

Practical Guidance for Transplant Designee



Patient Related Tasks

- ✚ Educate dialysis patients regarding transplant options within 30 days or 13 treatments from admission and annually at a minimum.¹
- ✚ Identify patients' interest for transplant.
- ✚ Provide a list of transplant centers for patients to choose from. Keep in mind that centers' criteria may vary. Patients not a candidate at one place may be a candidate for another.
- ✚ Refer patients to their chosen transplant center by:
 - Provide the patient the center's contact information.
 - Assist patient with the transplant center referral process:
- ✚ Provide pre-transplant education and assist with transplant evaluation requirements, such as, forms and records requests.
- ✚ Remind patients of their transplant visit appointments.
- ✚ Track and document patients' transplant status.
- ✚ Ensure that monthly blood specimen for transplant waitlisted patient is obtained, labeled and sent out per transplant center specifications by staff.
- ✚ Establish and maintain working relationship with transplant centers.
 - Obtain waitlisting status of patients routinely.
- ✚ Remind patients to update the dialysis unit and the transplant center of any change in patient information.
- ✚ Communicate to the transplant center any update in patient information such as:
 - Change in address
 - Change in phone contact number
 - Change in alternate contact person
 - Change in insurance coverage or loss of insurance coverage
 - Changes in medical condition, dialysis modality or death
 - If deemed not a candidate at a center due to medical/compliance issue and that issue is resolved, may re-refer for reconsideration.
 - Transfer into or out of the dialysis facility
 - Issues with compliance that could impact post-transplant care.

Facility Related Tasks

- ✚ Participate and discuss transplant in patient's plan of care meetings².
- ✚ Discuss the patients' transplant status in QAPI.
- ✚ Communicate to the transplant center any change in facility transplant designee/s contact.

¹ See Federal Cfc ESRD V494 and NJ State Regulations Title 8, Chapter 43A

² See Federal Cfc ESRD V494 and NJ State Regulations Title 8, Chapter 43A

- ✚ Keep transplant designee certification current.

Maintain a Transplant Designee Binder/Tracker with the following:

- ✚ Transplant Designee/s Information (update as applicable)
 - Current Certification
 - Copy of Role of the Designee
- ✚ Transplant Centers' Information where the facility refers to:
 - Transplant center contact person
 - Transplant referral form/s
 - Transplant center inclusion and exclusion criteria
- ✚ Transplant Waitlist Patient Tracker
 - Interested
 - Referred
 - First visit to transplant center
 - Transplant center work-up/evaluation in progress
 - On waiting list or evaluate for potential living donor
 - ❖ Active
 - ❖ Inactive
- ✚ Alphabetical Dividers for patient information record keeping
 - Copies of patients' transplant information/communication
- ✚ Patient education resources
 - Staff education resources
 - Facility education resources
 - Transplant multilisting information

Maintain a Transplant Blood Collection Tracking Binder with the following:

- ✚ Transplant designee/s contact information (update as applicable)
- ✚ Monthly tracker of blood samples sent
- ✚ Dividers for transplant centers where monthly lab samples are sent for with the following:
 - Who needs monthly transplant lab sampling for each transplant center?
 - ❖ Active
 - ❖ Inactive
 - How to prepare, draw, label and send out transplant blood samples for each transplant center?
 - ❖ Laboratory tubes
 - ❖ Labeling
 - ❖ Packaging
 - ❖ Handling and shipping
 - Where to obtain transplant blood sampling supplies for each transplant center?
- ✚ Update this binder as new information is received.