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**Policy: Organ Placement Program Procedure for HLA review of potential recipients**
 **Statement:**

**1. Activation date: 5/13/13; Update 9/14/2015**
**2. Affected Department:** All Solid Organ Transplant Programs and HLA Laboratory
**3. Vision Strategy:** Patient Care
**4. Policy Statement:** It is the policy of the Transplant Programs to appropriately select patients for crossmatch and communicate effectively with the HLA laboratory staff.

**5. Basis**: This policy is necessary for the protection of patients, physicians and staff.
**6. Administrative Responsibility:** Section heads, physicians, practitioners, and staff are responsible for compliance with this policy.

**Procedure:**

1. The Organ Placement Program coordinator will review potential recipients with HLA Lab Directors when appropriate as detailed below. These rules apply to CHOA Liver and CHOA Heart organ offers also. (See 10. For CHOA Kidney organ offers.)
	1. Adult Kidney and Kidney/Pancreas
		1. Local and import donor offers (including for high CPRA recipients) will be reviewed with the surgeon on-call prior to review with HLA.
		2. If the surgeon is interested in the donor, all potential recipients will be reviewed with HLA for suitability regardless of PRA.
	2. Liver – prospective review if liver/kidney recipient
	3. Lung – **ALL** potential recipients regardless of crossmatch status or PRA will be reviewed with HLA director on-call, after review with surgeon. Information will be reviewed with the surgeon on call for a final decision.
	4. Heart – **ALL** potential recipients regardless of crossmatch status or PRA will be reviewed with HLA director on-call, after review with surgeon. Information will be reviewed with the surgeon on call for a final decision. This includes those patients who DO NOT require a prospective physical crossmatch but must be deemed compatible via a virtual crossmatch.
2. To review recipients, the Organ Placement Program will send an e-mail with the following information: *(See example in Attachment 1)*
	1. Separate emails will be sent for separate organ types.
	2. Subject line: **HLA Review\_ UNOS ID\_Organ Type**
	3. UNOS ID, typing and Recipient name and SSN in modified format of XXX-XX-1234
	4. The donor’s ethnicity/race will be included
	5. The donor’s typing will be copied/pasted directly from UNET to avoid typographical errors
	6. Any HLA-related attachments; eg; HLA DP typing, should be included in this email when available.
	7. \*This email **must** be accompanied by a page to the director on call via Simon Web and documentation of director notified included in the email, eg: Dr. Bray paged

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* 1. Director will reply to “All” with 2 emails with same title. First – “Reviewing”, Second, with comments for each patient on the review
	2. Director will recommend testing needed and if it should be Prospective or Retrospective.
		1. Request choices can be: Prospective Crossmatch; Retrospective crossmatch; SAB I/II testing; FlowPRA testing
		2. If there is a need for prospective confirmatory Donor typing on an Import donor, the Director will state this in the email, and the recommendation will be as follows in order of preference Node (1), Whole Blood or Spleen (2).
		3. If blood is acceptable for crossmatching, blood should be requested to be delivered to laboratory on ROOM AIR. Type: 10cc Yellow Top Tubes (ACD). Number of tubes: 2 minimum, 4 optimum.
1. Recommendations will be discussed with the on-call surgeon who will decide which testing will be performed.
2. Request for testing, the Organ Placement Program coordinator will send notifications to the HLA lab staff by phone and email. *(See example in Attachment 2)*
	1. Separate emails will be sent for each organ type with the organ type specified.
	2. Subject line: **REQUEST for (\*see choices below) UNOS ID (local or import) \_organ**”
		1. \*Request choices can be: Prospective Crossmatch; Retrospective crossmatch; SAB I/II testing; Flow PRA testing
	3. E-mail must be accompanied by a call to the lab during work hours, or call/page to the On Call tech on the weekends.
	4. Information in the email:
		1. Recipient name
		2. SSN in the modified format
		3. Sera date to be tested
		4. If admit sera – patients estimated time of arrival to hospital
		5. HLA staff member notified, eg: Shilpee notified
	5. Each email will be tagged as “High Importance”.
	6. The HLA lab will reply all to this email to confirm request for testing.
	7. The HLA lab will respond with results of this testing by editing the subject line to say: RESULTS for (see choices below) UNOS ID (local or import)\_organ.  Tech will also call the OPP with results.
		1. \*Request choices can be: Prospective Crossmatch; Retrospective crossmatch; SAB I/II testing; Flow PRA testing

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1. Other important information such as cancellation of donors, changes in recipient status, or primary/back-up cancellations will be communicated in the same manner. (phone call and email)
	1. **All cancelled requests** emails should begin:  **“CANCELLED REQUEST for (see choices below) UNOS ID (local or import)\_organ** (and followed by a call to the lab, or the on call tech phone)
		1. \*Request choices can be: Prospective Crossmatch; Retrospective crossmatch; SAB I/II testing; Flow PRA testing
2. The HLA lab will acknowledge all requests by responding to your email with “noted ”. If you do not receive an email, call the HLA lab again to make sure they are proceeding with testing or cancelling testing.
3. The program may select up to 2 primary and 2 backup patients for crossmatching with each donor.
4. HLA testing results will be called to Organ Placement Program coordinator, followed by a confirmatory email with result documentation. HLA lab will reply to original crossmatch request email and change subject to “**RESULTS for (see choices below) UNOS ID (local or import) \_organ”**
	* 1. \*Result choices can be: Prospective Crossmatch; Retrospective crossmatch; SAB I/II testing; Flow PRA testing
5. Retrospective crossmatch results will be reported as follows:
	1. Results will be reported within 24 hrs of receipt of both donor and recipient samples. **\***Except in the case of retrospective liver and kidney requests on the weekends. They will be available by end of day on Monday.
	2. NEGATIVE results will be emailed to the OPP by the HLA staff.
	3. POSITIVE results will be emailed to the OPP and the surgeon on-call will be contacted by the HLA on-call Director:
	4. Result emails will include the following information.

Title RESULTS for UNOS ABCD 123 – kidney­ Prospective or Retrospective Crossmatch results ( separate emails for each patient)

* + 1. Patient name and modified SSN
		2. UNOS ID and Organ Type
		3. Serum dates tested
		4. Results and interpretation with HLA director name
		5. Documentation of surgeon advised if result was positive
	1. The OPP will document results in OTTR Case Notes and Recipient record.

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1. CHOA (Renal only) virtual crossmatches and reports.
	1. CHOA OR requests written documentation of NEGATIVE virtual crossmatches
	2. The OPP will identify patients as CHOA in the review email
	3. Dr. Bray or Gebel will email the OPP with Negative virtual crossmatch result report
	4. The OPP will forward the email to the CHOA renal coordinators and/or the CHOA OR..
	5. If after hours/weekends/holidays, the CHOA coordinator may ask the OPP to fax result to the patient’s floor.  The CHOA coordinator will provide the floor and fax number.

Approved by:

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Tom Pearson, M.D., DPhil (date) Robert Bray, Ph.D.. & Howard Gebel, Ph.D. (date)

Executive Director, Emory Transplant Center Co-Directors, Histocompatibility and Molecular Immunogenetics Laboratory

**Attachment 1 - Email Example**

1. Subject line: HLA Review\_ACEA173\_kidney

John Doe

SSN XXX-XX-1234

UNOS ABCD 123

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Donor’s ethnicity/race: Hispanic/LatinoCLASS I | A | 31 | A | 33 |   |   |
| B | 65 | B | 71 |   |   |
| BW4 | Negative | BW6 | **Positive** |   |   |
| CW | 8 | CW |   |   |   |
| CLASS II | DR | 11 | DR | 13 |   |   |
| DR51 | Negative | DR52 | **Positive** | DR53 | Negative |
| DQ | 5 | DQ | 2 |  |  |

NOTE: HLA DP typing attached. OR No additional HLA information available

Dr. Bray paged

**Attachment 2 - Email Request for Testing Example**

 Subject line: REQUEST for PROSPECTIVE Crossmatch\_ACEA173\_Kidney

John Doe

SSN XXX-XX-1234

Sera to be Tested: Admission

Patient’s ETA: 16:00

Shilpee notified