



Practical Guidance for Transplant Designee

Education and Awareness

1. Educate dialysis patients about transplant options within 30 days or 13 treatments from admission¹.
2. Assess each patient's interest in pursuing transplantation during care planning process.
3. Educate patients about the Scientific Registry of Transplant Recipients (SRTR) website.

Referral Process

4. Facilitate referrals to the patient's chosen transplant center.
 - a. Send referral using the appropriate method of submission (e.g. electronic, online, fax)
 - b. Assist with the referral process, including pre-transplant education and guidance on evaluation requirements (e.g., completing forms and requesting medical records).
 - c. Provide the patient with the transplant center's contact information.
 - d. Track referral progress.
 - e. Remind patients of upcoming transplant appointments.

Evaluation Process

5. Track work up progress.
6. If deemed not a candidate at a center due to medical/compliance issue and that issue is resolved, may re-refer for reconsideration.

Ongoing Facility Related Tasks

7. Ensure monthly blood specimens for actively waitlisted patients are collected, labeled, and sent according to transplant center specifications.
8. Establish and maintain a collaborative relationship with transplant centers.
9. Regularly obtain and document patients' waitlisting status.
10. Communicate to the transplant center any update in patient information such as:
 - a. Address
 - b. Phone number
 - c. Alternate contact person
 - d. Insurance coverage or loss of coverage
 - e. Prescription drug coverage or loss of coverage
 - f. Support system or housing
 - g. Medical condition, dialysis modality, or death
 - h. Transfer to or from a different dialysis facility
 - i. Compliance issues that may affect post-transplant care
11. Participate and discuss transplant in patient's plan of care meetings².
12. Discuss the patients' transplant status during facility's internal quality meetings.
13. Refer to the End Stage Renal Disease Quality Reporting System (EQRS) Dialysis Facility Transplant Dashboard to review any waitlisting status updates.
14. Communicate any changes in the facility's transplant designee contacts to the transplant center.
15. Keep transplant designee certification current.

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

Recommended Transplant Designee Binder/Tracker - Sections to Include:

1. Transplant Designee Information
 - Current certification
 - Role description of the designee
2. Transplant Centers Information
 - Contact person at each transplant center
 - Transplant referral forms or procedure
 - Inclusion and exclusion criteria for each center
3. Transplant Waitlist Patient Tracker
 - Status categories:
 - Interested
 - Referred
 - First visit to transplant center
 - Work-up/evaluation in progress
 - On waiting list or evaluating for potential living donor:
 - Active
 - Inactive
 - Use alphabetical dividers for easy access to patient information records.
 - Copies of patients' transplant-related communications
4. Patient Education Resources
 - Staff education materials
 - Facility education resources
 - Transplant multi-listing information

Recommended Transplant Blood Collection Tracking Binder - Sections to Include:

1. Transplant Designee Contact Information
 - Current contact details
2. Monthly Blood Sample Tracker
 - Record of blood samples sent each month
3. Transplant Center Dividers
 - For each center, include:
 - List of actively waitlisted patients requiring monthly lab sampling
 - Procedures for preparing, drawing, labeling, and sending transplant blood samples:
 - Laboratory tube requirements
 - Labeling protocols
 - Packaging and handling instructions
 - Shipping guidelines
 - Sources for obtaining transplant blood sampling supplies

****Update both binders as new information becomes available.**