Stem Cell Registry
Transplant Centre Reference Manual
Section 4 – Requesting Patient Searches

Revision #1

Legacy Doc Number 60 020

Revision History

Version	Detail
1, Amdt 0	CR #17603: New document created from UBMTC0101 as per corporate LINK project CR #17400: Stem Cell Brand Renewal CR #17719: WMDA Search & Match API
1, Amdt 1	CR 18842 Medium Complexity: Stem Cell Registry search enhancements. SCNSS users can no longer create activation and search requests until potential patient duplicate assessment is resolved by Search Analyst.
1, Amdt 2	CR# 19043 Medium Complexity: Added instructions to automate the process to change Canadian or CBS patient status to "stopped" (international patients are already automatically stopped) in the Stem Cells Registry Solutions System.
1	StCR-23-000586 Updates to work instructions to prepare for and support the implementation of WMDA Connect API.

OVERVIEW

All Canadian Transplant Centres (CTC) who signed a Data Sharing Agreement with Canadian Blood Services Stem Cell Registry (Stem Cell Registry), will be authorized access to the Stem Cell Registry Stem Cells National Systems Solution (SCNSS) database to directly conduct their patient searches.

To initiate a patient search, the Stem Cell Registry requires a minimum HLA-A, HLA-B, HLA-C, and HLA-DRB1 typing at Common, Intermediate and Well-Documented alleles (CWD) level.

A World Marrow Donor Association (WMDA) Donor search will automatically be run using default search settings as soon as a new or reactivated patient is saved and will be automatically rerun by WMDA every night with Active patient status. The search settings can be modified for a patient when required.

WMDA Cord Blood Unit (CBU) and Fax International search requests need to be manually created as needed.

SEARCH ASSISTANCE:

The Stem Cell Registry strongly recommends obtaining high resolution typing results for HLA-A, B, C, DRB1 and DQB1 as soon as possible. Performing high resolution typing will aid in quickly identifying the best matched donors or CBUs.

The Stem Cell Registry Search Analyst (SA) can be consulted by a Follow-Up task or an email regarding how to adjust the 'Settings' of a search request to ensure optimal donors/CBUs are less likely missed.

A Difficult Search Review will be completed by the Stem Cell Registry SA as required. This is an in-depth analysis of the issues that make the search difficult. Tailored search strategy is provided in which specific donors or CBUs, if needed, are highlighted and extended typing or verification typing requests may be suggested. The Stem Cell Registry will do its best to provide an urgent search review in three business days, and a standard search review in five business days.

REPEATING SEARCHES:
New prospective donors/cord blood units are continually being added to the Stem Cell Registry and International Registries. Therefore, repeating the searches of applicable registries as determined by the CTC is important for patients who have not found an acceptable matched registrant/CBU. As WMDA automatically performs a refresh of Active patients searches every night, CTC only need to manually request repeat searches of applicable Fax International Registries or Cord Blood Banks as needed.

DEFINITION OF SEARCH OPTIONS:

- WMDA Donor – Search World Marrow Donors Association Search & Match Service database for donors

- WMDA CBU – Search World Marrow Donors Association Search & Match Service database for CBUs

- Fax International – Search International Registry or Cord Blood Bank

  Note[1]:   ***FAX International search should only be used for donors that do not have a GRID, or in cases where the donor or CBU is not available in the WMDA search results (for example, from a registry that may not frequently upload donors/CBUs to WMDA).***

  Note[2]:   ***Bone Marrow Donors Worldwide (BMDW) has been rebranded to World Marrow Donor Association (WMDA) Search & Match service and you may see these terms used interchangeably.***

PROCESS

4.1. Submit Search Request	4.1.1. Submit search request as per **CO-00289** *Stem Cells National Systems Solutions User Manual, Section 16*: *Canadian Transplant Centres.*
	Note[1]: *Ensure correct entry of as much information as required to initiate or reactivate a patient search request. Not providing all information may cause a delay of a search request being fulfilled.*
	• Search for patient profile • Ensure patient's status is Active, if patient profile is found • Create patient profile, if no patient profile exists • Attach copy of patient's HLA laboratory typing • Attach Patient's HLA antibody test report and HLA family typing report if available.
	4.1.2 If the system identifies a potential duplicate patient file, a warning message will appear. It will not be possible to request any searches or activations before the Stem Cell Registry SA completes an assessment.
	Note[2]: *If unable to access SCNSS, send the following to the Stem Cell Registry:* • *Completed World Marrow Donor Association Preliminary Search Request form. To obtain WMDA forms, visit https://www.wmda.info/professionals/optimising-search-match-connect/wmda-forms/* • *Copy of patient's HLA laboratory typing report.*

PROCESS

4.2. Run Search	4.2.1. Request WMDA CBU search and Fax international search(es) as required. *Note¹:* *WMDA Donor search is automatically run with default settings.* 4.2.2. Receive and view Match Results/Search Reports. • WMDA Donor search • WMDA CBU search if requested • Receive notification from Stem Cell Registry SA that FAX international search reports are available, if requested *Note²:* *WMDA Donor search and WMDA CBU search are automatically re-run every night for patients with Active status. Search Settings can be changed to get different Match Results. Fax International re-run searches need to be manually requested -as required.* 4.2.3 Save *Match Results* in the WMDA Donor/CBU search if satisfactory. Use Acknowledge button to remove the pink background of the existing records in Match Results. *Note³:* *If unable to access Stem Cell National Systems Solution (SCNSS):* • *Receive WMDA search reports from Stem Cell Registry SA when available* • *Send request or Fax International Search based on WMDA search report to Stem Cell Registry SA* • *Receive Fax International search report, if requested from Stem Cell Registry SA when available.*

PROCESS

4.3. Update Patient Search Request	4.3.1. Search for patient profile. 4.3.2. Update existing patient profile, according to changes required. • Open existing patient profile and update (refer to Step 4.2 if need to re-run searches). *Note[1]:If HLA typing has been updated, new match run will be performed automatically on existing WMDA search(es).. Any Fax International Search requests will have to be manually requested again with the new typing, as needed.* *Note[2]: If there is no activity related to the patient profile after 6 months, the patient status will automatically be changed to Stopped with status reason No Activity in the last 6 Months and a task will be sent to notify the CTC.* *Note[3]: If unable to access Stem Cell National Systems Solution (SCNSS):* • *Send updated World Marrow Donor Association Preliminary Search Request form and HLA Lab reports if applicable. To obtain World Marrow Donor Association forms, visit https://www.wmda.info/professionals/optimising-search-match-connect/wmda-forms* • *Receive updated WMDA search reports from the Stem Cell Registry SA* • *Receive Fax International search reports, if requested, from the Stem Cell Registry SA.*
4.4. Requesting Difficult Search Review	4.4.1. A Difficult Search Review can be requested as needed. Click the button titled "Request Difficult Search Review" found on the WMDA Donor Search. Complete the HLA Matching Criteria and Save. 4.4.2. A task titled "Patient – Difficult Search Review Completed" will be received in the Worklist when the SA completes the review. The completed review is a non-editable SYS11 form and can be found in the Patient Profile/Attachments assignment block.

PROCESS

4.5. Patient Transfers	4.5.1. Notify the Stem Cell Registry SA at search.analyst@blood.ca indicating the patient has been transferred to another Transplant Centre <u>prior</u> to making any changes in patient's profile in SCNSS.
	4.5.2. Receive notification from the Stem Cell Registry Search Analyst to proceed with accepting patient transfer from another Transplant Centre and perform search(es). Refer to Step 4.1.
	Note: *Activations previously requested and not tested will be subject to review by the Stem Cell Registry to determine whether the activation can be cancelled or must continue. The Stem Cell Registry will notify the Transplant Centre if the cancellation request is declined or accepted.*

ASSOCIATED DOCUMENTS:

Sys11, *Difficult Search Review form*

S10, *Preliminary Search Request (World Marrow Donor Association form)*

CO-00289, *Stem Cells National Systems Solutions User Manual: Section 16 Canadian Transplant Centres*

CO-00238, *Stem cell Registry Transplant Centre Reference Manual, Section 14**, **Postponements and Cancellations*

SUMMARY PAGE

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