

**Maine Medical Center
Maine Transplant Program
Policies and Procedures
Process for Evaluating Kidney Transplant Candidates**

Purpose

To define the process for evaluation of kidney transplant candidates referred to the Maine Transplant Program.

Policy

It is the Policy of the Maine Transplant Program that all referrals will be considered and evaluated for transplantation by the full multidisciplinary team using clinical guidelines and an established process.

Procedures:

Referral

1. Patients are referred by their nephrologist/dialysis center for transplant evaluation.
2. Referrals will be processed and reviewed by the Administrative Specialist, Financial Coordinator, and RN Coordinator prior to being scheduled for evaluation.
3. Referrals may be returned to the referral source if insufficient information is provided
4. Patients who have been declined within 6 months of re-referral will be deferred.
5. Referrals lacking appropriate insurance will be advised of options by the Financial Coordinator.
6. All referrals wishing to proceed to a formal evaluation must complete a transplant education course. This course may be completed online, by watching a DVD, or in some cases, in person depending on the learning needs and available resources of the patient.

Evaluation and Reevaluation

1. Candidates who wish to begin an evaluation are required to provide informed Consent and will be asked to sign the “*Consent to Participate in the Kidney Transplant Program*” prior to commencing with their evaluation.
2. Candidates will also review and sign other important documents prior to commencing their evaluation, including waitlist documents, SRTR information, Recipient Rights, Notification in the Event of Closure, and the Program Inactivity Policy.
3. Candidates will be offered a one day evaluation at the transplant center to assess their readiness for inclusion on the UNOS waiting list. Established criteria (see Policy: “Inclusion and Exclusion Criteria for Transplant Listing”) will be utilized to determine suitability for listing.
4. Evaluation will include comprehensive assessment by the multidisciplinary team: MD, RN, LCSW, Nutrition, Pharmacy, and Financial Coordinator. Components of the evaluation may be completed remotely via telephone or video assessment.
5. Candidates will be reevaluated on the waiting list as needed, or when they are deemed likely to receive an organ offer within the next 12 months. Reevaluation will assess readiness for transplantation. Established criteria (see Policy: “Inclusion and Exclusion Criteria for Transplantation”) will be utilized to determine suitability for transplantation.

Candidate Selection

1. The pre Transplant Coordinator will compile all evaluation testing and consultations and present to the Transplant Candidate Review Committee (TCR).
2. The Committee will include representatives from all disciplines participating in the evaluation, as well as transplant administration, Transplant NP, HLA lab, Quality Business Analyst, and MD Fellows and Residents in training.
3. The Committee will review all information to determine if the candidate meets listing criteria, and any further action or interventions needed to meet transplant criteria.

4. Candidates will be determined by the Committee to:
 - Meet Inclusion Criteria for Wait listing; candidate will be listed as active or inactive per Committee discussion
 - Not meet Inclusion Criteria for Wait listing and turned down
 - On rare occasions, be deferred pending additional information or testing
5. Candidates listed as inactive will require additional follow up by the pre Transplant RN Coordinator to be moved to active status.
6. All candidates will be presented to the TCR Committee prior to listing; if a candidate is deferred for any reason, re-presentation to the Committee is required.
7. TCR decisions will be communicated to the candidate, referring MD, and dialysis center within 10 days of listing on the UNOS waiting list. Documentation will be contained in the medical record of this communication.

Original Date: 12/18/08

Revised Dates: 06/05/09; 02/18/10; 03/05/10; 02/13/13; 10/06/14; 11/02/16; 05/19/17; 01/29/18;
01/29/21