

**Maine Medical Center
Maine Transplant Program
Policies and Procedures
Organ Offer Policy**

Purpose

To outline the steps required to evaluate organs for transplantation offered to the Maine Transplant Program.

Policy

It is the policy of the Maine Transplant Program to ensure that any organ accepted by the program is safe and suitable for transplantation.

Procedures

1. The transplant coordinator on call receives initial phone notification from UNOS that the program is being offered an organ for transplantation.
2. The transplant coordinator reviews all organ offer information and may decline the offer based on protocol parameters described UNET or provisionally accept and discuss the offer with the transplant physician/surgeon on call.
3. Using the Procedure to Accepting Organ Offers for Clinical Coordinators, the coordinator and surgeon assess the organ offer and determines the recipient.
4. If the offer is accepted, the coordinator follows the steps outlined in the Procedure for Accepting Organ Offers to:
 - a. Confirm acceptance of the offer.
 - b. Coordinator requests blood if appropriate from NEDS.
 - c. Call in the patient as directed by Surgeon.
 - d. Notify appropriate personnel/departments of impending transplant by notifying OneCall to activate the Transplant Pathway.
 - e. Notify appropriate personnel of final crossmatch results.
 - f. Complete post-transplant data entry and paperwork as outlined, including entries in UNET, and Epic.
 - g. Notify the Office Coordinator so that charges for the transplant can be generated.

References

Procedure for Accepting Organ Offers for Clinical Coordinators

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Revised Dates: 10/19/12, 6/5/17, 6/18/20

This policy was reviewed at approved at QAPI on 7/24/20

Policy Champion: Juan Palma-Vargas, MD – Director, Living Donation