



# CERTIFICATION FOR EUROPEAN TRANSPLANT COORDINATION

## Certification for European Transplant Coordination

### Modules

Certification can be obtained for the following separate modules:

**Module 1: General Transplant Coordination**

**Module 2: Donation after Cardiac Death (DCD) Coordination**

**Module 3: Living Donor Coordination**

**Module 4: Recipient Coordination**

**Module 5: Tissue Donation Coordination**

The Certificate of European Transplant Coordination (CETC) is obtained on passing Part I (Eligibility) and Part II (Examination). A candidate can be accredited for one or more modules and the CETC will specify which modules he or she has obtained. Eligibility criteria will be established according to the module to be examined.

During an interim period of two years following the creation of the BTC, the certification may be awarded to highly experienced, practising transplant coordinators upon application. In these cases, following submission of the application, the examination may be waived. The decision to waive the examination will be taken by the Executive Committee of the BTC.

### Part I – Eligibility

#### Eligibility

Candidates to sit the exam must fulfil the following criteria:

1. Have a license to practice as a health care professional
2. Have undergone training as a transplant coordinator at a university or training programme recognized by the UEMS/committee.
3. Have been practicing as a transplant coordinator at an officially recognized hospital or local, regional or national sharing office for at least 12 months prior to sitting the exam.
4. Have attended at least one educational congress or meeting.
5. Provide a log book of the number of organ and/or tissue donations managed in the previous 12 months to 60 months. In the case of recipient and living donors, provide a log of the patients managed. The log book must include date, hospital, and function of the transplant coordinator and be signed by the hospital.



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6. Provide details of all training, teaching and publishing in the field of transplant coordination in the previous 12 months to 60 months.
7. Have a competent level of English as initially the exam will be given in this language.
8. Provide copies of all certificates, work experience, existing professional position, and teaching imparted, signed by the institution concerned.
9. Training and experience levels will be measured according to the following point system, candidates must have at least 20 points:

Fulfilment of a recognized course in transplant coordination	10 points
Publication in scientific journal	5 points
Presentation at recognized international congress	8 points
Presentation at national congress	5 points
Participation as teacher in recognized transplant coordination training	8 points

10. Practical experience levels must be documented in the log-book and require the following minimum numbers of procedures performed (cases):

	<b>Module 1</b>	<b>Module 2</b>	<b>Module 3</b>	<b>Module 4</b>	<b>Module 5</b>
	<b>Basic</b>	<b>DCD</b>	<b>Living Donor</b>	<b>Recipient</b>	<b>Tissue Donation</b>
<b>Procedures</b>					
Coordination of Multi Organ donation procedures including abdominal organs and at least in half of the cases thoracic organs including organ preservation, shipping etc. (performed)	25				
Coordination of DCD donation procedures or equivalent donation procedures under medical urgency due to instability including organ preservation, shipping etc. (performed)		15			
Recipient Coordination of transplantations (performed)				30	
Recipient Coordination of transplantations (assisted)	3			10	
Management of waiting list for more				Certificate	



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than 1 year				by employer	
Management of recipient care after transplantation for more than 1 year				Certificate by employer	
Donor management procedures including review of death certification and legal procedures (may be the same cases as coordinated procedures above)	25	15			
Family interviews (may be the same cases as coordinated procedures above)	10	5			
Nationally CME certified congress/course sessions as presenter/teacher	5			1	2
Coordination of Tissue donations (isolated or within multi-organ donation performed), may be part of coordinated procedures as above	5				20
Living donation procedures coordinated (assisted) including donor- and recipient operation	3		25		

The application will be considered by a sub-committee of the BTC. The sub-committee will have three members: the Senior or Junior Secretary and two nominated members of the Division who are not members of the Executive Committee. The applicant will be informed by mail and e-mail of the acceptance or rejection of his/ her application no later than one month after the application was received by the Senior Secretary of the BTC. The call for applications will be opened just after the annual examination and will close 6 months before the next examination. Official announcement of the open call will be made on the ETCO webpage, to all national organizations and by other means.

If the applicant is successful:

The fee of 200 euros, paid on application for eligibility together with the 200 euro eligibility assessment fee, allows the applicant to be examined in all the modules he/she wants to sit at that session. As with the eligibility fee, in exceptional circumstances, an application for a reduced fee can be considered. The reasons for



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such an application must be clarified. Candidates will be informed about the date/ time/ venue of the exam.

Candidates will be provided with the syllabus of the examination which is as follows for each module:

## DOMAINS AND SYLLABUS FOR CERTIFICATION IN TRANSPLANT COORDINATION

		GENERAL TRANSPLANT COORD.	DONATION AFTER DCD	LIVING DONOR COORD.	RECIPIENT TRANSPLANT COORD.	TISSUE DONATION COORD.	RESOURCES	
<b>DOMAIN 1</b>	<b>DETECTION OF POTENTIAL ORGANS AND TISSUE DONORS AND DIAGNOSIS OF DEATH.</b>							
	Detects of high risk death patients	X						<a href="#">Syllabus</a>
	Detects brain death patients	X					<a href="#">Resources</a>	<a href="#">Syllabus</a>
	Identify potential DCD donor	X	X				<a href="#">Resources</a>	<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Comprehensive understanding the epidemiology of death in the area of influence	X	X					<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Comprehensive understanding of the epidemiology of brain death	X						<a href="#">Syllabus</a>



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Comprehensive understanding of epidemiology of cardiac arrest	X	X					<a href="#">Syllabus</a> <a href="#">Syllabus</a>
Comprehensive understanding of the criteria concepts and criteria for the diagnosis of brain death	X						<a href="#">Syllabus</a>
Comprehensive understanding of the criteria for the diagnosis of death by cardiac arrest	X	X					<a href="#">Syllabus</a> <a href="#">Syllabus</a>



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<b>DOMAIN 2</b>	<b>INDICATIONS AND CONTRA-INDICATIONS OF ORGAN AND TISSUE DONATION AND TRANSPLANTATION.</b>							
	Able to understand the indications of solid organs transplantation	X		X				<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to understand the indications of solid organs donation	X	X					<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to understand the indications of tissue transplantation	X				X		<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to understand the indications of tissue donation	X	X			X		<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to understand the contraindications of solid organs transplantation	X		X				<a href="#">Syllabus</a>
	Able to understand the contraindications of solid organs donation	X	X	X				<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to understand the contraindications of tissue transplantation	X				X		<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to understand the contraindications of tissue donation	X	X			X		<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>



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Able to identify a suitable living donor	X		X				<a href="#">Syllabus</a> <a href="#">Syllabus</a>
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		GENERAL TRANSPLANT COORD.	DONATION AFTER DCD	LIVING DONOR COORD.	RECIPIENT TRANSPLANT COORD.	TISSUE DONATION COORD.	RESOURCES	
<b>DOMAIN 3</b>	<b>MANAGEMENT OF DEATH DIAGNOSIS AND ORGAN AND TISSUES RETRIEVAL.</b>							
	Able to procure support, if necessary, to brain death diagnosis	X						<a href="#">Syllabus</a>
	Able to organize /procure the ICU facilities for donor management	X						<a href="#">Syllabus</a>
	Able to organize the OR facilities for organ retrieval	X						<a href="#">Syllabus</a>
	Able to organize the OR facilities for tissue retrieval	X				X		<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Ability to facilitate tissue retrieval	X				X		<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to facilitate DCD organs and tissues retrieval	X	X				X	<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Comprehensive knowledge of transplant outcomes for organs compromised by ischemia (warm and cold)	X	X					<a href="#">Syllabus</a> <a href="#">Syllabus</a>



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<b>DOMAIN 4</b>	<b>IDENTIFICATION OF CLINICAL RISK EVALUATION AND DATA COLLECTION AND INTERPRETA- TION IN THE EVALUATION OF ORGANS AND TISSUE DONORS</b>							
	Able to obtain a clinical history of potential donor	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>		<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to describes indication for ECG, echocardiography, abdominal echography in the evaluation of donor	<b>X</b>		<b>X</b>				<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to identify general clinical risk factors in the clinical history for organs and tissue donations	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<a href="#">Resources</a> <a href="#">Resources</a>	<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to organize an storage system of all clinical and lab data related to donation and transplantation	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>		<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>



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<b>DOMAIN 5</b>	<b>FAMILY APPROACH</b>							
	Able to approach family of potential donors for asking/requesting donation	<b>X</b>	<b>X</b>			<b>X</b>		<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to support relatives of donor before/after donation	<b>X</b>	<b>X</b>			<b>X</b>		<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to perform in a suitable/polite way clinical history aimed to identify co morbidities in the donor	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>	<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to support of organ donor (living donor)	<b>X</b>		<b>X</b>				<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to support relatives of living donor	<b>X</b>		<b>X</b>				<a href="#">Syllabus</a> <a href="#">Syllabus</a>



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<b>DOMAIN 6</b>	<b>EDUCATIONAL AND PROMOTIONAL ASPECTS OF ORGANS AND TISSUE DONATION AND TRANSPLANTATION</b>							
	Able to identify the needs of information about donation / transplantation of the community	X						<a href="#">Syllabus</a>
	Able to identify the needs of information about donation / transplantation of the mass media	X						<a href="#">Syllabus</a>
	Able to participate in programs of promotion of donation / transplantation in the community	X						<a href="#">Syllabus</a>
	Able to participate in programs of promotion of donation / transplantation for mass media professionals	X						<a href="#">Syllabus</a>
	Able to participate in educational programs for training of transplant coordinators	X						<a href="#">Syllabus</a>



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<b>DOMAIN 7</b>	<b>MANAGEMENT OF ORGANS AND TISSUES PROGRAMS</b>							
	Identify the structure of organ donation and transplantation programs	X						<a href="#">Syllabus</a>
	Identify the resources for maintaining the activities of organs and tissues donation	X						<a href="#">Syllabus</a>
	Demonstrates an understanding of the managerial & administrative responsibilities of the Transplant Coordination teams	X						<a href="#">Syllabus</a>
	Demonstrates an understanding of the managerial & administrative responsibilities of the transplant teams	X						<a href="#">Syllabus</a>
	Knows the prevalence of diseases that can obtain a benefit of organs and tissue transplant	X						<a href="#">Syllabus</a>
	Comprehensive knowledge of costs of each organs and tissue transplants area	X						<a href="#">Syllabus</a>



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<b>DOMAIN 8</b>	<b>ORGANS AND TISSUES ALLOCATION</b>							
	Comprehensive understanding of immunology: ABO compatibility, HLA matching, cross match, rejection and immunosuppression	X		X		X		<a href="#">Syllabus</a> <a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to organize the transport of organs and tissues	X				X		<a href="#">Syllabus</a> <a href="#">Syllabus</a>



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<b>DOMAIN 9</b>	<b>ETHICAL AND LEGAL</b>							
	Able to manage the legal and ethical issues related with brain death donors	<b>X</b>						
	Able to manage the legal and ethical issues related with DCD donors	<b>X</b>	<b>X</b>					<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to manage the legal and ethical issues related with living donation	<b>X</b>		<b>X</b>				<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to manage the legal and ethical issues related with living donation	<b>X</b>		<b>X</b>				<a href="#">Syllabus</a> <a href="#">Syllabus</a>
	Able to manage the legal and ethical issues related with tissue donation	<b>X</b>					<b>X</b>	<a href="#">Syllabus</a> <a href="#">Syllabus</a>



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<b>DOMAIN 10</b>	<b>RECIPIENT TRANSPLANT COORDINATION</b>							
	Able to manage the monitoring of organ recipient	<b>X</b>			<b>X</b>			<a href="#">Syllabus</a>
	Able to identify post-transplant complications	<b>X</b>			<b>X</b>			<a href="#">Syllabus</a> <a href="#">Syllabus</a>

## Module 1: General Transplant Coordination

[BACK TO DOMAINS](#)

### Subject Objective:

Ability to understand the principal aspects related with donation and transplantation of organs and tissues:

Ability to establish a proactive donor detection program

Ability to coordinate multi-disciplinary teams to facilitate organ and tissue donation

### Knowledge:

Comprehensive understanding of the indications and contraindications of organ and tissue transplantation

Comprehensive understanding of immunology: ABO compatibility, HLA matching, cross match, rejection and immunosuppression.

Comprehensive knowledge of the diagnosis of death by neurological and cardio-pulmonary criteria

Comprehensive knowledge of the laws, which support the diagnosis of death and donation



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Comprehensive knowledge of the medical exclusion criteria for organ and tissue donation

Principles of donor management

Principles of family approach

Knowledge of the retrieval procedures, preservation, packaging, transportation and traceability of organs and tissues

Understanding of the organ allocation system

Principles of management of organizations

Principles of business management

## **Clinical Skills:**

Detection and identification of possible donors

Organ and tissue viability criteria

Facilitation of the diagnosis of death by brain and cardio-pulmonary criteria

Donor management

Family and legal procedures

Coordinate organ and tissues retrieval

Organization of organ and tissue sharing and distribution

Manage a quality system to ensure safety and transparency of practice

## **Professional Skills:**

Ability to work and manage a multi-disciplinary team

Accurate documentation skills

Verbal and non-verbal communication skills

High level of organisational skills

Ability to educate health professionals and the community

Ability to professionally represent the organization to key stakeholders, the community and the media



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## Module 2: Donation after Cardiac Death (DCD) Coordination

[BACK TO DOMAINS](#)

### **Subject Objective:**

Ability to identify the potential DCD donor

Ability to facilitate DCD organs and tissues retrieval

Ability to manage the legal and ethical issues for donation after cardiac death

### **Knowledge:**

Comprehensive understanding of the Maastricht categories for DCD

Thorough knowledge of the legal framework that describes end-of-life care

Understanding of the ethical issues for health professionals in critical care areas

Knowledge of transplant outcomes for organs compromised by warm ischemia

Principles of family approach for donation after cardiac death

### **Clinical Skills:**

Ability to identify potential DCD donors in the clinical setting

Ability to evaluate and assess donor suitability

Communicate effectively with the donor family in the approach for consent

Ability to facilitate organ retrieval to minimise warm ischemic damage

### **Professional Skills:**

Ability to work and manage a multi-disciplinary team

Ability to identify key health professionals in the clinical setting to support DCD

Demonstrate advocacy for donor intentions

High level of organisational skills

Ability to educate health professionals in donation after cardiac death



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## Module 3: Living Donor Coordination

[BACK TO DOMAINS](#)

### Subject objective

Ability to select a suitable living donor

Ability to facilitate living donor transplantation

Ability to manage the legal and ethical issues related with living donation

### Knowledge

Comprehensive understanding of the diseases responsible for organ failure

Indications and contraindications for living organ transplantation

Comprehensive understanding of immunology: ABO compatibility, HLA matching, cross match, rejection and immunosuppression.

Knowledge of pre and post transplant management

Knowledge of post donation and post transplant complications

Knowledge of the legal and ethical issues related with living donation

### Clinical skills

Collect and evaluate data and make recommendations pertinent to potential organ donation and transplantation

Assess suitability for the donor and recipient

Prepare the potential donor and recipient for organ transplantation

Coordinate preoperative care for donor and recipient

Follow-up of the donor and recipient

### Professional skills

Ability to act in a multi-disciplinary environment

Support transplantation research and education

Follow ethical and legal guidelines



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## Module 4: Recipient Transplant Coordination

[BACK TO DOMAINS](#)

### Subject Objective:

Ability to post transplantation monitoring and maintenance

### Knowledge:

Comprehensive understanding of the diseases responsible for organ failure

Indications and contraindications for organ transplantation

Comprehensive understanding of immunology: ABO compatibility, HLA matching, cross match, rejection and immunosuppression.

Knowledge of post transplant management

Knowledge of post transplant complications

### Clinical Skills:

Evaluate objective clinical signs

Monitor laboratory results

Monitor graft function for complications

Identify potential complications and appropriate interventions

Evaluate graft rejection

Recognize signs and symptoms of infections

Maintain patient safety and prevent infections

Evaluate psycho-social response

Educate transplant recipient and family

Initiate patient self-care teaching

### Professional Skills:

Ability to act in a multi-disciplinary environment

Support transplantation research and education

Follow ethical and legal guidelines



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## Module 5: Tissue Donation Coordination

[BACK TO DOMAINS](#)

### Subject objective

Ability to assess tissue donation from living and deceased donors

### Knowledge

Comprehensive understanding of the diseases treatable by tissue transplantation

Indications and contraindications for tissue donation and transplantation

Knowledge of the retrieval procedures, preservation, packaging, transportation and traceability of tissues

Knowledge of the legal and ethical issues related with tissue donation and transplantation

### Clinical skills

Evaluation of donor suitability

Able to undertake consent procedure

Coordinate tissue retrieval

Processing and storage of donated tissue

Creating a database of the grafts available for clinical use

Keeping a registry and monitoring all grafts to ensure their traceability and quality control

### Professional skills

Ability to act in a multidisciplinary environment

Practice evidence-based medicine: audit, clinical trials, journal review

Follow medico-legal and ethical issues

Record and retrieve information from databases

A list of recommended learning resources will be also provided.



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## Part II - Examination

- 1) The examination will be held annually at the ETCO congress.
- 2) Modules will be examined separately and individually.
- 3) Examinations are oral in front of an examination board of three and up to an hour's duration.
- 4) The examination board will be constituted in the following way:
  - a. The chairman - a member of the BTC and an expert in the field being examined. He/she is appointed by the BTC.
  - b. One member of the BTC or an external examiner appointed by the Executive Committee of BTC, not necessarily an expert in the field,
  - c. One representative from ETCO appointed by the ETCO Board.The chairman will appoint a member of the examination board to keep the minutes of the examination process, to be signed by all the committee, forwarded to the Executive Committee of the BTC and filed by the Senior Secretary of the Division.

The examination committee shall not include members of the same nationality as the candidate
- 5) The examination will be conducted in the following way:
  - a. Candidates can be asked on all topics outlined in the syllabus
  - b. Part 1: candidates will be asked direct questions on the syllabus  
Part 2: candidates will be asked to discuss clinical scenarios proposed by the board  
Part 3: candidates will discuss general problems of donation and transplantation.
  - c. A data base of questions, answers and scenarios will be compiled by the ETCO Certification Committee using input from all members of the BTC for the examiners and they will take into account the scientific resources recommended by the committee.
- 6) Adjudication of the exam:
  - a. The examination committee will discuss the candidate's performance in his/her absence and decide on a pass/fail mark. Each member has 1 vote.
  - b. The decision of the committee is final and not open to appeal.
  - c. Candidates are informed of their result by email and in writing within one week of the examination.

## 4. FUTURE AMENDMENTS

The Statutes as well as the Certification (Part 1-Eligibility, Part 2-Examination) Process can be amended following relevant suggestion by a member of the BTC and approval by 2/3 (two thirds) of the countries' members which are represented at



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the time of the discussion of the amendment and providing that 50% +1 of the countries' members of the BTC are represented.