

Guidance for submitting an Independent Assessor report online

You should read these notes in conjunction with the Guidance for Transplant Teams and Independent Assessors

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1. Introduction

The Human Tissue Authority (HTA) has created an online system for the submission of Independent Assessor (IA) reports.

The system allows you to write your report electronically and save it as many times as you wish before finally submitting it to the HTA.

The operating instructions below outline the process for accessing the online submission system and completing your report. Please note that this is a secure system (you should see a padlock in the bottom right hand corner of the screen while the system is open) and given the highly confidential nature of these reports you should not disclose your password to anyone.

The detail about living donation in Scotland is set out in the Human Organ and Tissue Live Transplants (Scotland) Regulations 2006 and the Adults with Incapacity (Removal of Regenerative Tissue for Transplantation) (Form of Certificate) (Scotland) (No. 2) Regulations 2006. See Scottish Annex on the HTA website¹ for further detail.

2. Assessment and Approval Process

Decisions will be made on straightforward live organ transplant cases by the HTA executive on the basis of reports and supporting information provided by IAs in individual Trusts (Operating Divisions in Scotland) and transplant units.

¹ http://www.hta.gov.uk/_db/_documents/2006-07-13_Scottish_Annex_to_the_Codes_200607134442.pdf
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The HTA executive has recourse to member panels, comprising Authority member and experts in transplantation. All cases to be considered by member panels will be referred by IAs to the HTA executive in the first instance.

Certain categories of transplant must be approved by a panel of HTA members. These are:

- cases involving children;
- cases involving adults who lack capacity;
- directed paired/pooled donations;
- non-directed altruistic donations;
- novel forms of transplant e.g. liver lobe.

The executive will act as the liaison between the IAs and the panels.

3. Decision process

Once you have submitted your report, the HTA will make a decision on the case based on your assessment. You will be notified of this decision by an automatic email alert.

The HTA executive will provide a decision within 5 working days of a case being referred by an IA.

If the decision is to refer the case to the HTA panel you will be sent a notification of this. The HTA panel will provide a decision within 10 working days of a case being referred by the HTA executive.

The HTA will also notify the living donor coordinator and the donor's clinician of all decisions at the email addresses you included in the report.

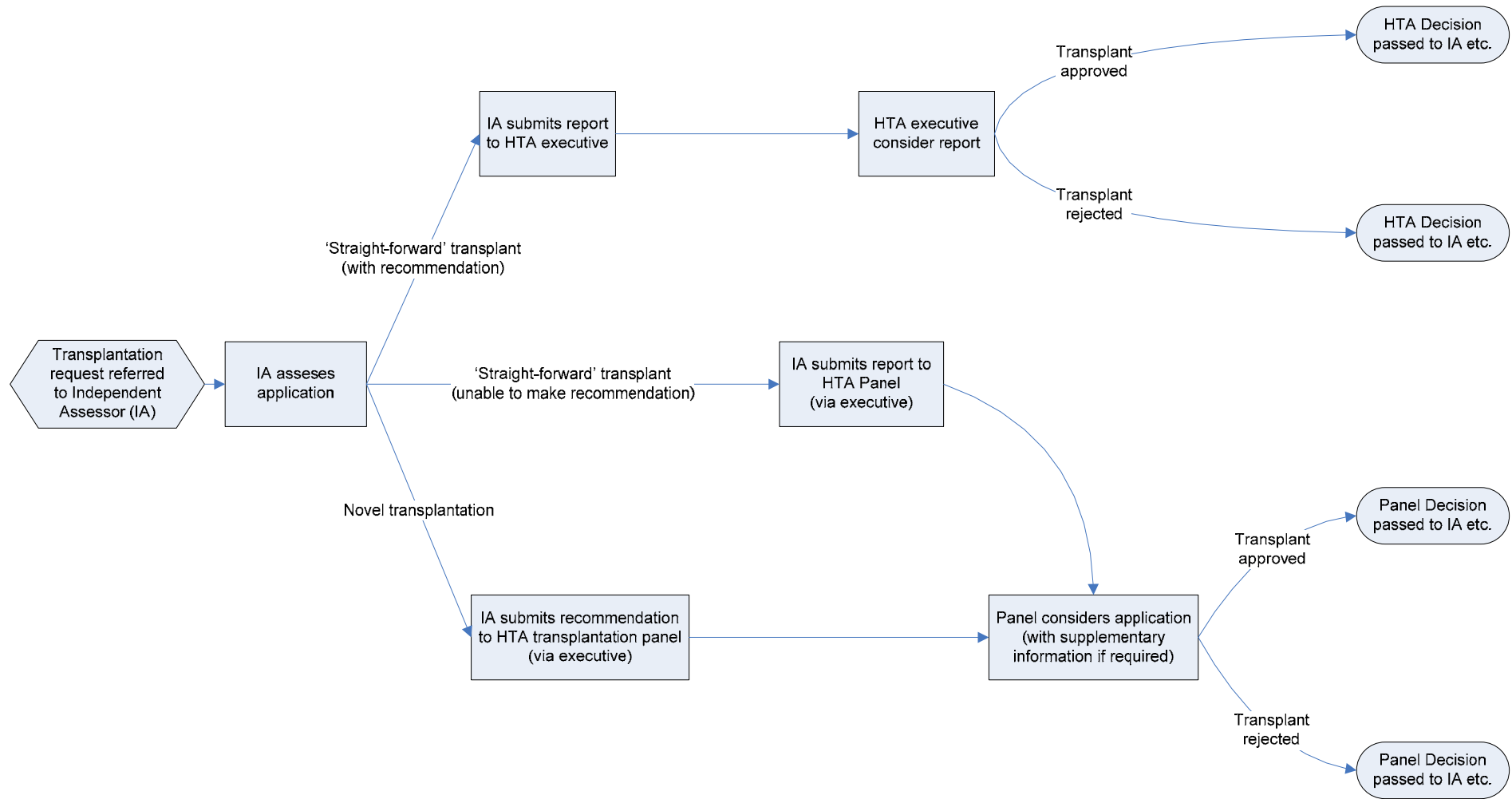
In cases where IAs do not have access to the HTA website, referrals can be faxed to 020 7211 3430. These should be clearly marked Solid Organ Transplant. However, electronic referrals are encouraged wherever possible, to assist the HTA in making its decisions as quickly as possible.

Decisions are only valid for **6 months** from the date of the notification email. If surgery does not take place within 6 months then the assessment process will have to be repeated and a new report submitted to the HTA.

4. Overview of the process

The flowchart below shows the various stages of the assessment and approval process and the users involved at each stage.

HTA Transplantation approval process



5. Support for the online submission system

If you experience any problems using the online system please contact:

Mandip Kaur

Tel: 020 7211 3414

Email: transplants@hta.gov.uk

6. Contingency system

Should the online system be unavailable for any reason the process for submitting reports will be as follows (the steps should be followed in sequence):

1. If the system cannot be accessed online, assessors should retry after a few hours and if still unavailable, again on the following day.
2. If the system still cannot be accessed, complete an electronic version of the report using the word template which can be downloaded from the HTA website. You can submit this report by email, post or fax.

Email your reports to transplants@hta.gov.uk with **IA Form** in the subject line

Or send a hard copy to:

Transplants

Human Tissue Authority

15-17 Furnival Street

London EC4A 1AB

Or send a copy by fax:

Attention: **Transplants**

Fax number: 020 7211 3430

Subject: Solid Organ Transplant

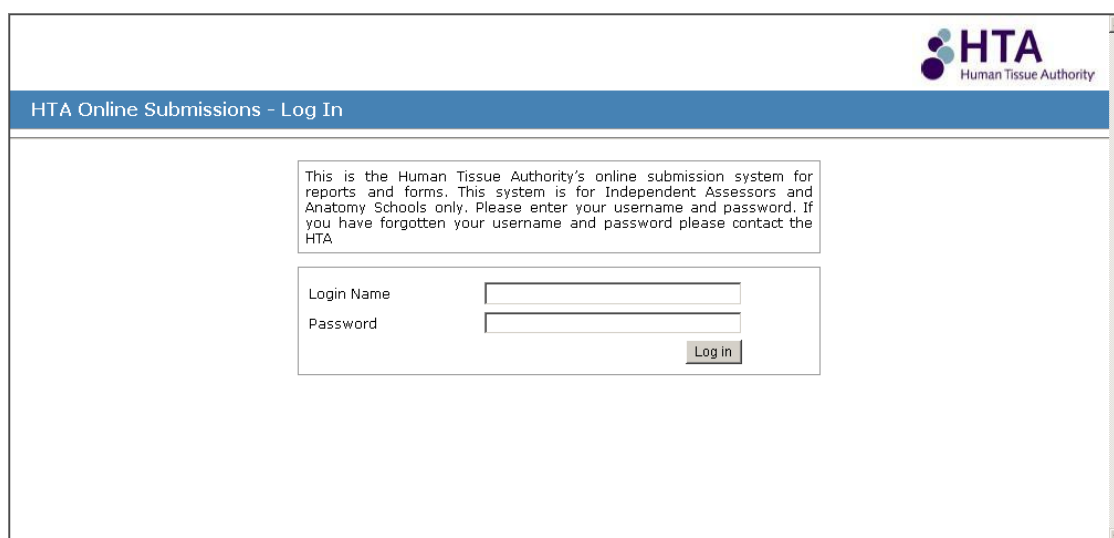
7. Operational instructions

Please note that that the online system was developed to be compatible with Internet Explorer. However, it is possible to use the system if you have the most recent version (8.1) of Netscape, although the formatting and functionality will appear in a slightly different way than it would if you had Internet Explorer.

If you have an old version of Netscape then it is advised that you upgrade your system to use Internet Explorer. It is also recommended that even if you do have the most recent version of Netscape, it is still better to change to Internet Explorer nevertheless, in order to be able to utilise the system optimally.

To access the online submission system

- Access the HTA's website at: www.hta.gov.uk/transplantation.cfm
- Click on the link for Independent Assessors and then click on the link which says: Enter the online submission system for IA reports
- Enter your login and password.



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HTA Online Submissions - Log In

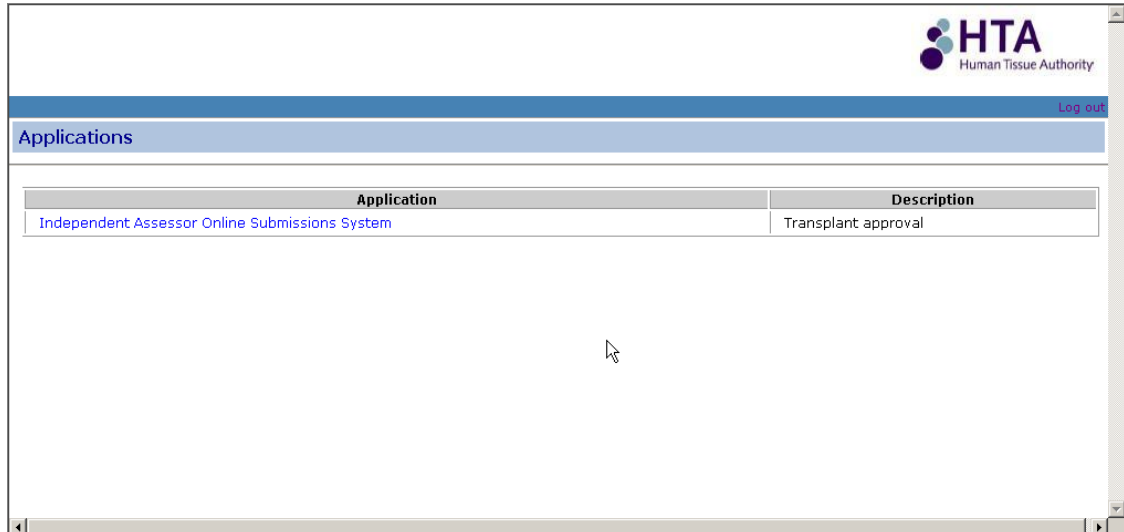
This is the Human Tissue Authority's online submission system for reports and forms. This system is for Independent Assessors and Anatomy Schools only. Please enter your username and password. If you have forgotten your username and password please contact the HTA

Login Name

Password

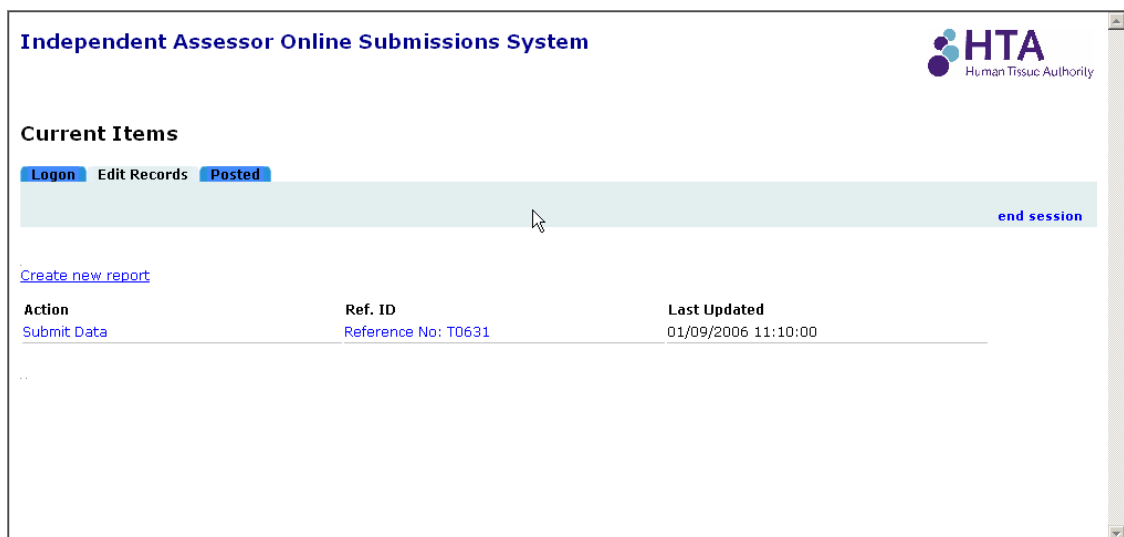
Log in

- Select 'Independent Assessor Online Submission System' from the list of applications



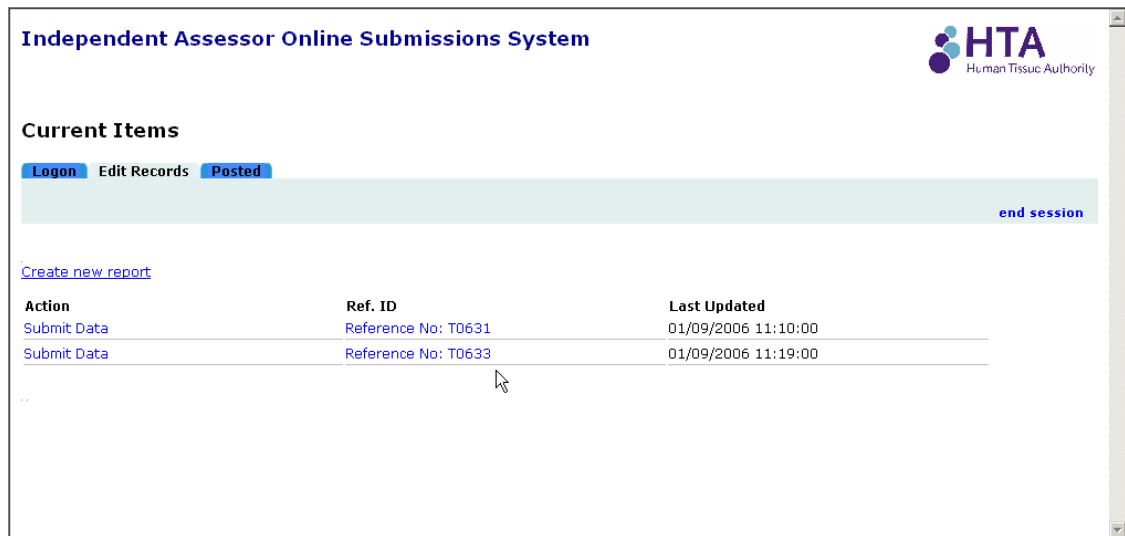
To start a new report

- Select the 'Edit Records' tab.



- Click on 'Create new report'.

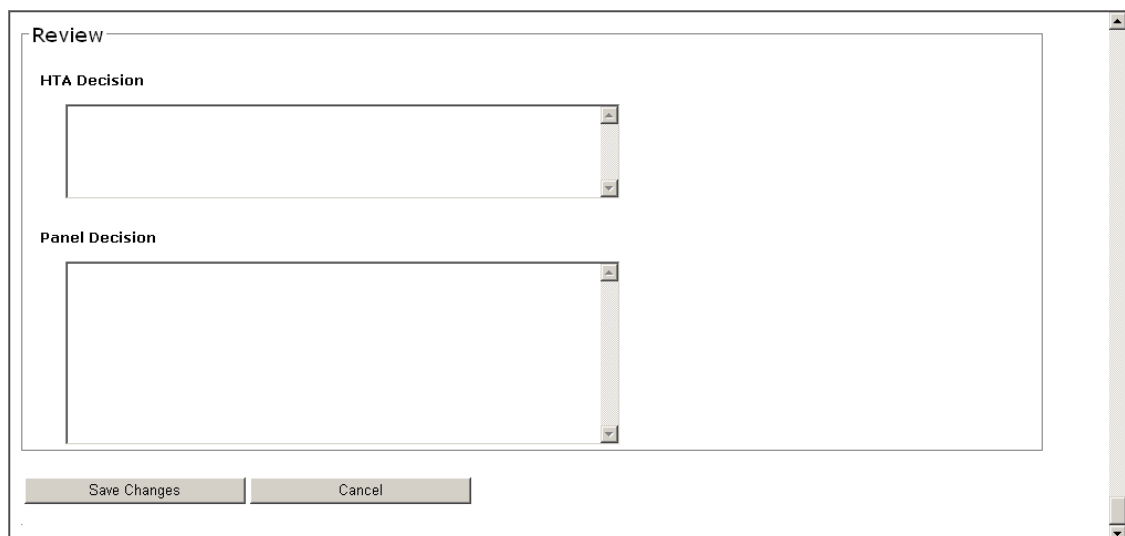
- A new report appears at the bottom of the list.



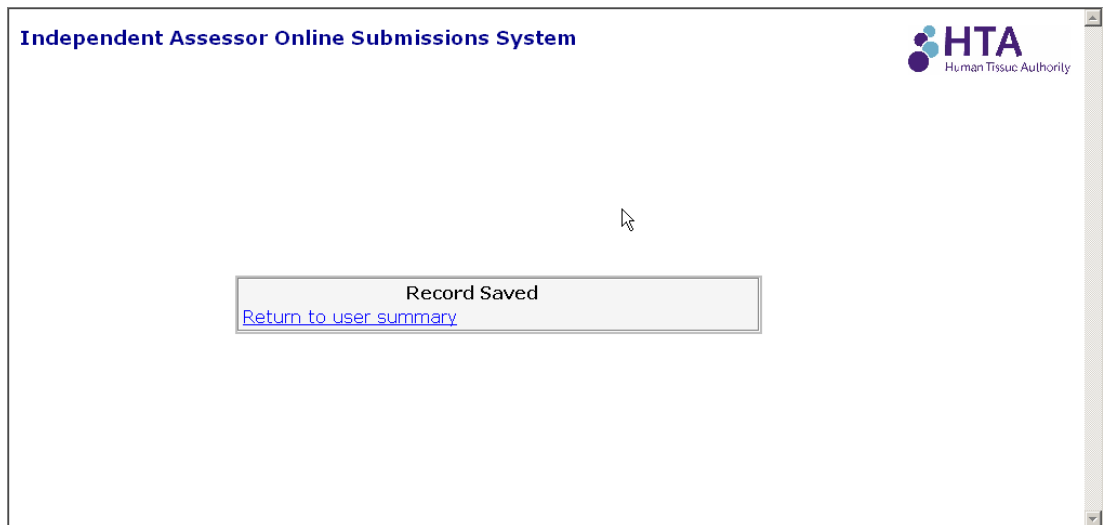
- The system automatically generates the reference number for the report. You will receive this via an automatic email alert each time you save or submit a report.
- Click on the new report's reference number to open and edit it.
- All fields marked with an asterisk are mandatory.

To save a report

- To save a partially completed report and return to it later click 'save changes' at the end of the report



- Then click on 'Return to User Summary'. This takes you back to the main screen.



- An automatic email alert is sent to you confirming that you have saved the report and includes the reference number.

To edit a saved report

- Select the 'Edit Records' tab.
- Select the report from the list you wish to edit by clicking on its reference number.
- You can continue to save your amendments as many times as you wish before submitting the report.
- If you click 'cancel' at the end of the report you will return to the main screen without saving your changes.

To submit a report

- To submit a completed report, select the 'Edit Records' tab.

Independent Assessor Online Submissions System

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Current Items

Logon Edit Records **Posted**

[end session](#)

[Create new report](#)

Action	Ref. ID	Last Updated
Submit Data	Reference No: T0631	01/09/2006 11:10:00
Submit Data	Reference No: T0633	01/09/2006 11:19:00

- Click on 'Submit Data' next to the reference number of the report you wish to submit. An automatic email alert is sent to you confirming that you have submitted the report and includes the reference number. Please note that once you have submitted a report you can not make any further amendments to it.

To view a submitted report

- Select the 'Posted' tab.
- Click on the reference number of the report you wish to view.

Submitted	Reference No:T0593	31/08/2006 12:20:00
Submitted	Reference No:T0594	31/08/2006 12:34:00
Submitted	Reference No:T0596	31/08/2006 14:15:00
Submitted	Reference No:T0597	31/08/2006 14:26:00
Submitted	Reference No:T0606	31/08/2006 15:57:00
Submitted	Reference No:T0607	31/08/2006 16:04:00
Submitted	Reference No:T0608	31/08/2006 16:14:00
Submitted	Reference No:T0609	31/08/2006 16:19:00
Submitted	Reference No:T0610	31/08/2006 16:46:00
Submitted	Reference No:T0611	31/08/2006 16:49:00
Submitted	Reference No:T0612	31/08/2006 16:49:00
Submitted	Reference No:T0613	31/08/2006 16:51:00
Submitted	Reference No:T0614	31/08/2006 16:51:00
Submitted	Reference No:T0615	31/08/2006 16:51:00
Submitted	Reference No:T0617	31/08/2006 17:15:00
Submitted	Reference No:T0633	01/09/2006 11:19:00
Submitted	Reference No:T0634	01/09/2006 11:24:00

- Please note that you cannot make any further amendments to the report.

To print a report

- The 'Print' button at the top of the form allows you to print your report at any stage of the process.

8. Specific guidance for completing the report

Below is specific guidance for some of the questions on the form:

General Notes

In the free text fields, you should aim to provide concise but informative responses. The maximum word limit on these fields is 1500 characters.

The 'Print' button at the bottom of the form allows you to print your report.

Section A

3. and 8. NHS/CHI number

The CHI (Community Health Index) number is often used in Scotland as the unique patient identifier

4. Type of transplant

The HTA has provided a list of dropdown options for the types of transplants which IAs might be expected to assess.

This list is not exhaustive. The 'Other' box is to allow for other possibilities. Based on the frequency of entries into the 'Other' box, these options will be incorporated into the dropdown list at a later reiteration of the database.

5. Category of transplant

If you select one of the directed donation options for this question then you must complete questions 6 to 10. In the case of pooled/paired donation you will be completing the details for the donor's partner, not the actual recipient of the organ.

If you select a non-directed donation please go to question 11.

10. Accompanying narrative

The written referral from the clinician should contain copies of evidence of the relationship. Photographic and/or documentary evidence may include: marriage certificates, passports, testimonials, affidavits, bills / documents showing proof of living at same address, joint photographs of donor and recipient.

You may also be requested to provide this information to the HTA as supporting evidence if your case is referred to the Panel.

Section B

12. Contact details of the living donor coordinator

The clinician's referral should include email contact details of the living donor co-ordinator. This is to ensure that s/he can be informed of the HTA's decision.

Please ensure that the correct email address is entered (with the @ sign) as this will be the address we send a notification of the decision to.

14. Contact details of the donor's clinician

The clinician's referral should include email contact details of the clinician responsible for the donor. This is to ensure that s/he can be informed of the HTA's decision.

Please ensure that the correct email address is entered (with the @ sign) as this will be the address we send a notification of the decision to.

15. The transplant unit

The transplant unit is the hospital where the donor is worked up. This will usually be the unit that nominated you.

16. The transplant centre

The transplant centre is the hospital at which the surgery will take place. In some cases this will be the same as the transplant unit.

Section C

Where the prospective donor is a child or an adult without the capacity for consent, the referring unit should seek the advice of a court of law (not applicable in Scotland), prior to referral to the HTA.

19. Is the donor a child or adult lacking capacity

If you select yes then questions 20 to 23 are mandatory. If you select no then please go to question 24.

Section D

The written referral from the clinician should contain a copy of the form HTA IT (DC) if an independent translator has been required (see Section 7 of Guidance document for further detail).

You may also be requested to provide this form as supporting evidence if your case is referred to the Panel.

24. Communication difficulties

If there were communication difficulties with either the donor or the recipient/partner then questions 25 to 28 are mandatory. If there were no communication difficulties go to question 31.

28. Type of communication difficulties.

More than one of the following options may be selected : 'Language', 'Hearing', 'Speech', 'Other'.

If language is selected then questions 29 and 30 are mandatory.

For all other options go to question 30.

Section E

Questions 31 to 33 are mandatory.

Question 34 is mandatory for paired/pooled donations and should be completed if you selected paired/pooled in Section A point 5.

Questions 35 (i) and (ii) are mandatory for altruistic donations and should be completed if you selected altruistic in Section A point 5.

Section F

Questions 36 and 37 are mandatory.

Section G

All parts of this section are mandatory.

In (ii), one of the 3 options must be selected.

You should also give a summary of why you have selected this choice.