



# UNet<sup>SM</sup> University Curriculum Guide

# Contents

- WHAT IS UNET UNIVERSITY? ..... 3**
  - Secure Enterprise<sup>SM</sup> ..... 3
  - Waitlist<sup>SM</sup> ..... 3
  - DonorNet<sup>®</sup> for OPOs or DonorNet<sup>®</sup> for TXCs ..... 3
  - TIEDI<sup>®</sup> ..... 4
  - Kidney Paired Donation<sup>SM</sup> (KPD) ..... 4
  
- Who Would Benefit from this Curriculum? ..... 5
  
- What Does the Curriculum Include? ..... 5
  
- SECURE ENTERPRISE..... 7**
  - Introduction ..... 7
  - Menu Options ..... 7
  
- WAITLIST ..... 8**
  - Introduction ..... 8
  - Menu Options ..... 8
  
- DONORNET FOR OPOS OR DONORNET FOR TXCS..... 9**
  - Introduction ..... 9
  - Menu Options for DonorNet for OPOs ..... 9
  - Menu Options for DonorNet for TXCs ..... 10
  
- TIEDI ..... 11**
  - Introduction ..... 11
  - Menu Options ..... 11
  
- KIDNEY PAIRED DONATION (KPD) ..... 13**
  - Introduction ..... 13
  - Menu Options ..... 13
  
- NAVIGATING UNOS CONNECT..... 14**
  - Steps for printing a transcript: ..... 14
  - Community discussion board ..... 15
  
- LEARNING CONTRACT..... 17**

## What is UNet University?

---

UNet University features six online e-learning modules that will orient you or your staff to the UNet system. After working their way through the modules, transplant professionals will understand how UNet works and how to use it to perform their job-related tasks. This free training is available through UNOS' learning management system, UNOS Connect. This onboarding tool provides end-user training to promote effective use of the UNet system and encourages employee engagement and retention.

### ***Secure Enterprise<sup>SM</sup>***

Secure Enterprise is a gateway to the UNet system and other UNOS-developed transplant applications that you access through a single internet address. This secure and flexible system allows users to access multiple transplant applications from the same starting point, based on their permission status. Depending on their security permission, members can access Waitlist, DonorNet, TIEDI, and KPD in order to manage their patients. This portal also houses Critical Data, System Notices, and Training Announcements. You can also use Secure Enterprise to access UNOS Connect, the UNOS calendar, OPTN policies and by-laws, and the Patient Safety Contact List.

### ***Waitlist<sup>SM</sup>***

Waitlist allows transplant center staff to add, change, or remove candidates from the national transplant candidate waiting list after a transplant physician completes the evaluation. Waitlist contains information UNet uses to match potential organ recipients with available deceased donor organs. Match lists are specific to both geographic area and organ type: heart, lung, kidney, liver, pancreas, pancreas islet, intestine, heart-lung, kidney-pancreas. Each time a donor organ becomes available, the computer generates a list of potential recipients based on factors that may include: genetic similarity, organ size, medical urgency, and time on the waiting list. Through this process, every time a transplantable organ becomes available, a computerized list is generated that best matches waiting candidates with the donated organ.

### ***DonorNet<sup>®</sup> for OPOs or DonorNet<sup>®</sup> for TXCs***

DonorNet allows Organ Procurement Organizations (OPOs) to add donors to the national transplant data system, run the donor/potential transplant recipients matching lists, and place donated organs with a computer-matched transplant patient. For example, a member of the OPO procurement team enters information into DonorNet about the donor, such as blood type, age, size, and condition at the time of death. After entering the information, the procurement team member "runs a match" to obtain a list of potential transplant recipients. From this point, the organs may be allocated to specific transplant candidates in order of the match list. While working to allocate the organs, the OPO may attach important information to a donor's record and share it with the on-call transplant coordinator. The OPO may also send an e-mail to the transplant coordinator that contains a secure link to specific donor

information posted in DonorNet. Transplant centers may access donor information in DonorNet to help them make placement decisions. Transplant center staff would also use it for other donor/potential transplant recipient functions such as entering offer responses, verifying organ offer refusals, managing test match runs, and center-specific match results. Histocompatibility laboratories may also access DonorNet to import crossmatch results.

### **TIEDI®**

The Transplant Information Electronic Data Interchange (TIEDI) is the OPTN data entry system for transplant centers, organ procurement organizations, and histocompatibility labs across the country. Its purpose is to:

1. Report post-transplant data and events for recipients
2. Manage Living Donors
3. Report deceased donor data after an organ has been donated

Records have been standardized to present data in a consistent order. Integration of OPTN data tracks changes from waitlisting through the follow-up process. Other enhancements make it easier to create and complete interim graft failure reports and patient transfers. Additional functionality is available for users who wish to easily import data from their local Clinical Data Systems, or export their submitted data for use at their site. New reporting systems provide the user with both summary and detailed views of outstanding records and compliance directly through the application.

### **Kidney Paired Donation<sup>SM</sup> (KPD)**

Kidney paired donation is a transplant option for candidates who have a living donor who is medically able, but cannot donate a kidney to their intended candidate because they are incompatible. Paired exchange donation consists of two or more kidney donor/recipient pairs whose blood types are not compatible. The two recipients trade donors so that each recipient can receive a kidney with a compatible blood type. Once all donors and recipients have been tested, the transplant center will schedule the kidney transplant surgeries to occur simultaneously. The OPTN operates a national KPD system, which is open to all OPTN-approved transplant programs that perform living donor kidney transplants.

## Who Would Benefit from this Curriculum?

We designed UNet University for new transplant professionals, but even those professionals already familiar with UNet can benefit. The curriculum promotes effective use of the data systems and supports accurate data submission.

Overall learning objectives:

- Navigate job-related UNet applications
- Explain how policy is reflected in the UNet system
- Recognize how UNet applications are interrelated

## What Does the Curriculum Include?

The e-learning modules include practical exercises as well as policy explanations and an overview of additional resources such as the Help Documentation available in UNet. Screenshots and demonstrations supplement the training throughout. Plus, knowledge checks throughout the training give you a chance to apply what you just learned.

Distinct sections for each module allow you to learn at your own pace. If interrupted, you can pick up where you left off. We offer a suggested path for you to follow, but you can customize the modules, depending on what your organization needs.

Depending on your UNet permission level, you may not be able to see everything in the curriculum. Before you begin the training, you may want to log in to Secure Enterprise / UNet to view your access and talk with your Site Administrator. Doing so will ensure you have the appropriate level of permissions needed for your role. Additionally, enhancements are added to Secure Enterprise and UNet applications on occasion which may change how the system looks. We will update the curriculum annually to ensure the most up-to-date views.

After taking the UNet University curriculum in UNOS Connect, consider orienting yourself to the UNet environment using DemoPortal. It is not recommended to train in the active applications. You can request DemoPortal through UNOS Customer Service (800) 978-4334 or e-mail [unethelpdesk@unos.org](mailto:unethelpdesk@unos.org).

Since UNOS is a designated Approved Provider by American Board for Transplant Certification (ABTC), you'll earn Category 1 Continuing Education Points for Transplant Certification (CEPTC) for each module.

The curriculum offers an optional Learning Contract (see page 16) for learners to take responsibility for their own learning. Managers will need to help employees apply their new knowledge after they complete the training. This contract documents the employee's

commitment along with the manager's agreement to support their employee's performance development.

A community discussion board is included with the curriculum. This board allows you to exchange ideas and lessons learned with other students. This feature is a key component of the social learning built within UNOS Connect. Once you register for a UNet University module, we will automatically enroll you in the discussion board. We'll notify you by e-mail when the board is ready for you to access. This optional feature facilitates collaboration between members and makes it easier to share ideas and knowledge.

# Secure Enterprise

---

## Introduction

### What is Secure Enterprise?

Secure Enterprise is a gateway to the UNet system and other UNOS-developed transplant applications that you access through a single internet address. This secure and flexible system allows users to access multiple transplant applications from the same starting point, based on their permission status. Depending on their security permission, members can access Waitlist, DonorNet, TIEDI, and KPD in order to manage their patients. This portal also houses Critical Data, System Notices, and Training Announcements. You can also use Secure Enterprise to access UNOS Connect, the UNOS calendar, OPTN policies and by-laws, and the Patient Safety Contact List.

### How to use this educational module

This introductory-level module will familiarize new employees with Secure Enterprise. Using it will help you recognize key tools that you will need to use on a regular basis.

For managers: We encourage you to build your staff offerings specific to your organization's needs.

CEPTCs: 1.0

### Menu Options

- Welcome to Secure Enterprise
- Data Collection
- Patient Safety Reporting
- Patient Safety Contact
- Secure Enterprise Review

# Waitlist

---

## Introduction

### What is Waitlist?

Waitlist allows transplant center staff to add, change, or remove candidates from the national transplant candidate waiting list after a transplant physician completes the evaluation. Waitlist contains information UNet uses to match potential organ recipients with available deceased donor organs. Match lists are specific to both geographic area and organ type: heart, lung, kidney, liver, pancreas, pancreas islet, intestine, heart-lung, kidney-pancreas. Each time a donor organ becomes available, the computer generates a list of potential recipients based on factors that may include: genetic similarity, organ size, medical urgency, and time on the waiting list. Through this process, every time a transplantable organ becomes available, a computerized list is generated that best matches waiting candidates with the donated organ.

### How to use this educational module

This introductory-level module will familiarize new employees with Waitlist. Using it will help you recognize key tools you will need to use on a regular basis.

For managers: We encourage you to build your staff offerings specific to your organization's needs.

CEPTCs: 1.5

### Menu Options

- Welcome to Waitlist
- What are Acceptance Criteria
- Adding a Candidate
- ABO Verification
- Updating and Editing a Candidate
- Status History
- Removing a Candidate
- Searching for Removal History
- Waitlist Review



# DonorNet for OPOs or DonorNet for TXCs

---

## Introduction

### What is DonorNet?

DonorNet allows Organ Procurement Organizations (OPOs) to add donors to the national transplant data system, run the donor/potential transplant recipients matching lists, and place donated organs with a computer-matched transplant patient. For example, a member of the OPO procurement team enters information into DonorNet about the donor, such as blood type, age, size, and condition at the time of death. After entering the information, the procurement team member "runs a match" to obtain a list of potential transplant recipients. From this point, the organs may be allocated to specific transplant candidates in order of the match list. While working to allocate the organs, the OPO may attach important information to a donor's record and share it with the on-call transplant coordinator. The OPO may also send an e-mail to the transplant coordinator that contains a secure link to specific donor information posted in DonorNet. Transplant centers may access donor information in DonorNet to help them make placement decisions. Transplant center staff would also use it for other donor/potential transplant recipient functions such as entering offer responses, verifying organ offer refusals, managing test match runs, and center-specific match results. Histocompatibility laboratories may also access DonorNet to import crossmatch results.

### How to use this educational module

These introductory-level modules will familiarize new employees with DonorNet. Using them will help you recognize key tools you will need to use on a regular basis.

For managers: We encourage you to build your staff offerings specific to your organization's needs.

CEPTCs: DonorNet for OPOs 2.0; DonorNet for TXCs 1.5

### Menu Options for DonorNet for OPOs

- Welcome to DonorNet
- OPO Notification Default Contact Numbers
- Adding a Deceased Donor
- ABO Verification
- ABO Subtyping
- Running a Match
- Uploading Files
- Electronic Organ Notification Process

- OPO Console
- Offer Response
- Finding a Specific Candidate
- Crossmatch
- Re-execute a Match Run Based
- Closing a Match
- Grant Import Access
- Death Notification Registration
- Reports
- Running a Test Match
- DonorNet Review

### **Menu Options for DonorNet for TXCs**

- Welcome to DonorNet
- Contact Management
- Electronic Organ Offer Process
- Communication After a Response is Entered
- Viewing Candidates on the Match
- Finding a Specific Candidate on Match Results List
- Transplant Center Console
- Running a Test Match
- DonorNet Review

# TIEDI

---

## Introduction

### What is TIEDI?

The Transplant Information Electronic Data Interchange (TIEDI) is the OPTN data entry system for transplant centers, organ procurement organizations, and histocompatibility labs across the country. Its purpose is to:

1. Report post-transplant data and events for recipients
2. Manage Living Donors
3. Report deceased donor data after an organ has been donated

Records have been standardized to present data in a consistent order. Integration of OPTN data tracks changes from waitlisting through the follow-up process. Other enhancements make it easier to create and complete interim graft failure reports and patient transfers. Additional functionality is available for users who wish to easily import data from their local Clinical Data Systems, or export their submitted data for use at their site. New reporting systems provide the user with both summary and detailed views of outstanding records and compliance directly through the application.

### How to use this educational module

This introductory-level module will familiarize new employees with DonorNet. Using it will help you recognize key tools you will need to use on a regular basis.

For managers: We encourage you to build your staff offerings specific to your organization's needs.

CEPTCs: 2.0

### Menu Options

- Welcome to TIEDI
- Record Generation
- Searching for Patient Records
- Completing Patient Records
- Interim Reports and Transfers
- Access and Use Worksheets
- Accessing Expected Data
- Viewing Patient History
- Living Donors
- Extra Vessels

- Reports
- TIEDI Review

# Kidney Paired Donation (KPD)

---

## Introduction

### What is KPD?

Kidney paired donation is a transplant option for candidates who have a living donor who is medically able, but cannot donate a kidney to their intended candidate because they are incompatible. Paired exchange donation consists of two or more kidney donor/recipient pairs whose blood types are not compatible. The two recipients trade donors so that each recipient can receive a kidney with a compatible blood type. Once all donors and recipients have been tested, the transplant center will schedule the kidney transplant surgeries to occur simultaneously. The OPTN operates a national KPD system, which is open to all OPTN-approved transplant programs that perform living donor kidney transplants.

### How to use this educational module

This introductory-level module will familiarize new employees with KPD. Using it will help you recognize key tools you will need to use on a regular basis.

For managers: We encourage you to build your staff offerings specific to your organization's needs.

CEPTCs: 0.25

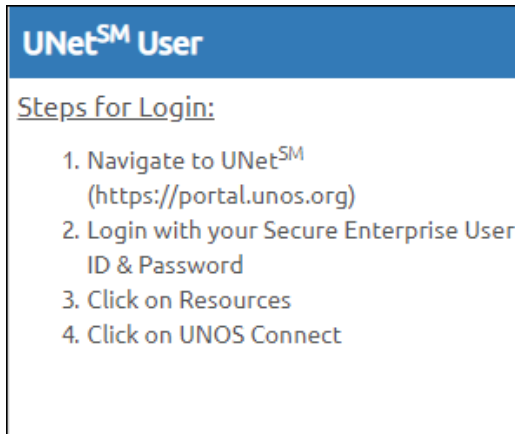
### Menu Options

- Welcome to KPD
- KPD Program
- KPD Review

# Navigating UNOS Connect

---

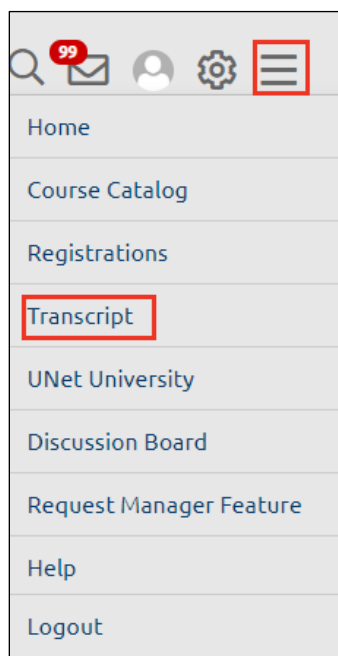
- You can register 24 hours a day through UNOS Connect
- Only officially registered UNet users will be able to access this UNet University course.



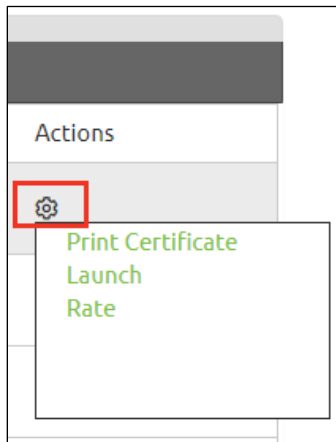
- Find UNet University under Menu
- Once you complete the course, you can access the module or resource at any time.
- You can track your training and print completion certificates with the transcript function on UNOS Connect.

## ***Steps for printing a transcript:***

1. Click Transcript from the UNOS Connect menu.



2. Click the gear icon to the right of your transcript record.



3. Print Certificate or Launch options will display.

### **Community discussion board**

- We'll send you an email announcing your ability to network with others who have taken a UNet University module.
- Under Menu, click on Discussion Board and then click on UNet University Discussion Board. You can reply to previous posts or start a new topic.
- UNet University discussion board conditions of use: This discussion board is a resource tool to benefit and support the organ donation and transplantation community of practice. The content (e.g. text, guidelines, practices, policies, procedures, checklists, study results, hyperlinks) is provided by UNet users who have found the materials useful in their own practice. The content is subject to UNOS' User Generated Content Policy, found here: <https://unos.org/privacy-policy/>. The content is not intended to replace the professional judgment nor the operational guidelines of member institutions in their own practice setting. Any person participating in the discussion board must agree to the following ground rules and if these ground rules can't be followed, you cannot use the discussion board:
  - Be respectful. Personal attacks, profanity, and aggressive behavior are prohibited. Instigating arguments in a disrespectful way is also prohibited.
  - No patient identified, peer review privileged, or other confidential information
  - No vulgar, obscene, or profane language, or "hate speech," which is defined as language intended to foster hatred against individuals or groups based on race, religion, gender, sexual preference, place of national origin, or other improper classification
  - No language that would violate the law if published
  - No suggestion or encouragement of illegal activity

- No seeking of medical advice
- No solicitations or comments that promote a particular service, meeting, conference, workshops or any profit bearing products. This includes solicitations for commercial activity within ANY industry, transplant-related or not.





## Learning Contract

---

A learning contract enables adult learners to take responsibility for their own learning. Managerial support is also necessary to help employees apply their newfound knowledge. A learning contract documents the employee's commitment in conjunction with the manager's agreement to support their performance development. Using this contract is optional. Its use has no bearing on obtaining a UNet University certificate of completion. If used, the contract should remain at your institution.

### My Commitment

In order to maximize the value of my learning and development while attending UNet University, I agree to:

- Complete all assigned sections of the module
- Be actively engaged
- Develop goals for applying what I learned to my work
- Meet with the manager to discuss the module and the goals for applying what was learned
- Share highlights and insights with my co-workers

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Manager's Agreement

As the manager of the employee above, I agree to:

- Assign the sections to be completed
- Meet with employee before starting the module to discuss the most important developmental opportunities the training provides
- Give my direct report the time they need to complete the training and minimize interruptions during the training
- Meet after the completion of the module to discuss the highlights
- Provide support and opportunities for efforts to apply the training

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Target Date for Completion of UNet University modules: \_\_\_\_\_