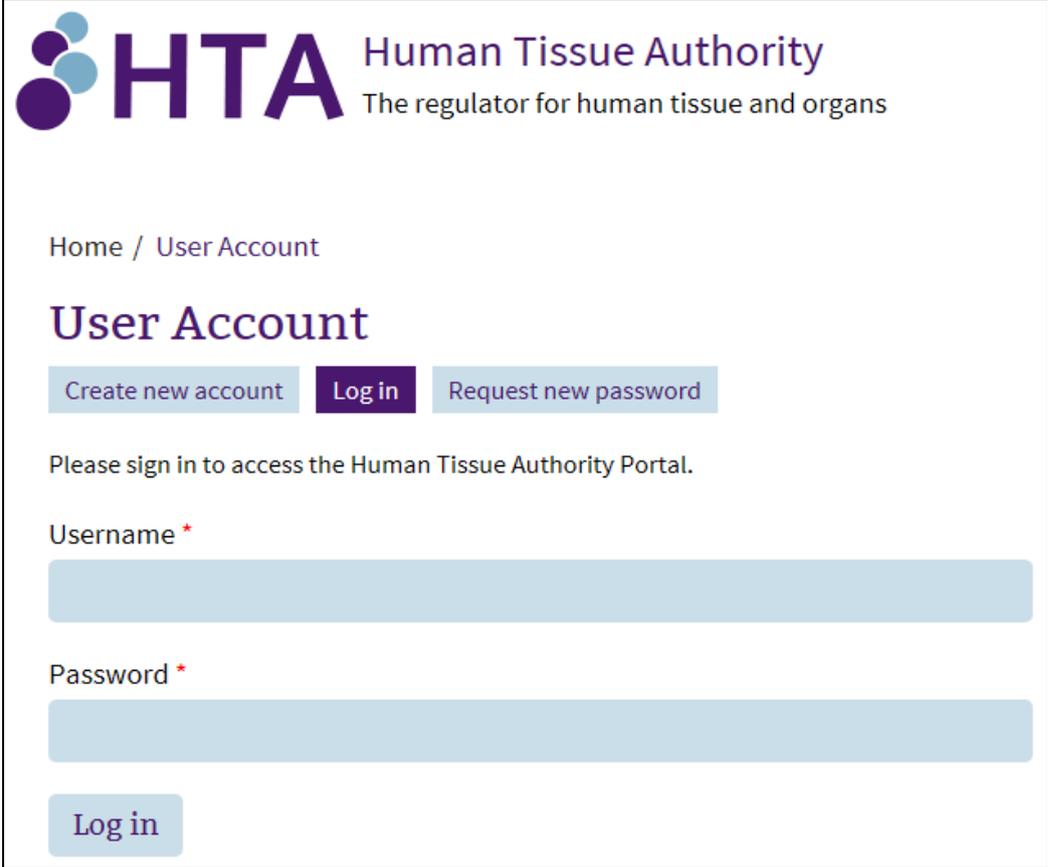


Living organ donation assessments

Portal user guide for Accredited Assessors (AAs)

Accessing the portal

The [HTA portal](#) is accessible via the homepage of the [HTA website](#) (top right hand side of the page). Once you click on the link to access the portal, the login screen will look like this:



The screenshot shows the HTA Human Tissue Authority logo and tagline 'The regulator for human tissue and organs'. Below the logo is a breadcrumb trail 'Home / User Account' and the heading 'User Account'. There are three buttons: 'Create new account', 'Log in', and 'Request new password'. A message states 'Please sign in to access the Human Tissue Authority Portal.' Below this are two input fields: 'Username *' and 'Password *'. At the bottom is a 'Log in' button.

You need to enter your email address into the 'username' field and your password into the 'password' field. You will then be logged into the portal.

Please note: Newly accredited AAs who have completed AA training will need [to register for access to the portal](#). Once your details have been registered, access to the AA report section will be available within five working days.

Once you log into the portal, the screen will look like this:



Transplant and living donation ▾

Welcome

If you have just registered a new account please note that it can take up to 24 hours for your account to be verified and for you to be given appropriate access to your forms. If you have an urgent report to submit please call us on 020 7269 1900.

If you are a Designated Individual or Person Designate you will find your forms listed under your licence number in the menu above.

If you are an Independent Assessor or Accredited Assessor you will find your forms listed under 'Transplant and living donation'.

You are advised to change your password frequently and to use a strong password that combines upper case and lower case letters as well as numbers.

You can change your password in your [User Account](#) settings.

Please do not share your login details with anyone else. If someone in your team needs to submit reports they will need to register for their own account first.

If you have any portal related questions or problems you can [contact us via our website](#), by emailing licensing.enquiries@hta.gov.uk or by calling us on 020 7269 1900.

The HTA produces a newsletter every two months which offers an overview of news, activities and information about the areas we regulate. All Designated Individuals, Organ Donation and Transplantation named contacts, Independent Assessors and Accredited Assessors should receive this automatically but if you do not receive it please [contact us via our website](#). Persons Designate and Corporate Licence Holders can [register to receive the newsletter here](#).



Creating and accessing AA reports

To create a report, click '*Transplant and living donation*' at the top of the screen. An orange banner will appear, please select the option that says '*Accredited Assessor Report*'.



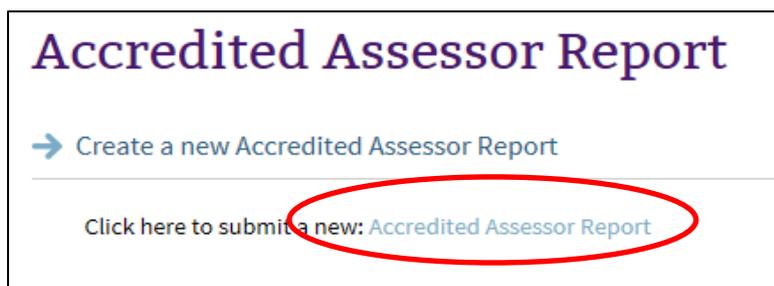
This area allows you to:

- create a new report,
- return to reports that are in progress, and
- access reports which have been submitted (these are locked and not editable).

You can return to this area at any time during report drafting by clicking '*Transplant and living donation*' at the top of the page once you have saved your draft.

There is no limit to the number of reports that can be saved as a draft version.

Under the heading '*Create a new Accredited Assessor Report*' please select the '*Click here to submit a new application under: Accredited Assessor Report*' button to create your report. The screen will look like this:



You are now ready to create your report. A detailed guide about the information AAs need to provide in each section is provided [in the table below](#). Please note, alongside providing the relevant information, it is important that AAs also include, where possible, details from the conversations they have had with the donor, person consenting on behalf of the donor and the recipient. These details will assist the HTA LOD team in assessing the case.

When each page is complete, press the 'Next page >' button at the bottom of the page. You will not be able to press the 'Next page >' button if mandatory information highlighted with this symbol (*) has not been entered, a prompt will appear on the screen to remind you to complete the section you have missed.

Saving your report

The 'Next page >' button also acts as a save button, so each time you press it, the information entered up to that point will be saved.

If you are logging out before you have submitted the report, you must click 'save draft'. If you do not do this, any work you have completed up to that point will be lost.

When you click the 'save draft' button, the system will automatically take you back to the top of that page. The message at the top of the page will say 'Submission saved. You may return to this form later and it will restore the current values'.

Summary of report sections:

Report section	Mandatory information
Section A – Type of transplant	In this section, AAs are asked to confirm the date of the accredited assessment, and that they have read, understood and applied the guidance issued by the HTA. AAs are asked to confirm the type of transplant and if the transplant will be taking place in Scotland. If yes, please indicate this in the report to ensure you see the relevant report sections for Scotland.
Section B – Details of donor, recipient and transplant unit	Details on the donor, recipient and referral / transplant units must be entered here. AAs are asked to ensure the names of the donor and recipient are spelt correctly and match the referral letter to avoid any unnecessary delay in the HTA LOD Team assessing the case.

Report section	Mandatory information
Section C – Details of person consenting on behalf of the donor	<p>Details of the person consenting on behalf of the donor and the relationship of the donor to the person consenting on their behalf must be entered here.</p> <p>In this section, AAs are asked to provide details of a court approval if it has been required.</p>
Section D - Communication	<p>This section should be used to highlight any communication difficulties with those interviewed and how any communication difficulties were overcome.</p> <p>Please include details of where a child has not been interviewed due to their very young age or any other reasons.</p> <p>If a translator has been required, please include their details and confirmation that they are independent.</p>
Section E – Understanding of the risks and procedure	<p>The AA must provide information on the donors understanding, to an age appropriate level, and acceptance of the nature of the procedure and the risks involved in the donation (where will the Bone Marrow/PBSC be taken from, what do they know about the procedure, how might they feel afterwards, etc).</p> <p>The AA must also provide information on the person consenting on behalf of the donor’s understanding and acceptance of the nature of the procedure and the risks involved in the donation (where will the Bone Marrow/PBSC be taken from, what will the procedure involve, state risks mentioned and the convalescence period etc.).</p> <p>The AA must confirm that the donor and person consenting on behalf of the donor understands that they are able to withdraw consent and do not wish to do so at present.</p>
Section F – Duress, coercion and reward	<p>AAs must provide information on the details of the discussions had during the interviews with the donor, the person consenting on behalf of the donor, and the recipient, in order to determine (as far as possible) that:</p> <p>There was no evidence of duress or coercion affecting donor’s decision or the person consenting on behalf of the donor’s decision to give consent;</p> <p>There was no evidence of an offer of reward that would affect the donor’s or the person consenting on behalf of the donor’s ability to give consent.</p> <p>The report must contain any evidence of duress, coercion or reward affecting the decision to give consent. Where the AA</p>

Report section	Mandatory information
	<p>has not witnessed any evidence of duress, coercion or reward, the AA must still detail that this is the case. There must be sufficient evidence for the HTA to exercise an independent judgement. It must include not only that the AA reached a conclusion that there is no evidence, but also the rationale as to why the AA reached that conclusion. Therefore, it is important to include details from the actual conversations had with the parties involved. Any body language you observe during your interview should also be included.</p> <p>The HTA must be able to exercise an independent judgment in considering whether it can be satisfied that that no reward has been, or is to be given, and that there is no duress or coercion.</p>
Section G – Best interest assessment	<p>In this section AAs are asked to provide details from the discussion regarding the donor's best interest with the person consenting on behalf of the donor. As the donor's best interest is an important, it is essential that AAs provide as much detail from the actual conversation as they can.</p> <p>AAs are also given an opportunity to draw to the HTA's attention any other issues which may be relevant to the case decision and are not covered elsewhere in the report.</p>

Please also refer to the relevant HTA guidance:

- [HTA Guidance to Bone Marrow and Peripheral Blood Stem Cell Transplant Teams and Accredited Assessors in England, Wales and Northern Ireland](#)
- [Guidance for transplant teams, Independent Assessors and Accredited Assessors in Scotland](#)

When you have completed your report, you will need to upload the donor referral letter and attach it to the case.

Please note: If you are unable to upload the referral letter please speak to a Stem Cell Coordinator. The letter can also be sent via email to transplants@hta.go.uk . Please ensure that if you are sending the referral letter via email, that you use the BO case reference number and do **not** include any patient identifying information.

The screen will look like this:

Please upload the following documentary evidence:

- Donor referral letter

Please note: There is a 5mb upload limit on each file.

If you are unable to upload these documents please send them to the HTA Living Donation Assessment Team in the pre-paid envelope provided

Document upload

The documents can be uploaded in any of the following formats: gif, jpg, png, txt, rtf, html, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, rar and zip.

You now have the option to either submit or save your report. If you wish to submit your report click 'Submit'. The report will be sent to the HTA. If you wish to submit the report later click 'save draft' and you will be able to edit and submit the report at a later stage.

Once you have submitted your report, the portal will generate a case number, which will be displayed on the screen. The screen will look like this:

Accredited Assessor Report

Thank you for submitting your report to the HTA. The reference number for this report is **B00662**.

A confirmation email for this report submission has also been sent to you.

This case will now be considered for approval. We aim to assess bone marrow / PBSC cases within five working days. The timeline starts from the point at which the HTA has all the information it needs to assess the case.

Kind regards

Living Donation Assessment Team

[Go back to the form](#)

Once you have submitted your report

Notification emails

Once the report has been submitted you will receive an automatic email to confirm that the report has been submitted. The report will then be considered by the HTA Living Organ Donation (LOD) Team.

The HTA aims to assess all cases within five working days. The timeline starts from the point at which the HTA has all the information required to assess the case.

Further information required

If further information is required before a decision can be made, a member of the HTA LOD Team will call you or send you an email to request this. If this happens, the timeline will then re-start from the point at which you have provided any additional information that the HTA has requested. It is important that you are available to be contacted after you have submitted your report in case the HTA LOD Team needs any further information.

Once a decision has been made the AA, Stem Cell Coordinator(s) and Medical Practitioner will receive an automatic email containing a link. To view the decision you will need to click on the link and log into the portal. You will then see a list of all the cases you have submitted and the HTA decisions on each of these. The most recent decision will appear at the top of the list.

Extra functions

a) Autosave

The '*Next page* >' button at the bottom of the page saves the form every time it is pressed.

b) Copy and paste

You can copy and paste from a word document into the form if you would prefer to do so.

c) Back button

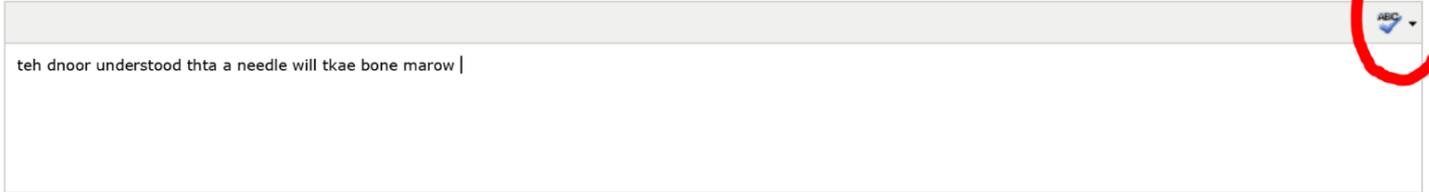
You can use the '< *previous page*' button at the bottom of the page to scroll back through the sections of the form. You will not lose any saved information by doing this.

d) Spell checker

Please use the spell check option to see any typographical errors made in your report. Use the left click on your mouse to bring up the spell checker.

Please provide full details of the donor's, to an age appropriate level, understanding of the nature of the medical procedure and the risk involved. *

teh dnoor understood thta a needle will tkae bone marow |



Please provide full details of the donor's, to an age appropriate level, understanding of the nature of the medical procedure and involved. *

Toggle Spell Checker

teh dnoor understood thta a needle will tkae bone marow



Please provide full details of the donor's, to an age appropriate level, understanding of the nature of the medical procedure and the risk involved. *

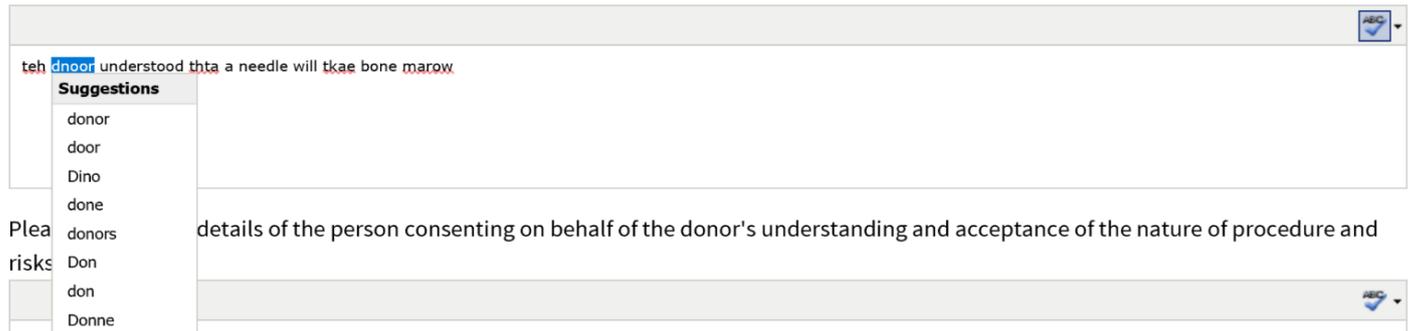
teh dnoor understood thta a needle will tkae bone marow

Suggestions

- donor
- door
- Dino
- done
- donors
- Don
- don
- Donne

Plea
risks

details of the person consenting on behalf of the donor's understanding and acceptance of the nature of procedure and



Contacts

For technical issues regarding the portal, please contact our main switchboard number (020 7269 1900) and ask to speak to our IT team. In the event that the portal is unavailable, please use the [AA Contingency Report](#) template to submit your report directly to transplants@hta.gov.uk .

If you have any queries regarding the content of the AA report, please do not hesitate to contact the HTA LOD Team on 020 7269 1900 or transplants@hta.gov.uk.