Organ Procurement Organization

Procurement Transplant Coordinator Competency Checklist

Employee: Date of Hire:

# Competency / Categories / Procedure/Skill	Category Applicable yes/no	Read Procedure Orientee Initials/Date	Read Procedure Preceptor Initials/Date	Witnessed Procedure Orientee Initials/Date	Witnessed Procedure Preceptor Initials/Date	Performed Procedure under Supervision Orientee Initials/Date	Performed Procedure under Supervision Preceptor Initials/Date	Demonstrated Proficiency Orientee Initials/Date	Demonstrated Proficiency Preceptor Initials/Date	Approval Orientee Initials/Date	Approval Preceptor Initials/Date
1. Hospital Development & Professional Education											
Determines donor potential											
A. Determines hospital's organ and tissue donor potential and evaluates their performance in the donation process through record reviews.											
B. Collaborates with medical staff to implement and maintain current P&P											
C. Establishes a memorandum of understanding and helps facilitate/maintain/revise said MOU											
D. Compiles and maintains hospital specific file that includes demographic profile, P&P's, contacts, etc											
E. Conducts public & professional education activities											
F. ID's appropriate liaisons from all depts.											
G. Reviews written evals from formal and informal educational presentations and incorp. changes as appropriate.											
I. Assists/provides with HD activities within the OPO											
2. Organ & Tissue Donor Evaluation											
Responds to referral											
A. Develops plan with medical staff for onsite eval											
B. Reviews pt's MR. ID's and documents all past and present medical hx and treatments											
C. Id's and documents any high risk behaviors for viral transmission as per CDC guidelines.											
D. Collaborates with hospital and OPO staff to ensure family is not pre-approached											
E. Eval/assess/help implement criteria used to determine brain death.											
F. Collaborate with ME to obtain clearance and to document any/all restrictions.											
G. Sends correct specimens for serological testing											
H. Obtain ABO and document											
I. Performs/obtains all pertinent testing to assess organ/tissue suitability, including specimens for tissue typing.											
J. Documents all labs, bld products, meds,vital signs, testing results, consults and serology results											

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3. Family Approach & Informed Consent											
Skilled in communication											
A. Understand the grieving process											
B. Assist in identifying legal NOK											
C. Determines family cultural/religious needs as well as need for an interpreter											
D. Communicates with hospital staff to assess family understanding of pt status											
E. Evals and assess family's understanding of process and respond to questions appropriately											
F. Evals and assess family's understanding of process and respond to questions appropriately											
G. Offers resources as needed and requested											
H. Support family decision in regards to donation.											
I. Explain consent process and obtains informed consent											
J. Able to request additional support as needed for difficult situations											
4. Medical/Social History Interview											
Conducts PM/SH interview											
A. ConductsPM/SH with family member(s) and documents answers appropriately and accurately with probing detail											
B. Obtains PM/SH from other sources as necessary											
5. Medical-Legal Activities											
Reviews brain death policy											
A. Reviews BD policy on all potential donors											
B. Reviews hospital's DCD policy on potential DCD donors											
C. Ensures proper documentation of date/time of death, statement that pt meets BD criteria and MD's signature											
D. Obtain/document ME clearance and complies with their requests for documentation											
E. Verifies written consent and status of NOK											
F. Assures compliance with hospital policies											

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6. Organ Donor Management											
A. Requests arterial line, PA or central line											
B. Asses ongoing hemodynamics/need for vasopressor support											
C. Assess and treats hydration status appropriately											
D. Assess and treat lab values and trends appropriately											
E. Recognizes and treats hypo/hyperglycemia appropriately											
F. Makes appropriate vent changes based on ABG's to treat hypoxia, acid/base imbalances											
G. Recognize and treat blood component deficiencies and coagulopathies											
H. Implements hormonal replacement therapy/ antibiotic therapy											
I. Recognizes and treats DI, oliguria, actual/potential infections											
7. Organ Allocation											
A. Verifies accuracy of ABO typing, registers donor with UNOS, and generates a match run											
B. Organizes organ-specific information, provides this accurately to the recipient center, emphasizing high-risk or expanded criteria information											
C. Ensures organs are offered in accordance with OPO and UNOS policies, including UNOS-approved variances											
D. Makes primary extra-renal, and back-up, offers per OPO protocol, and documents acceptance/refusal codes on the match run											
E. Allocates kidneys according to UNOS policy, or UNOS-approved variance, and documents any variance from policy											

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8. Surgical Recovery & Organ/Tissue Preservation												
A. Coordinates OR time and provides a pre-operative briefing or guidelines to the nursing/anesthesia staff												
B. Assures patient identification, death note/certificate, consent, ME/coroner authorization, medical record, ABO hardcopy, accompany donor to the OR												
C. Obtains surgical privileges for visiting surgeons and provides introductions, names/credentials of all surgical/OPO personnel												
D. Arranges safe/monitored transport of donor to OR												
E. Discusses monitoring vital signs and contingency procedures for hemodynamic/pulmonary instability with anesthesia staff												
F. Assures availability of sterile saline, specialty instruments, and preservation supplies/medications												
G. Coordinates timely, organ-appropriate transportation of surgical recovery staff to/from donor hospital												
H. Assures a coordinated and informed plan for the sequence of recovery events for all OR/recovery staff												
I. Monitors/documents IVFs, transfusions, and medications												
J. Observes universal precautions												
K. Assists in surgical recovery preservation procedures as needed/specified												
L. Monitors/documents preservation solution volume and flush characteristics												
M. Assures documentation of organ anatomy and abnormal surgical findings												
N. Assures adequate tissue typing specimens and vascular grafts												
O. Obtains intraoperative lab studies and a record of anesthesia/management procedures												
P. Includes all documentation, including cross clamp time, biopsy results, and appropriate labeling with each organ for transplant												
Q. Arranges adequate tissue typing specimens to histocompatibility labs												
R. Communicates with tissue recovery teams, funeral homes, and families as arranged												
S. Assures original documents are placed in the donor's medical record												
T. Assures proper post mortem care is complete prior to transfer to MEO or funeral home per local protocols												
U. Communicates with ME/coroner, funeral home, and donor family as pre-arranged												

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9. Donor Records											
A. Assembles donor records, verifies inclusion of all documentation, corrects errors and performs a quality assurance review											
B. Submits information on organs transplanted and potential recipient acceptance/refusal codes to OPTN/UNOS											
C. Assures confidentiality of donor records in compliance with HIPPA policy and procedures											
10. Family Post-Donation Communication											
A. Obtains recipient follow-up information											
B. Provides follow-up calls to the donor family as agreed upon during informed consent											
C. Provides timely written communication to the donor family per OPO policy											
D. Offers support services to the donor family as specified by OPO policy within the 12 months following the donation											
E. Collaborates with transplant centers to facilitate anonymous communication, and meetings between donor families and recipients											
11. Hospital Post-Donation Communication											
A. Communicates with funeral home as indicated by the donor family											
B. Provides follow-up calls, visits, and post donation conference for involved/interested unit and OR staff											
C. Obtains and shares recipient outcome information with involved hospital staff in written communication											
D. Obtains final cultures and sensitivities and shares results with transplant centers											
E. Ensures appropriate donation-related charges are paid for by OPO											
12. Professional Development											
A. Obtains and maintains ABTC certification											
B. Reviews current literature, attends professional education conferences, and integrates information into current practice											
C. Examines current procurement/HD research, participates in ongoing OPO research, and publishes results as appropriate											
D. Shares knowledge through mentoring/precepting											
E. Participates in professional transplant/donation organizations											

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13. Professional Practice												
A. Maintains highest standards of professional conduct during communications with donor families and health care team members												
B. Assures informed consent for organ and tissue donation												
C. Protects the rights of patients, their families, and holds all information confidential												
D. Assures open and clear communication with families and health care team members without discrimination												
E. Plans, conducts, evaluates, and revises educational programs for donor families and the community to protect public trust												
F. Plans, conducts, evaluates, and revises educational programs/workshops for hospital staff and procurement practice												
G. Maintains cooperative relationships with other health care professionals and OPO colleagues												
H. Maintains current knowledge and complies with institutional policies and procedures												
I. Monitors hospital referrals and conversion rates to industry/OPO standards												
J. Assures that quality and performance improvement standards are implemented and maintained												
K. Evaluates self performance												