User manual
SAE/SAR
(11june2018)

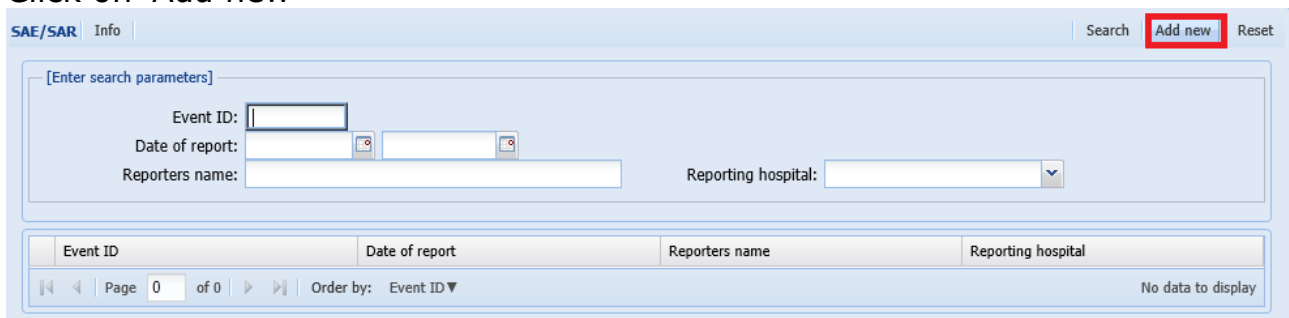## Contents

1. Find the menu SAE/SAR

Misc -> SAE/SAR
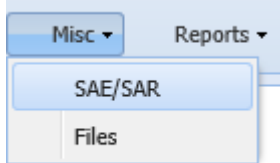
2. Find an existing SAE/SAR registration

When you enter the menu 'SAE/SAR' you get a variety of possibilities for entering search parameters. The system brings forward all events, however if you wish to limit the number search on one parameter or combine more parameters.

3. Register a new SAE/SAR

Click on 'Add new'

4. Event and Description

Start entering information.

To select from predefined lists in grids, click in the box a list of value will appear. In the 'Specify' box next to each selected value it is possible to make a free text comment.

Most of the fields in 'Event' and 'Description' tabs are mandatory to fill in. If you try and save and data is lacking you will get a warning.
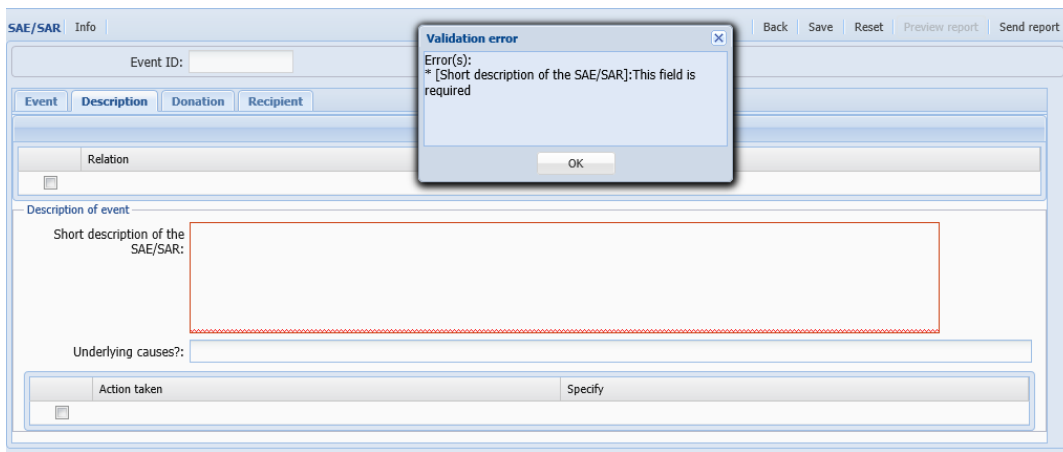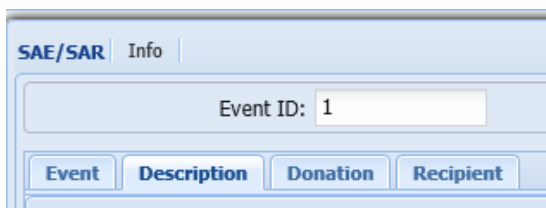
Fill in the missing information and save data then you will get an Event ID

5. Donation _or_ Recipient

Information should only be registered **either** in 'Donation' or 'Recipient' tab.
By selecting '0: Donation' or '1: Recipient', only the correct tab will appear.

Register information in 'Donation' tab if the SAE/SAR in any way is _related to a donor_
- One or more recipients are affected by deceased donor organ transplantation
- Living donor

Register information in 'Recipient' tab if the SAE/SAR is related to one recipient and has _nothing to do with an organ donor_

5.1 More about the donation tab (event related/connected to organ donor)

Click in the donor field to bring forward a pop-up to select the donor involved

To find the donor press search or enter one or more search parameters to limit the number of donors.

Click on the specific donor and data will be transferred.

After selecting the donor – save data to get list of recipients

The list will contain recipients (top) related to the selected donor and organs exported (bottom) out of Scandiatransplant.

To register if the recipient was involved in the incident and to update information on the recipient, please click on the line with recipient information

Then a new window will open up, if you register that the recipient was not involved, no further information is needed, however if the recipient was involved more data entry is needed.

If the recipient belongs to another center than the reporter, the recipient center can update the information by entering the original SAE/SAR event and update the information through the 'Donation tab'.

Recipient information | Info   Back | Save | Reset

Scandianumber: 197988   Involved in incident: Y: Yes

First name: First name: L.   Last name: Surname: N.

Treatment type: LI   AB0: 0

Country code: DK   Tx center code: CP: København

Short description:

Underlying causes?:

Action taken recip

	Action taken	Specify
☐		

Clinical consequences of the SAR:

Clinical outcome of the SAR:

5.2 More about the recipient tab (event is <u>not</u> related to an organ donor)

Click in the recipient field to bring forward a pop-up to select the recipient involved.
To find the recipient press search or enter one or more search parameters to limit the number of recipients.

SAE/SAR | Info   Back | Save | Reset | Preview report | Send report

Event ID: 3

Event | Description | Donation | **Recipient**

Has the SAE occured in relation to/affecting only one recipient?

Please fill in info in this tab, if only one recipient is affected,
and the incident is not related to the organ donor

	Occurence	Specify
☑	1: Transplantation	Organ droped on the floor
☐		

Recipient:

Affected organ(s)

Pancreas: ☐   Islets: ☐   Heart: ☐

Registered recipients | Info   Search | Reset

[Enter search parameters]

SCANDIANUMBER: Country:

First name: Last name:

Date of birth: Tx center:

SCANDIANUMBER	Country	Tx center

|◀ ◀ Page 0 of 0 ▶ ▶| Order by: SCANDIANUMBER ▼   No data to display

Select the recipient involved and data will be transferred, add additional information.

6. Sending report – acute

When you are done with the initial data registration and you need to inform the involved transplant centers within Scandiatransplant *acute* you can preview and send the report.

Using the 'Send report' function will notify
all coordinators on the involved centers with a SMS and an email
and the competent authority with email.

7. Sending report – _not_ acute

Each day at 10 O'clock CET reports changed and created within the last 24 hours will automatically be included in an email to all coordinators and competent authorities.

So, if you don't need to send out an acute message, the sending of reports will be handled automatically by YASWA.