


Name of Policy: <u>Waitlist Management of Transplant Patients</u> Policy Number: 3364-140-26 Department: Kidney Transplant Administration (Nursing Service) Approving Officer: Associate VP Patient Care Services/CNO Director, Renal Transplant Program Responsible Agent: Transplant Administrator/Coordinators Scope: The University of Toledo Medical Center	 Effective Date: 02/01/2023 Initial Effective Date: September 7, 2007
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

A waiting list for transplant patients will be maintained and updated on an ongoing basis.

(B) Purpose of Policy

To maintain up to date clinical information related to patients on the transplant waiting list.

(C) Procedure

1. All listed patients on the transplant waiting list will be evaluated at least annually by a physician, transplant coordinator, social worker, financial counselor, pharmacist and nutrition services..
 - a. Approximately 1 year after listing, and every year thereafter, patients will be called to schedule their yearly evaluation appointments
 - b. If they fail to schedule an appointment within 30 days, a second call will be made to the patient by the coordinator. If the coordinator cannot reach the patient, they will reach out to the dialysis unit or nephrologist office that follows the patient to assist in reaching the patient and getting an appointment scheduled.
 - c. If the patient does not schedule (or reschedule) an appointment within 60 days of their annual listing date, he/she will be placed on Inactive status until they are seen in the Transplant Clinic for re-evaluation.
 - d. Patients who fail to show up after an appointment is made will be sent a letter notifying them of the following:
 - 1 Appointment No-Show-Patient will have two weeks to call and reschedule appointment. If there is no contact from the patient, the patient will be placed on inactive status until evaluation appointment is completed
 - 3 Appointment No-Shows-Patient will be removed from the list and notified by certified mail
 - No Appointment scheduled within six months of notice-Patient will be removed from the list and notified by certified mail
 - e. If the patient fails to show up after scheduling a second appointment, another No-Show letter will be mailed to the patient and the Transplant Administrator will attempt to contact them by telephone to encourage them to make an evaluation appointment.
2. Patients' medical information is updated on an ongoing basis as conditions change. Patients are informed at the time of listing to keep transplant center abreast of any changes in medical condition. Changes are presented to the multidisciplinary team as needed.

3. Patients will be removed from the UNOS waitlist within 24 hours of the time the program receives notification of a patient death.
 - a. Date and time the Transplant office was notified of patient death will be documented in the patient's transplant chart by the person receiving notice of the death.
 - b. The patient will be removed from the UNOS wait list within 24 hours by the data coordinator or transplant coordinator
4. Patients will be removed from the UNOS waitlist within 24 hours of receiving a deceased donor transplant by the on-call coordinator team that arranged the transplant. Patients who receive living donor transplants will be removed from the UNOS waitlist within 24 hours of transplant by the UTMC living donor coordinator.
 - a. The data coordinator will confirm removal by coordinator on the next working day and send out transplant notification to the Transplant team.
5. If a patient is removed from the transplant list for reasons other than death or transplant, they will be removed from the UNOS list within 24 hours and a letter is sent to the patient, nephrologist, and dialysis unit within 10 business days informing them of the patient's removal from the wait list.
6. If there is any change in patient waitlist status, i.e., active to inactive, a letter will be sent to the patient, nephrologist and dialysis unit within 10 business days informing them of the change in status.
 - a. For any status changes due to change in medical condition, surgery, etc, these changes will be made by the coordinator and the multidisciplinary team will be updated at the next committee meeting.
7. For patients who must travel considerable distances to reach the UTMC, an exception to the yearly requirement will be considered by the Transplant Committee for cases of hardship. With approval of the committee:
 - a. The patients may have his/her yearly exam performed by his/her local nephrologist and faxed to the appropriate transplant coordinator
 - b. The patients will submit an updated history form.
 - c. Both of these documents will be reviewed by the committee and then a decision will be reached to decide if it is appropriate for the patient to remain active on the UNOS waitlist.
 - d. After review, the committee will reserve the right to ask the patient to travel to UTMC to be evaluated by a member of the UTMC transplant team if deemed necessary.
 - e. If the candidate is found to be not ready for transplantation, he/she will be made inactive on the UNOS wait list until the issue is resolved. At that time, the patient will be made active, or removed from the list, as appropriate, and notified by certified letter.

