

**Maine Medical Center  
Maine Transplant Program  
Policies and Procedures  
Waitlist Management Policy**

**Purpose**

To outline a uniform Policy for placing transplant candidates on the waiting list, maintaining their status while listed, and removing them as indicated.

Policy: it is the Policy of the Transplant Program to list all appropriate candidates for transplantation using established listing criteria in a fair and nondiscriminatory manner. Defined criteria for listing will be utilized by the multidisciplinary team, with consideration of additional inclusion and exclusion criteria for transplantation.

**Procedure:**

1. Transplant listing criteria will be established and maintained to guide the multidisciplinary team in determining appropriateness for consideration by the Transplant Candidate Review Committee.
2. Multidisciplinary team members will evaluate the candidate in person or via a remote visit. In person evaluation will be completed by the RN Coordinator, Nephrologist and/or Surgeon, and Social Worker. Other team members that may complete their evaluation remotely include Nutrition, Pharmacy, and the Financial Coordinator.
3. Multidisciplinary team members will document their evaluations in the patient medical record prior to Transplant Candidate Review (TCR) Committee.
4. At TCR, candidates who have been evaluated will be reviewed and determined by the Committee to meet listing criteria, be denied for listing, or in rare circumstances, deferred pending additional information. Documentation of TCR decisions and criteria used will be in the patient EMR.
5. Candidates meeting listing criteria will be listed in UNET as active or inactive per decision of the TCR Committee. The candidate, referring nephrologist, and dialysis center (if appropriate) will be notified in writing of UNET listing within 10 days.
6. The Pre Transplant team will convene on a monthly basis to review candidate status and readiness for transplantation.
7. Candidates on the waiting list will be reevaluated as deemed appropriate by the multidisciplinary team and will include assessment by MD, nursing, social work, nutrition, and pharmacy. Candidates who are likely to be approaching transplantation within 12 months will be reevaluated and readied for transplant using established transplant inclusion and exclusion criteria.
8. Candidates waitlisted for kidney transplantation may be listed as “Active” (or UNOS status 1 with eligibility to receive kidney offers) or “Inactive” (or UNOS status 7 without eligibility to receive offers until reactivated though continue to gain waiting time).  
Reasons for inactivity include:
  - Acute illness
  - Evaluation incomplete/outstanding required testing
  - Suboptimal adherence with various aspects of care not limited to medications, dialysis, and diabetes control

- Inability to get to Maine Medical Center when called for transplantation within 6 hours

Once such issues are resolved, the candidate will be reactivated. All status changes are communicated to the candidate and their dialysis facility/primary nephrologist within 10 days.

9. Candidates may be removed from the waiting list at any time based on a recommendation by the clinical team. Removal may occur for reasons of transplantation, death, non-compliance, patient request, relocation, or continued inability to meet criteria for listing or transplantation. Removals from the waiting list will occur within 24 hours of the event, notification of death, or decision to remove, and a letter sent to the candidate and dialysis center within 10 days. Removal from the waiting list will be documented in the patient record including reasons for removal.
10. In instances where a transplanted patient is placed back on the waiting list, documentation of the original date of removal and date of new placement on the waiting list is available in the UNET status history or via Epic transplant phase review.
11. Candidates placed back on the waiting list may be eligible for reinstatement of waiting time. The RN Coordinator will coordinate this request in accordance with UNOS Policy guidelines and procedures.
12. Waitlist time may be transferred to another program per the request of a candidate and if meeting UNOS requirements. The RN Coordinator will coordinate this request and complete necessary steps per UNOS Policy.

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