>
<td>ALP (30-100)</td>
<td>ALP entry with latest Date-Time will be populated</td>
</tr>
<tr>
<td>24</td>
<td>Total Bilirubin</td>
<td>Biochemistry</td>
<td>Total Bil (&lt;20)</td>
<td>Total Bil entry with latest Date-Time will be populated</td>
</tr>
<tr>
<td>25</td>
<td>Heart Donor</td>
<td>Heart Data</td>
<td>Heart Retrieved</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Normal ECG</td>
<td>ECG</td>
<td>Result</td>
<td>If all ECG records are ‘Normal’, then ‘Yes’ will be indicated. If any ECG records are ‘Abnormal’, then ‘No’ will be indicated.</td>
</tr>
<tr>
<td>25</td>
<td>Normal Echocardiogram</td>
<td>Echocardiogram</td>
<td>Result</td>
<td>If all ECG records are ‘Normal’, then ‘Yes’ will be indicated. If any ECG records are ‘Abnormal’, then ‘No’ will be indicated.</td>
</tr>
<tr>
<td>26</td>
<td>Lung Donor</td>
<td>Lung Data</td>
<td>1) Right Lung Retrieved</td>
<td>If Right Lung Retrieved or if Left Lung Retrieved is indicated as ‘Yes’, then ‘Yes’ will be indicated.</td>
</tr>
<tr>
<td>26</td>
<td>Bronchoscopy</td>
<td>1) Bronchoscopy Fields</td>
<td>1) Bronchoscopy Fields 2) Intraoperative Bronchoscopy?</td>
<td>If any Bronchoscopy data is entered on the Bronchoscopy page or if an Intraoperative Bronchoscopy is indicated on the Lung Data page, then ‘Yes’ will be indicated.</td>
</tr>
<tr>
<td>26</td>
<td>pH</td>
<td>Arterial Blood Gases</td>
<td>pH (7.35-7.45)</td>
<td>pH value with latest Date-Time will be indicated.</td>
</tr>
<tr>
<td>26</td>
<td>PaO2</td>
<td>Arterial Blood Gases</td>
<td>PaO2 (80-100)</td>
<td>PaO2 value with latest Date-Time will be indicated.</td>
</tr>
<tr>
<td>26</td>
<td>PaCO2</td>
<td>Arterial Blood Gases</td>
<td>PaCO2 (35-45)</td>
<td>PaCO2 value with latest Date-Time will be indicated.</td>
</tr>
<tr>
<td>26</td>
<td>PEEP (cm)</td>
<td>Arterial Blood Gases</td>
<td>PEEP</td>
<td>PEEP value with latest Date-Time will be indicated.</td>
</tr>
<tr>
<td>26</td>
<td>FiO2 (%) oxygen concentration</td>
<td>Arterial Blood Gases</td>
<td>FiO2</td>
<td>pH value with latest Date-Time will be indicated.</td>
</tr>
<tr>
<td>26</td>
<td>Chest Trauma</td>
<td>ANZOD Additional Information</td>
<td>Chest Trauma</td>
<td>If any Chest Trauma value except for ‘None’ is selected, then ‘Yes’ will be populated.</td>
</tr>
<tr>
<td>26</td>
<td>Chest Trauma - If yes</td>
<td>ANZOD Additional Information</td>
<td>Chest Trauma</td>
<td>If any Chest Trauma value except for ‘None’ is selected, then ‘Yes’ will be populated.</td>
</tr>
<tr>
<td>26</td>
<td>Chest Trauma - If yes - Other</td>
<td>ANZOD Additional Information</td>
<td>Chest Trauma</td>
<td>If ‘Other’ is selected and free text is entered, the free text is populated.</td>
</tr>
<tr>
<td>27</td>
<td>Pancreas Donor</td>
<td>Pancreas Data</td>
<td>Pancreas Retrieved</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Maximum Blood Sugar Level &gt;8 mmol/L</td>
<td>Biochemistry</td>
<td>Glucose (3.0-7.5)</td>
<td>If any ‘Glucose’ value is greater than 8, then ‘Yes’ will be indicated</td>
</tr>
<tr>
<td>27</td>
<td>Normal Amylase or Lipase &lt;80U/L</td>
<td>Biochemistry</td>
<td>1) Lipase (&lt;70) 2) Amylase (25-130)</td>
<td>If any Lipase is less than 80 or if any Amylase value is less than 80, then ‘Yes’ is populated.</td>
</tr>
<tr>
<td>28</td>
<td>Enrolled with Organ Donor Registry</td>
<td>Initial Referral, Referral Worksheet and Donor Information</td>
<td>AODR Donor Designation</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Driver’s Licence</td>
<td>Initial Referral, Referral Worksheet and Donor Information</td>
<td>Driver’s licence indication?</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Sought By</td>
<td>Approach Information</td>
<td>Initial Mention By</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Sought By - Other</td>
<td>Approach Information</td>
<td>Initial Mention By - Other</td>
<td>If free text is entered</td>
</tr>
<tr>
<td>31</td>
<td>Donor Coordinator Contact with Donor Family</td>
<td>Approach Information</td>
<td>Donation Specialist Contact with Donor Family</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Coroner’s Case</td>
<td>Initial Referral, Referral Worksheet and Donor Information</td>
<td>Coroner Case</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Authority for Research Organs / Tissue</td>
<td>Authorisation Form</td>
<td>Research &amp; Education Authorisation - Research</td>
<td>If ‘Yes’ is indicated, ‘Yes’ will be populated for ANZOD. If ‘No’ or ‘N/A’, then ‘No’ will be populated.</td>
</tr>
<tr>
<td>#</td>
<td>ANZOD Field</td>
<td>EDR Page(s)</td>
<td>EDR Field</td>
<td>Additional Information</td>
</tr>
<tr>
<td>----</td>
<td>-------------------------------------------------</td>
<td>------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>34</td>
<td>Authority Sought For - Y/N</td>
<td>Authorisation Form</td>
<td>All Organs &amp; Tissues from Organ &amp; Tissue Authorisation sections</td>
<td>If ‘Yes’ or ‘No’ is selected, then ‘Yes’ will be populated. If ‘N/A’ is selected, then ‘No’ will be populated.</td>
</tr>
<tr>
<td>34</td>
<td>Authority Sought For - Y/N</td>
<td>Authorisation Form</td>
<td>Other Organ - &quot;Stomach&quot;</td>
<td>If ‘Other’ organ contains ‘Stomach’, then ‘Stomach-Intestines’ will be indicated.</td>
</tr>
<tr>
<td>34</td>
<td>Authority Sought For - Y/N</td>
<td>Authorisation Form</td>
<td>Other Organ / Tissue</td>
<td>If an ‘Other’ organ or tissue is entered, the free text is populated.</td>
</tr>
<tr>
<td>34</td>
<td>Authority Sought For - If NO</td>
<td>Authorisation Info</td>
<td>Authorisation Requested - If not, reason</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Authority Sought For - If NO - Other Reason</td>
<td>Authorisation Info</td>
<td>Authorisation Requested - If not, reason</td>
<td>If ‘Other (Specify)’ has been selected and a free text value is entered</td>
</tr>
<tr>
<td>34</td>
<td>Authority Obtained - Y/N</td>
<td>Authorisation Form</td>
<td>All Organs &amp; Tissues from Organ &amp; Tissue Authorisation sections</td>
<td>If ‘Yes’ selected, then ‘Yes’ will be populated. If ‘No’ or ‘N/A’ is selected, then ‘No’ will be populated.</td>
</tr>
<tr>
<td>35</td>
<td>Organs / Tissues Retrieved - Y/N</td>
<td>Organ Disposition</td>
<td>Outcome</td>
<td>For organs</td>
</tr>
<tr>
<td>35</td>
<td>Organs / Tissues Retrieved - Y/N</td>
<td>Tissue Outcomes</td>
<td>Retrieved?</td>
<td>For tissues</td>
</tr>
<tr>
<td>35</td>
<td>IF NO</td>
<td>Organ Disposition</td>
<td>Disposition Code</td>
<td>For organs</td>
</tr>
<tr>
<td>35</td>
<td>Other Reason</td>
<td>Organ Disposition</td>
<td>Additional Detail</td>
<td>For organs</td>
</tr>
<tr>
<td>35</td>
<td>IF NO</td>
<td>Tissue Outcomes</td>
<td>Retrieved - If no, Reason</td>
<td>For tissues</td>
</tr>
<tr>
<td>35</td>
<td>Other Reason</td>
<td>Tissue Outcomes</td>
<td>Retrieved - If no, Reason</td>
<td>For tissues</td>
</tr>
<tr>
<td>35</td>
<td>IF NO</td>
<td>Organ Disposition</td>
<td>Outcome</td>
<td>For organs</td>
</tr>
<tr>
<td>35</td>
<td>Preservation - Initial</td>
<td>[Organ] Data</td>
<td>First Flush</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Preservation - Initial - Other</td>
<td>[Organ] Data</td>
<td>First Flush - If Other, Specify</td>
<td>If ‘First Flush’ is ‘Other’ and free text is entered, then the text will be populated.</td>
</tr>
<tr>
<td>35</td>
<td>Preservation - Second</td>
<td>[Organ] Data</td>
<td>Second Flush</td>
<td>N/A</td>
</tr>
<tr>
<td>35</td>
<td>Preservation - Second - Other</td>
<td>[Organ] Data</td>
<td>Second Flush - If Other, Specify</td>
<td>If ‘Second Flush’ is ‘Other’ and free text is entered, then the text will be populated.</td>
</tr>
<tr>
<td>35</td>
<td>Retrieval Team</td>
<td>[Organ] Data</td>
<td>Transplant Program</td>
<td>Populates code associated with organisation for organs</td>
</tr>
<tr>
<td>35</td>
<td>Retrieval Team</td>
<td>ANZOD Additional Information</td>
<td>Tissue Retrieval Team</td>
<td>Populates code associated with organisation for tissues</td>
</tr>
<tr>
<td>36</td>
<td>Destination - Organs / Tissues</td>
<td>Organ Disposition</td>
<td>Organ Name</td>
<td>N/A</td>
</tr>
<tr>
<td>36</td>
<td>Destination - Organs / Tissues</td>
<td>Organ Disposition</td>
<td>Other - Specify</td>
<td>If ‘Other’ contains ‘Stomach’, then ‘Stomach-Intestines’ will be populated. Otherwise, the organ name will be populated as an ‘Other’.</td>
</tr>
<tr>
<td>36</td>
<td>Destination - Organs / Tissues</td>
<td>Tissue Outcomes</td>
<td>Other Tissue Names</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Hospital and State</td>
<td>1) Organ Disposition</td>
<td>1) Transplant Centre</td>
<td>1) Populated for organs</td>
</tr>
<tr>
<td>36</td>
<td></td>
<td>2) Tissue Outcomes</td>
<td>2) Tissue Bank</td>
<td>2) Populated for tissues</td>
</tr>
<tr>
<td>36</td>
<td>Outcome</td>
<td>Organ Disposition</td>
<td>Disposition Code</td>
<td>'Stored' is automatically populated for tissues</td>
</tr>
<tr>
<td>36</td>
<td>Recipient Surname</td>
<td>Organ Disposition</td>
<td>Recipient Last Name</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Given Name</td>
<td>Organ Disposition</td>
<td>Recipient First Name</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Date of Operation</td>
<td>Organ Disposition</td>
<td>Transplant Date</td>
<td></td>
</tr>
</tbody>
</table>
The Glossary terms highlighted in green below have been taken from the World Health Organisation ‘Global Glossary of Terms and Definitions on Donation and Transplantation’, Geneva November 2009. The definitions of an Actual and Intended donor are as discussed and agreed by the Jurisdictional Advisory Group (2013).

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual donor</td>
<td>An organ donor is a person for whom the organ retrieval procedure commenced in the operating room (with surgical incision) for the purpose of transplantation. This includes donors who may have been deemed medically unsuitable during surgery or after the removal of organs.</td>
</tr>
<tr>
<td>Assignment</td>
<td>Assignment of a referral to a DonateLife staff member is the sending of an email or phone text message to them via the EDR system with high level detail on the intended donor. The EDR records the sending of the message and allows the recording of acknowledgement of receipt.</td>
</tr>
</tbody>
</table>
| Intended donor        | An intended donor is a person for whom the donation workup was initiated as evidenced by both:  
                               Formal written consent undertaken, including consent for donation of specific organs +/- tissues, and  
                               Blood for tissue typing sent with allocation of a donor ID; but donation did not proceed. |
| Certification of Death| Formal standardized documentation of death. Refer to both circulatory death and brain death.                                                                                                               |
| Confidentiality       | Regards the treatment of information an individual has disclosed in a relationship of trust. This relationship implies the expectation that the disclosed information will not be divulged without prior permission. Recognized exceptions in the medical context may be justified by a country’s laws. |
| Consent to donation    | Legally valid permission for removal of human cells, tissues and organs for transplantation, research or both.                                                                                               |
| Cornea                | The dome-shaped window structure covering the front of the eye.                                                                                                                                             |
| Deceased Donor        | A human being declared, by established medical criteria, to be dead and from whom cells, tissues or organs were recovered for the purpose of transplantation. The possible medical criteria are:  
                               • Deceased Heart Beating Donor (Donor after Brain Death): Is a donor who was declared dead and diagnosed by means of neurological criteria.  
                               • Deceased Non-Heart Beating Donor (Donor after Circulatory Death) = Non-heart beating donor (NHBD): Is a donor who was declared dead and diagnosed by means of cardio-pulmonary criteria. |
<p>| Domino Transplant     | A procedure in which an organ is removed from one transplant candidate and immediately transplanted into a second patient, with the first patient receiving a new organ from a deceased donor. |
| Donation              | Donating human cells, tissues or organs intended for human applications.                                                                                                                                      |
| Donor evaluation       | The procedure of determining the suitability of a potential donor, living or deceased, to donate.                                                                                                             |
| Donor maintenance      | The process and critical pathways used to medically care for donors in order to keep their organs viable until organ recovery can occur.                                                                     |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDR Contact</td>
<td>An EDR contact is a person whose name and method(s) of contact has been entered into the EDR. A contact cannot log into the EDR. However, EDR pages, uploaded attachments and referral notes can be transmitted to them by the entered method of contact. Methods of contact include Fax and Email. Contacts would include Transplant Coordinators, Laboratory and Tissue Bank staff.</td>
</tr>
<tr>
<td>EDR User</td>
<td>An EDR User is a person who has an EDR User name and password and can log into the EDR system. The security role to which the User has been assigned will determine what EDR pages they can access and whether they have edit or view only access. EDR Users include DonateLife Network staff and State/Territory EDR System Administrators.</td>
</tr>
<tr>
<td>Formal request</td>
<td>Formal request is the process undertaken by the person who lead the Donor Family Conversation and offered the opportunity of organ and tissue donation.</td>
</tr>
<tr>
<td>Heart Valve</td>
<td>Valves between the chambers of the heart and between the heart and blood vessels around the heart which maintain the unidirectional flow of blood (Aortic Valve, Pulmonary Valve, Mitral Valve and Tricuspid Valve).</td>
</tr>
<tr>
<td>Social/Medical Questionnaire</td>
<td>The list of questions asked at interview to elucidate risk factors for the transmission of disease through transplantation. Ideally, it should be completed by the person(s) who has/have the best knowledge of the intended donor’s past medical and social history.</td>
</tr>
<tr>
<td>Musculoskeletal</td>
<td>Tissues which are part of the skeletal and/or muscular system such as muscles, bones, cartilage, tendons and ligaments which function in support and movement of the body.</td>
</tr>
<tr>
<td>Organ</td>
<td>Differentiated and vital part of the human body, formed by different tissues, that maintains its structure, vascularisation and capacity to develop physiological functions with an important level of autonomy.</td>
</tr>
<tr>
<td>Plasma Dilution</td>
<td>Plasma dilution means a decrease in the concentration of the donor’s plasma proteins and circulating antigens or antibodies resulting from the transfusion of blood or blood components and/or infusion of fluids (FDA21CRF127.3). The degree to which an intended donor’s plasma has been diluted is a product of blood loss as well as fluids infused.</td>
</tr>
<tr>
<td>Recipient</td>
<td>The human being into whom allogeneic human cells, tissues or organs were transplanted.</td>
</tr>
<tr>
<td>Retrieval or recovery</td>
<td>The procedure of removing cells, tissues or organs from a donor for the purpose of transplantation.</td>
</tr>
<tr>
<td>Skin</td>
<td>Strips of skin for grafting and procured as partial or full thickness.</td>
</tr>
<tr>
<td>Split liver</td>
<td>A split liver transplant is defined when a donor liver is divided into parts and transplanted into more than one recipient.</td>
</tr>
<tr>
<td>Storage</td>
<td>The maintenance of donor cells, tissues or organs under appropriate controlled conditions until transplantation or disposal.</td>
</tr>
<tr>
<td>Tissue</td>
<td>All constituent parts of the human body formed by cells.</td>
</tr>
<tr>
<td>Transplantation</td>
<td>The transfer (engraftment) of human cells, tissues or organs from a donor to a recipient with the aim of restoring function(s) in the body. When transplantation is performed between different species, e.g. animal to human, it is named Xenotransplantation.</td>
</tr>
<tr>
<td>Trained Requestor</td>
<td>A trained requestor is a person who has completed and attended the Family Donation Conversation core and practical workshops.</td>
</tr>
<tr>
<td>Urgency</td>
<td>A measure or indicator of a candidate’s relative ability to wait for transplantation compared to that of other candidates.</td>
</tr>
</tbody>
</table>
18. PREVIOUS EDR APPLICATION UPDATES

R1 2014 UPDATE

VIEW AUDIT
View Audit Tables added to the EDR SQL database enabling View Audit Reporting*

CASE FINDER
The default setting of the last three months for the Referral Start Date has been removed. (page 18)

REPORTING
column removed. For the ‘Recovery Date’ column, the report has been modified so that
‘Circulatory Death’ is displayed for DCD cases. (page 190)

TRACKING
Referral Summary
- Remove ‘No known reason’ from the Tissue Outcome list*

Transportation
- Update the label Carrier/Tail#/SNR# to ‘Tracking #’*
- For the drop down list for the field ‘If Transplant Team, specify’, include the name of the
  Transplant Centre in the dropdown values*

TRACKING / ORGAN PRE OR
Referral/Donor Information
- Update ‘Centimetres’ to ‘cm’ in Height Unit dropdown value*
- Default Height Units dropdown to ‘cm’ when page loads*
- Default Weight Units dropdown to ‘Kilograms’ when page loads*

ORGAN PRE OR
Donor Information
- Addition of time zone to Contact Date-Time for Designated Officer*
- HLA values – Addition of the following values:*  
  - B: 2712  
  - DR: 1303

Biochemistry
- ‘Other test values’ updated to allow free text entry*
- Addition of β HCG to the Biochemistry Test page with the field allowing free text entry
  (page 96)
- Remove CPK and CPK Index test fields (page 95)
- Update Troponin-I and ‘HST TNT’ field to allow free text entry*
Lung Measurements
- Add an ‘Additional Comments’ field to the Lung Measurements (page 118)

ORGAN OR/Post
Organ Data Pages
- Addition of ‘Cardioplegia A to the list of flush solutions*
- Addition of flush solution to ANZOD export with a code of 216*
- Update ‘Belzer UW’ to ‘UW’*

TRANSMIT
Return Email address and additional text functionality
Functionality added to allow addition of
- return email address
- email subject and
- email body text
to the transmission email (page 154)

PDF output
- Addition of MRN value to Donor Information Page*

ADMIN
Organisations
- Add a ‘State’ field to New Zealand Addresses. This will allow for ‘NZ’ to be entered as the state and get populated in the ANZOD export.*

FAMILY SERVICES
Next of Kin, Interaction Log, Donor Information
- Add an audit page to track changes to each of these pages in the Family Services Tab*

ANZOD / SUMMARY
ANZOD Export
- For Occupation values, only populate the numeric code in the ANZOD export*
- If ‘Other’ is selected and free text is entered, the value will be populated in a new Occupation-Other field, added to the ANZOD export.*

ANZOD Conformation Page
- ‘(DCD) Sa O2<50’ will no longer be a required field for Actual Donor – DCD referrals.*
- Error message removed when ‘Blank’ is selected for HLA homozygous results*

NOTE: * indicates that no change to the text of this guide has been made as a result of this update. Where the text of the guide has been edited, page numbers are displayed.
R4 2013 UPDATE

TRACKING

Referral Summary page
- Addition of MRN to the prepopulated data from the initial referral page
- Updated the initial part of the Case Assign Text Notification from ‘EDR iTransplant
  Case Assign’ to ‘EDR iTransplant Referral Assign’

Referral Notes page
- Addition of a warning to the top of the page if the user enters data into any field and
  tries to navigate away without saving the page
- Drop down list for the subject field updated to include the following:

  **Additions to the list**                  **Updated options in the list**
  Theatre                                    ‘Risk factors’ to ‘Risk’
  Cross match/Tissue typing                  ‘Medical suitability outcome’ to ‘Medical suitability’
  Donor Medical history                      ‘Approach for consent’ to ‘Consent’
  Post Case Follow up
  Donor Family
  Transport/Courier
  Transplant Unit
  Staff Resources
  Coroners Process

Tissue Outcomes page
- Field ‘Recovered’ updated to ‘Retrieved’
- Update of Heart Valve mapping so that details from Tissue Outcome page populate the
  ANZOD summary

Organ Offers
- Addition of ‘Transplant Unit’ field under ‘State’ field
- The ‘Other Organ’ field moved to directly beneath the Organ dropdown field
- A new ‘Heart Lung Bloc Offer Outcome’ section created underneath the Offer Details
  section (directly below ‘Requests’ and ‘Reason Decline’)
- The ‘Additional Outcome’ field moved to the first row in the ‘Heart Lung Block Offer
  Outcome’ section
- The ‘Additional Outcome’ drop down field updated to the following values:
  o Accept the heart/lung bloc for a single recipient
  o Accept the heart and lungs for two separate recipients
  o Accepted the heart/Decline the lungs
  o Decline the heart/accept the lungs
- ‘Heart Reason declined’ field added
- ‘Lung Reason declined’ field added
- ‘Organ’ free text field added to the right of each ‘X-Match’ field
- Addition of sortable Date-Time of Offer to Summary of Organ Offers grid
- Addition of ‘Transplant Unit’ to Summary of Organ Offers grid

ORGAN PRE-OR

‘Now button’ added to the Date-Time fields on the following pages.
Biochemistry page
Culture Results page
Medications/Other Drugs/ Nutrition page
Arterial Blood Gases page

Urinalysis page
• Update of spelling of ‘Nitrate’ to “Nitrite”

Biochemistry page
• The eGRF field modified to accept alphanumerics characters

Flowsheet
• Removal of ‘Running Balance’ from the bottom of the Flowsheet page

ORGAN OR/POST

Organ Data pages
• Removal of the grey out rules for the flush and storage solutions if not retrieved radio button is selected
• Update of the order of the flushes on the Renal, Lung and Intestine data pages to be 1) First Flush, 2) Second Flush and 3) Storage Solution

Renal Data page
• Field added to Renal page to allow recording of the Pathologist phone number
• Existing ‘QOP’ field removed. ‘QOP’ field added to the Right Kidney Anatomy column between ‘Reason Not retrieved’ fields and ‘Kidney Size’ field. ‘QOP’ field added to the Left Kidney Anatomy column between ‘Reason Not retrieved’ field and ‘Kidney Size’ field

Intestine and Pancreas Data pages
• ‘Vessels Sent’ – ‘Yes, No’ drop down list added above ‘Anatomical Abnormality’
• ‘Comments’ – text box, 50 characters to the right of ‘Vessels Sent’ added
• ‘Anatomical Abnormality’ and ‘Surgical Damage’ yes/no radio buttons converted to a ‘Yes, No’ drop down lists
• Removal of the grey out rules between the ‘Yes/ No’ options and the ‘Comments’ field to allow greater flexibility of data entry

Organ Disposition page
• ‘Transplant Centre’ drop down list to include the transplant centre name
• Removal of ‘Heart Valve’ from the Disposition Code list

TRANSMIT

Med Soc List page
• GP/Clinic fields redacted in the PDF sent from the TRANSMIT page

Donor Chart PDF
• Donor Chart pages reordered
SUMMARY/ANZOD

ANZOD Additional Info Page
- ‘mls’ added to the right hand side of the ‘Last hour Urine Output’ field
- ‘Last hour Urine Output’ field decoupled from the Intraoperative Management page

ANZOD Summary page
- ‘Double /En-Bloc Kidney’ has been enabled as organ option on the ANZOD destination section with the code 13 to be transmitted as part of the XML export
- ‘MAP<50 mmHg’ added to ANZOD Summary page and XML export
- Update of Heart Valve mapping so that details from the Tissue Outcomes page populate the ANZOD Summary