

Clinical Process Instruction Manual

Allocation Verification Process Instruction

Policy:

Allocation verification is essential to ensure that correct recipients receive intended organ(s) on a consistent basis. It is imperative that allocations be reviewed to ensure that they follow the organ specific algorithm and that the appropriate recipient(s) at the appropriate transplant programs are offered the organ in the correct order. The allocation verification is performed by two (2) Clinical Service Coordinators (CSC) for each allocation before the organ is offered and after an organ has been allocated to a recipient. In addition, if a new recipient is selected, this allocation verification process is repeated.

Note: Donor Management System information fields for types of donors by determination of death have not been updated. For the purposes of the Donor Management System: *Death determination by neurologic criteria* (DNC) equals NDD; and *Death determination by circulatory criteria* (DCC) equals DCD.

Process:

General

1. An allocation report is generated for every organ that is consented. At a minimum, the donor height, weight, ABO, ECD, DCC or DNC, and organ authorization must be completed in iTransplant in order to generate an allocation in the Ontario Health – Trillium Gift of Life Network (TGLN) organ allocation and transplantation system. When the allocation is generated in the TGLN organ allocation and transplantation system, the CSC will have the ability to generate a Pre-Allocation checklist.
2. Organ allocation verification by TGLN is determined per recipient for various transplant program regions.
3. Allocation verification ensures that the allocation report follows the organ specific algorithms and that the appropriate recipients at the appropriate transplant programs are offered the organ in the correct order.
4. For every organ allocation, two (2) CSCs must complete a pre-allocation checklist. Two (2) CSCs must complete a post-allocation checklist when a primary offer has been accepted.
5. Once the organ allocation verification is complete, the allocation verification checklist is saved in the TGLN organ allocation and transplantation system.

Clinical Process Instruction Manual

Allocation Verification Process Instruction

“Pre-Allocation” Verification

6. The pre-allocation check confirms that the CSC who is managing the donation case has all of the necessary planning steps in order before the organ is offered to the transplant programs.
7. The organ specific allocation checklists may include:
 - 7.1 **Right TGLN #** – Due to the fact that there are frequently multiple cases occurring at the same time, verify that the allocation is for the correct donor case.
 - 7.2 **Right ABO, Height and Weight** – Ensure that the correct ABO, height and weight are identified on the verification checklist. Verify this with the documented ABO, height and weight in the donor chart. Also, verify that the correct recipients are showing up according to the algorithm (compatible, incompatible or identical).
 - 7.3 **Right Donor Type** – Ensure that correct donor specific types are identified on the Checklist. Donor types include Ontario vs Out of Province Donor, Kidney donor type as outlined in *TP-9-100 Waitlist, Organ Offers and Allocation Policy Document* and ensure that if the donor meets ECD criteria, the ECD box is checked off in the database. Verify that the donor does or does not meet the ECD criteria.
 - 7.4 **Right Region** - Ensure that the correct donor region is identified, and recipients are being prioritized correctly, as per the organ specific allocation algorithm.
 - 7.5 **Review Offering Plan** – Ensure that the organ offering plan follows the organ specific algorithm correctly.
 - 7.6 **TIPS confirmed** – Ensure that recipients showing up as Transplant in Progress (TIP) have, or are in the process of, receiving an organ by looking at the Donor record the recipient has been linked to. Ensure that the process for selecting the correct recipient follows the organ specific algorithm. Once a recipient has been selected, ensure that each recipient prior to the chosen one has a decline or no offer reason, and that no recipient was skipped over. The decline or no offer reasons must be specific, in the event that re-allocation must occur (i.e., declined for split but interested in whole organ).

High Status Recipients – In the event that a new high-status recipient is listed after an organ has been run and/or allocated to a recipient, a new allocation will have to be re-

Clinical Process Instruction Manual

Allocation Verification Process Instruction

run. Once the new allocation has been run, the CSC will determine if a discussion needs to occur between the accepting program and the program with the new high-status listing.

- 7.7 **Right Allocation (date and time)** – Ensure you are running an allocation at the correct stage (e.g., post donor HLA values being entered).
 - 7.8 **Ontario HSP Kidney Export Threshold Confirmed** – Prior to offering a kidney to a Highly Sensitized Patient (HSP) outside of Ontario, the CSC will confirm that the export threshold has not been exceeded.
 - 7.9 **Verify Special Considerations** – Special considerations are identified when there is additional information about the allocation that the TGLN organ allocation and transplantation system identifies. These include the following: when an expedited allocation is run, any identified Canadian Transplant Registry (CTR) errors, or any other exceptional information as determined by the TGLN organ allocation and transplantation system.
8. Both the CSC managing the donation case and a second CSC verify the applicable organ allocation checks above on the “Pre-Allocation Checklist” that is generated by the TGLN organ allocation and transplantation system. Once each checklist item is confirmed, the CSC saves the pre-allocation checklist.

Post-Allocation Verification

9. Once the transplant program has accepted a primary offer for a selected recipient, two (2) CSCs will perform a Post-Allocation Verification, regardless of whether a stat cross match has been requested for a particular recipient.
10. The CSC managing the donation case verifies each item on the system generated “Post-Allocation Checklist”. A second CSC will then review and confirm each item and once verified, save the post-allocation checklist.
11. In the event there are no Ontario recipients identified on the allocation report, a Post-Allocation Verification is not required.

“Re-Allocation” Verification

12. If an organ needs to be re-allocated, another verification needs to be completed by two (2) CSCs.

Clinical Process Instruction Manual

Allocation Verification Process Instruction

12.1 If the re-allocation of the organ is to another recipient on the original allocation list, then the re-allocation verification follows the same process as the “Post–Allocation Check”.

12.2 If the allocation needs to be re-run, (i.e., new high-status listing) then both a “Pre-Allocation” and “Post-Allocation” check must be completed.

13. Other reasons for a re-allocation might include but are not limited to:

- new high-status recipient
- change of recipient
- change of donor type
- change of blood group or donor HLA typing
- organ was offered as a split now needs to be re-allocated as a whole organ

14. The re-allocation check reviews all of the same details as per the Post-Allocation verification.

15. Both the CSC managing the donation case and a second CSC verify all of the organ allocation checks on the “Re-Allocation” checklist that is generated by the TGLN organ allocation and transplantation system. Once each checklist item is confirmed, the CSC saves the re-allocation checklist.

Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)

References:

- *Coordination of Organ Placement – All Organs Process Instruction, CPI-9-302*