

OPTN Transplant Administrators Committee Meeting

Meeting Summary

January 25, 2023

Conference Call

Susan Zylicz, MHA, BSN, CCTC, Chair
Jason Huff, MSN, RN, FNKF, Vice Chair

Introduction

The Transplant Administrators Committee met via Citrix GoToMeeting teleconference on 01/25/2023 to discuss the following agenda items:

1. Public Comment and Regional Meeting Reminder
2. OMB Waitlist Forms Review
3. Closing Remarks and Adjournment

The following is a summary of the Committee's discussions.

1. Public Comment and Regional Meeting Reminder

Staff provided an overview of the proposals currently out for public comment. Staff noted that the Committee will be reviewing and commenting on seven of the twelve proposals during its upcoming meeting.

Staff also reminded the committee of the upcoming regional meeting schedule and where to find the agenda and registration information on the OPTN website.

2. OMB Waitlist Forms Review

Committee members were asked to fill out specific OMB surveys to better estimate the burden for transplant center staff to fill out OPTN Waitlist forms. Transplant hospital staff examined the forms and determined the length of time it took to fill out the forms based on the number of data fields on each form. Staff presented the data from the second wave of survey results, which included 41 different waitlist forms.

Below is the list of forms with estimated completion time based on average survey responses:

Liver, Intestine, Lung, and Review Board Forms

- Adult Status 1A – 35 minutes
- Cystic Fibrosis Exception – 21 minutes
- Familial Amyloid Polyneuropathy Extension – 19 minutes
- Hepatic Artery Thrombosis – 21 minutes
- Hepatocellular Carcinoma Exception – 28 minutes
- Hepatocellular Carcinoma Extension – 20 minutes
- Metabolic Disease Exception – 18 minutes
- Primary Hyperoxaluria Exception – 21 minutes
- Review Board Voter – 13 minutes

Combined Heart and Heart/Lung Forms

- Pediatric 1A Extension and Appeal – 26 minutes
- Pediatric 1B – 24 minutes
- Pediatric 1B Extension and Appeal – 25 minutes
- Adult Status 1-6 Demographic Data – 19 minutes
- Adult Status 1-6 Risk Stratification Data – 42 minutes
- Adult 1 Initial – 36 minutes
- Adult 1 Extension – 27 minutes
- Adult 1 Criteria 1 Extension – 30 minutes
- Adult 2 Initial – 42 minutes
- Adult 2 Criteria 1 Extension – 26 minutes
- Adult 2 Criteria 4 Extension – 34 minutes
- Adult 2 Criteria 5 Extension – 31 minutes
- Adult 3 Initial – 37 minutes
- Adult 3 Extension – 30 minutes
- Adult 3 Criteria 2 Extension – 20 minutes
- Adult 3 Criteria 5 Extension – 26 minutes
- Adult 4 Initial – 30 minutes
- Adult 4 Extension – 26 minutes
- Adult 4 Criteria 3 Extension – 25 minutes

Summary of discussion:

Data Governance staff identified thirteen forms that require further discussion. These are forms where survey results showed a significant difference between the average of all the survey responses and the average once the highest and lowest number were removed.

Members noted there was an outlier of 180 minutes across all the forms. For example, the Hepatopulmonary Syndrome, MELD/PELD Exception Extension form, has an initial calculated average of 33 with an adjusted average of 16 following the removal of the high of 180 minutes and low of 5 minutes.

A member noted that according to the instructions provided, her staff included the time required to collect all the data elements from the various sources. Another member noted that due to the number of responses (9) it would be acceptable to exclude the high and low numbers.

A member asked if the highest number (180) could be excluded then recalculated with removal of the next highest number. A member suggested that for those forms showing a 15% difference between the two numbers, the committee should go with the higher number as the estimate. Other members and Data Governance staff supported this recommendation. Following recalculation, the burden estimates for the forms are shown below:

- Hepatopulmonary Syndrome, MELD/PELD Exception Extension – 15 minutes
- Cholangiocarcinoma, MELD/PELD Exception Extension – 20 minutes
- Portopulmonary Hypertension, MELD/PELD Exception Extension – 18 minutes
- Hepatopulmonary Syndrome, MELD/PELD Exception – 18 minutes
- Portopulmonary Hypertension, MELD/PELD Exception – 23 minutes
- Other Diagnosis, MELD/PELD Exception – 21 minutes
- Cholangiocarcinoma, MELD/PELD Exception – 26 minutes
- Initial Pediatric Liver Status 1B Form – 28 minutes
- Pediatric Liver Status 1A Form – 36 minutes

- Familial Amyloid Polyneuropathy, MELD/PELD Exception – 20 minutes
- Pediatric Heart and Heart/Lung Status 1A Justification Form – 24 minutes
- Adult Heart and Heart/Lung Status 2 Extension Justification Form, Medical Urgency Data – 42 minutes
- Pediatric Lung Priority 1 Status – 20 minutes

Data Governance staff also identified two additional forms that required consultation with the TAC members.

Extra Vessel Reporting Form

Data Governance staff provided an overview of the forms. The extra vessel form allows transplant programs to report the disposition of vessels that were sent them with organs. This includes various dispositions that notify the OPTN Contractor as outlined in policy. A member noted that the form only takes a few minutes to complete, and the real challenge is keeping track of the vessels to make sure they are disposed of after 14 days. Another member agreed that the form is straightforward and easy to fill out.

Members agreed to set the estimate for this form at 2 minutes.

Report Non-US Transplants

This form allows transplant programs to report transplant events that occurred outside the United States. Members agreed this form takes 2 minutes to complete.

3. Closing Remarks and Adjournment

Data Governance staff thanked the committee for their work on this new process. The Data Governance director noted that the pilot was successful and that a similar process is being used for other committees.

Staff reminded the Committee of the in-person meeting in Chicago on February 1, 2023. The Chair expressed hope that as many members as possible would be able to attend in person.

Upcoming Meetings

- February 1, 2023, in-person, Chicago

Attendance

- **Committee Members**
 - Susan Zylicz
 - Jason Huff
 - Nancy Metzler
 - Christopher Wood
 - Sarah Madgwick
 - Michelle James
 - Rachel Detwiler
 - Erica Seasor
 - Denise Neal
 - Joshua Gossett
 - John Gutowski
 - Laura O'Melia
 - Kay Shields Ragan
 - Melissa Roberts
 - Megan Fairbank

- **HRSA Representatives**
 - Meghan Hayden

- **SRTR Staff**
 - None

- **UNOS Staff**
 - Robert Hunter
 - Stryker-Ann Vosteen
 - Nadine Hoffman
 - Kristina Hogan
 - Jonathan Chiep
 - Kevin Daub
 - Suhuan Wang
 - MiYoung Kwon
 - Mel Farley