

Transplant Designee Role and Responsibilities

Objective: To assure the evaluation for medical suitability of all patients for transplant referral at the initiation of treatment for ESRD and at least annually thereafter. There are no strict criteria for referral, but most patients with stage 4-5 CKD are appropriate for referral.¹

Recommendations for Dialysis Facilities

- Review the following role and responsibilities of the transplant designee.
- Facilities shall have policies to ensure that staff functioning as the transplant designee is appropriately educated to function in the role.
- Appropriate education would be obtained from a transplant focused educational program. See Network 3 guidelines for transplant designee programs.

Role of Designee

- Educates dialysis patients regarding transplant options within 28 days of initiation of chronic dialysis and at minimum annually
- Reviews and documents patient suitability for referral to a transplant program in the interdisciplinary care plan
- Facilitates patient referrals for transplant evaluation
- Serves as a liaison between patients and transplant centers from referral through transplant wait-listing.

Recommendations for Professional Staff Acting as Transplant Designee

- Licensed registered nurse and licensed social worker.
- Immediate dialysis experience of at least one year in direct clinical ESRD practice
- Satisfactory completion of an annual educational program for transplant designees is recommended.

Responsibilities

- Determine each newly diagnosed CKD Stage 5 (or ESRD) patient's interest for transplant.
- Examine each newly diagnosed patient record for transplant suitability according to written criteria provided by transplant center and document review in patient's medical record
- If medical record does not contain requisite information on which to base evaluation, additional information should be obtained from the patient's other health care providers.
- Documentation should state whether patient is or is not a candidate for transplant referral, reasons for determination and if patient accepts or refuses the referral

¹<https://optn.transplant.hrsa.gov/resources/guidance/educational-guidance-on-patient-referral-to-kidney-transplantation/>

- Complete referral for transplant evaluation.
- Assist patient to complete pre-transplant education and evaluation requirements.
- Review each case at minimum annually or every six months for patient's interest, transplant suitability and/or change in patient preference.
- Track and monitor status of each patient regarding education, referral, evaluation and wait-listing.
- Ensure that a monthly blood specimen is submitted per transplant center specifications once notified that the patient is on the wait list.
- Establish and maintain working relationship with transplant centers. This includes communication at least annually concerning patient status and more often when there are changes that could affect candidate status.
- Communicate at least annually any changes in patient's condition and provide update on patient status, contact, insurance and other information changes. Some examples of information to communicate are: new address or phone, change or loss of insurance coverage, transfer into or out of dialysis facility and changes in medical condition such as cardiac disease or cancer.