LOUISIANA ORGAN PROCUREMENT AGENCY
ORGAN DONATION

Purpose:
To facilitate the process of obtaining organs for transplantation.

To assure that the state of Louisiana statutes regarding confidentiality of donor/recipient information are adhered to throughout the Medical Center.

To establish accounting and billing procedures that ensure proper and expeditious reimbursement to the Louisiana Organ Procurement Agency (LOPA), LSUHSC (hospital and school laboratories), and physicians involved in organ transplantation.

Policy:

1. Patients shall be certified as brain dead by two (2) physicians, one of which must be staff.

2. Prior to the patient being accepted as a donor or before brain death has been declared, laboratory analysis may be done to aid in the screening of donor suitability. All charges pertaining to organ donation or donor evaluation will be borne by the LOPA.

3. The Donor Referral Line at the Louisiana Organ Procurement Agency shall be contacted for each death and/or eminent death (Glasgow Coma Scale (GCS)) score of less than or equal to 5, or a plan to discontinue mechanical or pharmacological support). Early LOPA involvement is recommended. The Notification of Referral Form shall be completed for all patient deaths, regardless of donor status. This Notification of Referral Form shall be completed for all deaths and all patients meeting the clinical trigger(s). The Donor Referral form shall be scanned into the EHR and remain a permanent part of the patient’s medical record. If a family consents to donation the LOPA staff will provide the Consent for Anatomical Gift Form.

4. Coroner notifications:
   a. Hospital staff shall notify the Caddo Parish Coroner’s Office when the death is declared.
   b. LOPA will contact the appropriate Coroner’s office to obtain clearance for organ recovery. In case of a trauma, the Coroner in the parish where the trauma occurred is notified by LOPA.

5. A “Consent for Donation of Anatomical Gift” form shall be obtained prior to the procuring of the patient’s organs. (See Nursing policy, Organ Donation Suitability, 0-9 for further details).

6. The bedside nurse and respiratory therapist shall continue care, acknowledge and carry out all active orders. Once LOPA has assumed care, one note shall be placed in the chart that LOPA has assumed care and for all documentation see LOPA Hourly Vital Sign and Ventilator Record.

7. Once the patient is ready for OR the LOPA coordinator or primary physician will place a Case Request in EHR.
8. The patient will be transferred to the OR by the nurse and LOPA and the patient is ‘transferred’ in EHR.

9. LOPA and the OR will then assume care and harvest organs once the patient arrives in the OR.

10. Once the case is complete the OR will discharge the patient from EHR and LOPA will transfer the body to the morgue.

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
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<tbody>
<tr>
<td>MD</td>
<td>1. Two Physicians (one must be staff) – Determines and documents brain death.</td>
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<tr>
<td>MD, RN</td>
<td>2. Notifies LOPA of potential organ donor.</td>
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<tr>
<td>MD, RN, RN applicant, LPN</td>
<td>3. Completes the Notification of Referral Form for all patients and scans the document into the EHR.</td>
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<tr>
<td>MD, RN, RN applicant, LPN</td>
<td>4. Contacts LOPA’s Donor Information Line (1-800-833-3666) for all cardiac deaths and patients meeting clinical trigger(s) to ascertain donor suitability.</td>
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<tr>
<td>LOPA Coordinator</td>
<td>5. If patient is <strong>not</strong> a suitable donor as determined by LOPA, completes the Notification of Referral Form and places it in the EHR.</td>
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</table>
| LOPA Coordinator | 6. If patient is suitable:  
|                  | a. Discusses with family and obtains permission for organ donation.  
|                  | b. Obtains written consent for organ donation by completion of Consent for Donation of Anatomical Gift. |
| LOPA Coordinator | 7. Notifies appropriate Coroner’s office(s) and obtains permission for organ procurement, if applicable.  
| RN               | 8. a. Completes nurse’s notes, discharge summary, morgue tags, death books and copies of chart.  
|                  | b. Discharges patient via EHR using **time of declare brain death**.  
|                  | c. Completes Organ Donor Admission form and submits to Patient Processing. |
|                  | a. Places final nursing note in EHR that documents LOPA Hourly Vital Sign and Ventilator Record.  
| RN               | 10. b. Places LOPA FYI flag in EHR.  
| MD (Transplant), LOPA Representative | 11. c. Contacts Admitting to place financial flag on EHR. |
| MD /LOPA Representative | 12. Writes order for donor maintenance until donor is transported to operating room. |
| OR Personnel, LOPA Representative | 13. Arranges for O.R. time and personnel.  
|                  | a. Transports donor to OR for organ removal.  
|                  | b. Prepares body and transports to morgue.  
|                  | c. Submits both medical records to Patient Processing (Organ Donor Admission and Death Chart) |
Hospital Policy Manual
Policy Number: 5.7
Effective Date: 4/01/13

Administrator

3/20/13
Date

Approved by Clinical Board 11/12/01, 5/18/04, 5/15/04, 7/15/08, 1/19/10, 3/19/13
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