

Lung Review Board Operational Guidelines

Overview

The purpose of the Lung Review Board (Review Board) is to provide fair, equitable, and prompt peer review of exception requests. The Review Board will review these exception requests and determine if the request is comparable to other candidates with the same score.

Representation

Policy 10.2 Lung Composite Score Exceptions sets the structure and composition of the Review Board.

The membership of the Review Board is comprised of representatives from active lung transplant programs. Review Board members serve a term of 2 years. Service terms will be staggered among the Review Board members with a portion of active lung transplant programs permitted to appoint representatives each term. The Review Board membership is rotated to ensure each transplant program has equal opportunity to participate. Each participating lung transplant program may appoint a primary and an alternate representative. At least 4 of the active lung transplant programs must have performed at least one transplant for a candidate under the age of 12 within the last five years. The Review Board members from lung transplant programs that have performed at least one transplant for a candidate under the age of 12 within the last five years will be given priority for assignment to pediatric cases if they are available.

The immediate past Chair of the Lung Transplantation Committee will serve as the Review Board Chair for a 2-year term. In the event of a Review Board Chair vacancy, the Lung Transplantation Committee Chair will appoint a Review Board Chair.

Qualifications to serve on the Review Board include:

- The Review Board representative must be employed at an active lung transplant program.
 - If a transplant hospital inactivates or withdraws its lung program, the Review Board representative from that hospital may not participate in the Review Board.
 - If a transplant hospital inactivates or withdraws its pediatric lung component, the Review Board representative from that hospital may not participate in the Review Board.
 - The term of the transplant program or component's representative on the Review Board ends upon program or component's inactivation or withdrawal from the OPTN. Should a transplant program reactivate, it may again have the opportunity to be represented on the Review Board during future rotations.
 - It is the responsibility of each transplant program to provide the OPTN Contractor with the contact information for the both the primary Review Board representative and the alternate from their program. Should a representative leave his transplant program, then the program's alternate representative will become the primary Review Board member. The departing member will be removed from the Review Board.
- Complete a conflict of interest and confidentiality statement and orientation training prior to each term of service.
- The primary representative must have at least five years of post-training transplant experience.
- The alternate representative must have at least three years of post-training transplant experience.
- Transplant programs must ensure that Review Board volunteers from their programs meet these requirements.

Chair Responsibilities

The Review Board Chair:

- A. Serves as a liaison between the Review Board and the Lung Transplantation Committee.
- B. May remove members of the Review Board who the Chair identifies as non-responsive to Review Board cases.

Representatives Responsibilities

Review Board representatives must:

- A. Vote on all exception requests and appeals according to the timelines set by policy.
- B. When voting to deny an exception, provide constructive comments that are relevant to the candidate’s clinical information and based on policy or guidance documents. These comments will be provided to the candidate’s lung program.
- C. Notify the OPTN of any planned absences. Requests will not be assigned to representatives who indicate they are out of the office.

The alternate representative will only be assigned cases if the primary representative indicates they are out of the office.

Voting Procedure

The OPTN Contractor will send the exception request or appeal to nine of the Review Board members. If there are fewer than nine reviewers available, the OPTN Contractor will send the case to all available reviewers.

If the assigned Review Board member has not voted within three days of when the OPTN Contractor sends the application or appeal to the Review Board, then the request will be reassigned to another representative.

The Review Board will review all exception requests prospectively. The candidate will not receive the exception score unless or until it is approved.

Voting will close at the earliest of when:

- A majority of all assigned voters have voted to approve an exception request
- A majority of all assigned voters have voted to deny an exception request
- The timeline lapses for the Review Board members to vote on the exception request.
- The Review Board will have five days to vote and exception requests will be decided as follows:

Of the votes submitted, if...	The request is...
The majority vote to approve	Approved
The majority vote to deny	Denied
There is a tie	Approved
No votes are submitted	Approved

A majority is more than half of the votes submitted.

Appeal Process

A candidate’s lung program may appeal the Review Board’s decision to deny an exception request within seven days of receiving the appeal denial notification. All representative comments of denied requests are provided to the lung program. The program must submit additional written information

justifying or amending the requested exception and may include responses to the comments of dissenting Review Board representatives. This additional information will be provided to the Review Board representatives for further consideration. To the extent possible, the appeal will be considered by the same reviewers who considered the initial exception application. Exception requests appealed to the Review Board are adjudicated as described in Voting Procedure, above.

Following a denial on an appeal to the Review Board, the candidate's lung program can appeal to the Committee. The lung program must appeal within 7 days of notification. The program can provide additional written information justifying or amending the requested exception to be sent to the Committee. The Committee will approve or deny each appeal no later than fourteen days following the request to the Committee. Exception requests appealed to the Committee are adjudicated as follows:

Of the votes submitted, if...	The request is...
The majority vote to approve	Approved
The majority vote to deny	Denied
There is a tie	Approved

Any member of the Committee who reviewed the case as a Review Board representative must abstain from voting on the appeal to the Committee.