

**OPTN/UNOS Transplant Administrators Committee  
Report to the Board of Directors  
November 12-13, 2014  
St. Louis, MO**

**Amy Peele, RN, Chair  
James Pittman, RN, MSN, Vice Chair**

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*This report reflects the work of the OPTN/UNOS AAAA Committee during XXXX period.*

**Action Items**

None

**Committee Projects**

**1. 2015/2016 UNOS Transplant Management Forum (TMF)**

During its July in-person meeting, the Committee reviewed the 2014 TMF meeting evaluations and began planning for the 2015 TMF. The group also reviewed revenue and expenses from the 2014 TMF, potential improvements, and other meeting logistics. On its August 2014 conference call, the Committee approved registration and exhibitor fees increases. The 2015 early registration fee will increase from \$675 to \$750 and the early exhibitor fee will increase from \$1,750 to \$2,100. After the early registration/exhibitor deadline, the fees will increase to \$800 and \$2,300, respectively.

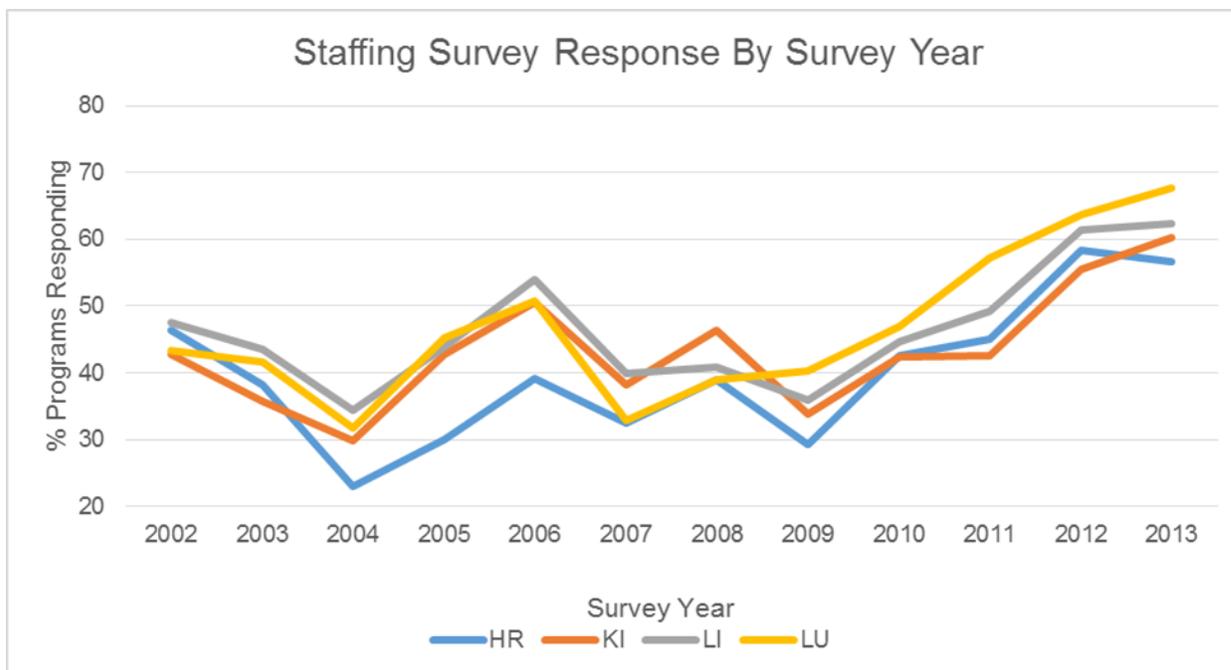
A TMF Financial Work Group was formed and will meet in September to discuss future TMF financial management. This Work Group will work with UNOS Finance Department staff to develop a structured budgeting process in an attempt to better manage forum cost and profitability. This Work Group will also address any TMF planning financial issues that arise in the future to include but not limited to cost options regarding hotel/location, amount spent on speakers, and fee increases associated with registrations and exhibitor/sponsorships.

The Committee continues to work on 2015 meeting logistics that include securing speakers and obtaining nursing contact hours through the Virginia Nurses Association (VNA). The 23rd annual TMF will be held April 22-24, 2015 in San Diego, California.

The 2016 TMF venue has not been determined at the time of this report. UNOS Meeting Partners continues to evaluate cost effective, centrally located meeting sites and will provide the TAC with choice of three to four central locations that fall within the provided TMF budget.

**2. 2014 UNOS Staffing Survey**

The annual UNOS Transplant Administrators Committee Staffing Survey examines the size and scope of each transplant program. It also identifies the type of personnel working at the center, as well as how many people perform in each role. Collection of the 2013 Staffing Survey ended on June 30, 2014. Continuing the trend over the past few years, the total participation for the 2013 survey increased and was the highest in the 11-year history of the Survey, with a range of 57% (heart) to 68% (lung) of programs responding.



The survey had only minor changes from the previous year with the addition of the “Transplant Infectious Diseases” category and therefore remains streamlined compared to earlier versions. Announcements regarding the Survey were made in Transplant Pro, UNOS Update Magazine, Regional Meetings, Transplant Management Forum, Transplant Administrator listserv messages, and UNetsm System Notices. The announcements, coupled with the deadline, appear to have had the effect of incentivizing programs to submit surveys in a timely manner. The Committee will continue to aggressively promote the Survey, striving to reach its goal of 75% participation. The Staffing Work Group is planning to survey non-respondents to gather information that might guide actions to increase future participation. Suggested 2014 staffing Survey updates are minor to include annual updates and making the UNet-generated items more distinctive from the standard text. The Committee will finalize these changes and submit them to UNOS IT after the October in-person meeting.

### 3. 2015 UNOS Request For Information (RFI)

The Committee continues to explore how the UNOS Request For Information (RFI) Payer Relations Work Group could assist the Committee in understanding the perspectives and concerns of payers while balancing the needs of transplant centers for adequate reimbursement. The purpose of the RFI is to provide transplant centers the efficiency of entering essential organ transplant program information and data in one location for payers to review and is located within the Transplant Administrators application in UNetsm.

On July 21, 2014, the Committee held its bi-annual payers meeting. The Payer Relations Work Group met with invited payers in Chicago to discuss updates for the UNOS RFI. The SRTR presented an introduction to the Bayesian Methodology for outcome assessments, and the Chair of the OPTN/UNOS Kidney Transplantation Committee presented a basic overview and frequently asked questions of the revised Kidney Allocation System (KAS).

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The group then discussed a number of areas where they believe that greater efficiency in communicating information in usable or verifiable formats may cut down on RFI addenda and requests. UNOS staff will confer with IT to determine if there are system changes that can be made to address these requests.

2015 suggested updates to the RFI include:

- Update dates on forms to current year
- Elimination of the Heart-Lung RFI
- Text changes for two questions

The Work Group continues to review the RFI and will submit final changes to UNOS staff after the TAC October 2014 committee meeting.

### **4. Transplant Administrators Listserv**

The Committee established the Transplant Administrators Listserv in 1999. A working sub-group of the TAC comprises the listserv moderators who oversee access and content of the listserv. The objective of this listserv is to facilitate the sharing of information regarding the practice of transplant operations and administration. Membership is open to transplant administrators or managers of UNOS approved (or pending approval) transplant providers within the United States. Membership is also open to employees of UNOS, HRSA, and other governmental or governmental contract agencies that participate in the management or oversight of organ transplantation. As of September 22, 2014, there are 547 listserv members with individuals requesting membership daily. Current work of the Listserv Work Group includes:

- Reviewing requests for new memberships
- Approve/decline membership requests according to listserv guidelines
- Work to develop better ways to manage archives
- Researching a possible change from current provider Yahoo Groups to LinkedIn

### **5. Transplant Administrator Resource**

The Committee discussed a project to develop a transplant administrator resource that would provide new administrators with a comprehensive yet basic and enduring resource that administrators could reference to ensure effective transplant program administration. Development of such a resource would be used for enhancement of the community of practice to ensure succession planning. The Committee was later informed that UNOS leadership decided this would be a UNOS project and not an OPTN project due to the type of content a comprehensive resource like this would need to include. On the March 26, 2014, conference call, the Committee reviewed a newly released book titled Transplant Administration by Lisa Norris. The Committee agreed that this book, at first glance, met the needs the proposed project was attempting to address. Upon further review of the book, it was determined that the group will revisit the idea at a later date and consider a continuing effort to develop a tool kit, including discussion regarding where it might be housed for easy access to the community in the future

**Committee Projects Pending Implementation**

None

**Implemented Committee Projects**

None

**Review of Public Comment Proposals**

**6. Proposal to Modify Existing or Establish New Requirements for the Informed Consent of all Living Donors (Living Donor Committee (LDC))**

After receiving a presentation from a LDC member, the Committee voted to support the proposal as written (12 in favor, 0 opposed, 0 abstentions).

**7. Proposal to Modify Existing or Establish New Requirements for the Psychosocial and Medical Evaluation of all Living Donors (Living Donor Committee (LDC))**

The Committee voted to support the proposal as written (12 in favor, 0 opposed, 0 abstentions).

**8. Proposed ABO Blood Type Determination, Reporting, and Verification Policy (Operations and Safety Committee (OSC))**

The TAC suggested that the Operations and Safety Committee (OSC) develop an optional standardized ABO form, template or checklist that transplant hospitals can use and/or reference. The Committee is not requesting the OPTN to be more prescriptive with policy but if the policy is requirement specific, then the OPTN needs to also provide the necessary tools and resources to maintain compliance with the policy. (0 in favor, 12 opposed, 0 abstentions).

**9. Proposal to Notify Patients Having an Extended Inactive Status (Transplant Coordinators Committee (TCC))**

The Committee appreciates the TCC's efforts to increase patient awareness of their inactive status with this proposal and agrees that better patient education is needed. However, the Committee does not support the proposal due to the added burden this proposal will impose on transplant hospitals. (0 in favor, 13 oppose, 0 abstentions) The following comments/suggestions were also made:

- Allow telephone contact and provide documentation in the medical record instead of requiring another letter
- Postpone the proposal until after the new kidney allocation system (KAS) has been implemented to see if it has any effect on the inactive waitlist issue
- Requiring written notification and being able to maintain compliance according to the requirements set forth in this proposal would be a resource and cost burden on transplant hospitals
- If this proposal is approved, then consider modifying it to require written notification at the time the candidate's status changes from active to inactive, instead of notifying the candidate at 90 days after the change and afterwards. This notification should include the reason of the status change and what is required to be reactivated
- The Committee would like the opportunity to collaborate with the TCC on any future inactive waitlist projects

## **Other Committee Work**

### **10. (Insert Appropriate Title Here)**

#### *Disease Transmission Advisory Committee (DTAC) Failure Mode and Effects Analysis (FMEA) Project*

The TAC has a representative assigned to the DTAC FMEA project and provides updates to the full Committee on the group's progress. The TAC representative on this group highlighted specific concern related to the inefficiencies of the current patient safety contact requirements outlined in OPTN Policy 15.1. These concerns were supported by the Joint Subcommittee and will be addressed as part of the overall DTAC policy effort. For more information, see **the DTAC's Report to the Board**.

### **11. Scientific Registry of Transplant Recipients (SRTR)**

The Committee continues to receive updates on SRTR activities and provides feedback upon request. These updates have included information regarding recent changes to the Program Specific Reports (PSRs), PSR process and timeline modifications, and the transition to Bayesian Methodology.

### **12. Financial Impact of OPTN Policies on Transplant Hospitals**

Committee members were asked to discuss the financial impact of OPTN policies on transplant hospitals. It was noted that in addition to programming costs related to implementing a change to OPTN policy, many policy modifications also have a financial impact within institutions. This is not clearly recognized in the current policy development model or in the public comment process.

Discussion related to when and where a review of financial impact should occur led to a suggestion that this should be part of implementation planning. A committee member noted that a template could be created to measure overall impact of a project in this respect. The template could be completed by a transplant administrator on the committee developing the proposal. If one is not present on the committee, the TAC could provide representation. A suggestion was made to require that an administrator must be included in proposal development if a certain threshold or cap is reached for anticipated expense/effort.

A new work group was suggested to develop this template- including administrators from large and small programs as well as OPO and other areas of expertise that may also be financially impacted by policy changes. In addition to this template/worksheet to be used during proposal development, the Committee noted that it was strongly in support of including a "financial impact" section in the public comment proposal template.

This feedback was taken back to UNOS staff for consideration and is expected to result in the development of fiscal impact statements included in the public comment proposal template. Staff are developing updates to the public comment and briefing paper templates with anticipated rollout in 2015.

### **13. Educational Work Group**

The TAC Education Work Group continues to provide structural and content feedback on OPTN/UNOS educational efforts regarding policy and their impact on practice upon request. The Work Group plans to work with UNOS Instructional Innovations to develop an educational needs assessment survey that will identify topics and effective educational mediums for the transplant community. The Work Group Chair and TAC Vice Chair will also contact other professional organizations to collaborate on educational efforts.

## OPTN/UNOS Transplant Administrators Committee

### **Meeting Summaries**

The Committee held meetings on the following dates:

- May 28, 2014
- July 21-22, 2014 (In-person)
- August 27, 2014

Meetings summaries for this Committee are available on the OPTN website at:

<http://optn.transplant.hrsa.gov/converge/members/committeesDetail.asp?ID=28>