

**OPTN/UNOS Policy Oversight Committee
Meeting Summary
February 11, 2016
Conference Call**

**Sue Dunn, RN, BSN, MBA, Chair
Jennifer Milton, BSN, CCTC, MBA, Vice Chair**

Discussions of the full committee on February 11, 2016 are summarized below. All committee meeting summaries are available at <http://optn.transplant.hrsa.gov/>.

Committee Projects

1. None

Committee Projects Pending Implementation

2. Proposal to Increase Committee Terms to Three Years

The proposal was passed at the December 1-2, 2015 Board of Directors meeting on the consent agenda with a vote of 39 in favor, 0 oppose, and 0 abstain. The Committee will need to be a part of the implementation planning for the proposal. The policy language will become effective March 1, 2016, but will not impact current committee member terms. The policy language will be effective for new committee member terms beginning in July 2016.

The Committee began to review engagement and participation models during this February 11, 2016 conference call to gain consensus on the focus of committee engagement and participation. Gena Boyle, Executive Committee liaison, led the discussion on the Chair, Vice Chair, and committee member job descriptions. Leigh Kades, Policy Editor and project lead, led the discussion on the drafting of participation indicators for committee members. POC members were highly engaged in the discussion, spending the rest of the meeting on the job descriptions. The participation indicators will be presented and discussed at the in-person meeting on March 21.

POC members expressed concerns over the following issues:

- Would POC members be accountable for the same 80% attendance threshold as other single committee members?
- What type of meetings are counted in the 80% threshold (full, subcommittee, work groups, leadership calls, etc.)?
- Currently, language states “miss 20%.” The Committee thinks language should be in the affirmative (80%).
- Is 80% the right number – several committee members thought this threshold was too high for volunteers – especially surgical volunteers?
- Will in-person 8 hour meetings be weighted more than teleconferences?
- Define participation and expectations – attending and being engaged are two different things?
- The committee appointment letters would need to be more direct with expectations.
- Who discusses participation concerns with committee members? UNOS leadership, committee leadership, Regional Administrators if regional representatives?

While true that the Committee had concerns about the specifics of the job descriptions and participation indicators, POC members were supportive of providing expectations in the form of job descriptions to new committee members. There was consensus that better expectations need to be announced to committee members before they start to help mitigate confusion and non-engagement.

The Committee will continue discussion on the participation indicators at the in-person meeting on March 21. The Executive Committee liaison explained to the POC that the Corporate Affairs Committee (CAC) will be discussing the job description feedback for Chairs, Vice Chairs, and committee members at an upcoming CAC meeting. She also explained that job descriptions will also be developed for Board of Director members.

Implemented Committee Projects

3. None

Review of Public Comment Proposals

4. None

Other Significant Items

5. Fiscal Impact Work Group Update

Several POC members are a part of a new fiscal impact work group formed for the purpose to allow OPTN members to estimate high level financial impact (cost or savings) of project proposals for the Board of Directors to consider as part of the project approval process. Emily Ward, policy analyst, gave the POC an update on the formation of the work group and the path forward. She updated the POC on potential timelines for the finished product, as well as a pilot phase for the June 2016 Board of Directors meeting. There is a fiscal impact work group for external organizations (transplant hospitals, OPOs, and labs) and a work group internal to UNOS to work on cost estimate processes.

The POC was supportive of the work group purpose and direction, stating interest in further updates and seeing fiscal impact become a part of the committee dashboard reports. The POC will continue discussion about fiscal impact at the in-person meeting on March 21 in Chicago, where Emily Ward will host a focus group dedicated to this project.

Upcoming Meetings

- March 10, 2016, Conference Call, 4-5 p.m. ET
- March 21, 2016, Chicago, IL Meeting, 8:00 a.m. – 4:00 p.m. ET
- April 14, 2016, Conference Call, 12-1 p.m. ET
- May 12, 2016, Conference Call, 4-5 p.m. ET
- June 9, 2016, Conference Call, 12-1 p.m. ET