

Checklist of Documentary Requirements for Living Related Donation
(Control No. 2022-_____)

Name of Person Submitting: _____ **Contact No.** 8981-0300 local 4413
Address: HOPE Office, 4th Floor Diagnostic Building, NKTi, East Ave., Quezon City

<p>Name of the Donor / Age/ Sex</p> <p>_____</p> <p>Contact No. _____</p> <p>Address _____</p> <p>Name of Doctor: _____</p> <div style="border: 1px solid black; width: 100%; height: 150px; display: flex; align-items: center; justify-content: center; margin-top: 20px;"> <p>(3 PCS) 2 X 2 LATEST COLORED ID PHOTO</p> </div>	<p>Name of the Recipient/ Age/ Sex</p> <p>_____</p> <p>Contact No. _____</p> <p>Address: _____</p> <p>Name of Doctor: _____</p> <div style="border: 1px solid black; width: 100%; height: 150px; display: flex; align-items: center; justify-content: center; margin-top: 20px;"> <p>(3 PCS) 2 X 2 LATEST COLORED ID PHOTO</p> </div>
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**KINDLY SUBMIT 1 SET ORIGINAL AND 1 SET PHOTOCOPY OF ALL REQUIREMENTS BELOW	
1. Letter of Request from Attending Physician or Social Worker	
2. Medical Abstract of Patient and Donor	
3. PSA Birth Certificate of Recipient and Donor	
4. PSA-Marriage Certificate (if recipient and/or donor is female, and married)	
5. PSA Birth Certificates of Parents (if 1 st cousin / 4 th degree consanguinity; with attached genealogy)	
6. Photocopy of 2 valid IDs (<u>Donor</u> : NBI Clearance and any other valid government ID – National ID, Passport, UMID, PWD ID, SSS ID, Postal ID, Driver’s License, PRC ID, Police Clearance; <u>Recipient</u> : any two (2) of above IDs)	
7. Notarized Joint Affidavit of Proof of Relationship	
8. Deed of Donation (Consent for Kidney Donation)	(To be provided and signed in HOPE office; Notarized after signing)
9. Informed Consent of Donor (Consent to Donate with Acceptance)	
10. Oath of Undertaking	
11. Psychological Evaluation of Donor & Recipient (Optional; from an NKTi or SLMC accredited Psychiatrist or Clinical Psychologist)	
12. Pre-transplantation Orientation (PTO) Certificate (c/o HOPE office)	
13. (T-Cell) Tissue Crossmatching Result (required)	
14. Blood Typing result of Donor & Recipient (done at NKTi lab)	
15. Proof showing that transplant candidate and potential donor have known each other substantially (e.g., pictures)	
16. HTEC Donor Evaluation Fee (get charge slip in HOPE office; Php 5,000)	
17. Others:	
18. Report from the Social Worker (c/o HOPE Social Worker for private cases or MSSD Social Worker for service cases)	

PRIVATE	SERVICE
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Human Organ Preservation Effort
National Kidney and Transplant Institute

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NO.	PROCESS FLOW	ASSIGNED PERSON	TIME INTERVAL	DATE ACCOMPLISHED
START				
STEP 1	PRESENT REFERRAL LETTER TO HOPE	RECIPIENT	5 MINS	
STEP 2	REGISTER IN HOPE E-LOGBOOK	RECIPIENT	10 MINS	
STEP 3	EXPLAIN AND PROVIDE CHECKLIST OF REQUIREMENTS	HOPE STAFF	10-20 MINS	
STEP 4	EVALUATE REQUIREMENTS FOR CORRECTNESS AND COMPLETENESS	HOPE STAFF	15 MINS	
STEP 5	SUBMIT REQUIREMENTS TO HOPE	RECIPIENT – DONOR PAIR	15-30 MINS	
COMPLETE REQUIREMENTS RECEIVED IN HOPE OFFICE BY HOPE STAFF				
STEP 6	SIGNING OF CONSENT FORMS (The following must be present in HOPE Office: 1) Recipient, 2) Donor, 3) Witness of Recipient, 4) Witness of Donor)	RECIPIENT- DONOR PAIR / HOPE STAFF	30 MINS	
STEP 7	SOCIAL WORKER INTERVIEW EVALUATION	MSSD / HOPE RSW	30 - 45 MINS	
STEP 8	SUBMISSION OF SOCIAL WORKER WRITTEN REPORT	MSSD/ HOPE RSW	WITHIN 3 WORKING DAYS AFTER DATE OF INTERVIEW	
STEP 9	SUBMIT CASE TO HOSPITAL TRANSPLANT ETHICS COMMITTEE (HTEC)	HOPE STAFF	EVERY FRIDAYS OF THE WEEK OR EARLIER	
STEP 10	EXPEDITED HTEC EVALUATION	HTEC CHAIR/ CO-CHAIR	WITHIN 3 WORKING DAYS AFTER HOPE SUBMISSION TO HTEC	
STEP 11	NOTIFY PATIENT AND ATTENDING DOCTOR ON HTEC DECISION (Approved, Disapproved, or Pending)	HTEC SECRETARY	24 HRS AFTER INTERVIEW	
STEP 12	RELEASE OF HTEC CERTIFICATION	HTEC SECRETARY	WITHIN 2 DAYS AFTER HTEC APPROVAL	
STEP 13	INSTRUCT TO PURCHASE HANDBOOK FOR RECIPIENT AND DONOR IN HOPE OFFICE	HOPE STAFF	5 MINS	
STEP 14	SUBMIT CASE TO DONOR ADVOCATE (DA) OF THE WEEK	HOPE STAFF	WITHIN 24 HRS AFTER DATE OF HTEC APPROVAL	
STEP 15	SECURE DONOR ADVOCATE APPROVAL (All donor labs must be complete and summary of lab results must be submitted)	HOPE	WITHIN 3 WORKING DAYS FROM DATE OF SUBMISSION TO DA	
STEP 16	NOTIFY PATIENT AND ATTENDING DOCTOR ON DONOR ADVOCATE DECISION	HOPE STAFF	WITHIN 24 HRS AFTER DA APPROVAL	
STEP 17	COLLECT CERTIFICATIONS IN HOPE OFFICE	RECIPIENT- DONOR PAIR	PRIOR TO ADMISSION	
STEP 18	RELEASING OF HTEC, DONOR ADVOCATE, AND HOPE CERTIFICATION	HOPE STAFF	30 MINS	
END				

IMPORTANT NOTE: HOPE WILL NOT ACCEPT AND PROCESS INCOMPLETE DOCUMENTS
FOR INQUIRIES, KINDLY CALL HOPE OFFICE AT 8924-4673/ 0926-053-5000 FROM MONDAY TO FRIDAY (8AM-5PM) ONLY