

**OPTN/UNOS Transplant Administrators Committee**  
**Meeting Summary**  
**July 21-22, 2014**  
**Chicago, Illinois**

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

*Discussions of the full committee on July 21-22, 2014 are summarized below and will be reflected in the committee's next report to the OPTN/UNOS Board of Directors. Meeting summaries and reports to the Board are available at <http://optn.transplant.hrsa.gov>.*

**Committee Projects**

**1. Transplant Administrator Resource**

Transplant administration is a complex, multifaceted, dynamic and heavily regulated profession with high turnover. Administrators oversee the regulatory, financial, operational and clinical components of the transplant program as well as enhance patient safety. A solid knowledge base in these areas is vital for new administrators in order to execute an effective, consistent, current and cohesive transplant program. When this project was conceived, there was not a single, comprehensive yet basic and enduring resource that administrators could reference to ensure effective transplant program administration. However, in March 2014, the Committee learned of a new book titled Transplant Administration, written by Lisa Norris, MS, MBA. As a result of this new information, the project was placed on hold.

Several committee members were asked to read the book and share their review with the group. They praised the book, and suggested an opportunity to perhaps develop a "tool kit" that might further serve as an additional resource to administrators, tying in items specific to site surveys and sharing best practices for others to consider. The group will revisit its notes and consider a continuing effort to develop a tool kit, including discussion regarding where it might be housed for easy access to the community.

**Other Significant Items**

**2. Payers Meeting**

Prior to the start of the full committee meeting, members of the Payer Relations Work Groups met with payers to discuss the RFI updates timeline and updates for 2015. The group 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.

**3. OPTN Work Group Reports**

The Committee received updates from cross-committee efforts for which it has representation:

Joint Ad Hoc Disease Transmission Advisory Committee (DTAC)- OPO- Transplant Administrators-Transplant Coordinators Subcommittee on Post-Transplant Communication of New Donor Information This Joint Subcommittee was convened to

address a longstanding DTAC concern related to communication if new donor information learned after the transplant of a donor's organs. The DTAC is aware of donor-derived disease transmission events specifically related to failures in communication between OPOs and transplant hospitals in effectively sharing information. It requested subject matter expertise from a number of other committees as it began a failure modes effectiveness analysis (FMEA) to evaluate points of potential failure in communicating new donor information learned post-transplant to recipient centers.

The process is ongoing, and will culminate in a face-to-face meeting in Chicago to review the 28 potential failure points identified by the group and prioritize those requiring most immediate attention- either through policy change, education, electronic automation, or other means.

The Joint Subcommittee will have the FMEA complete by the end of September and plans for a public comment proposal to begin to address areas of concern highlighted through this process in early 2015.

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.

DTAC leadership suggested sharing this information and the benefits of using the FMEA process in considering the problem with the transplant administrator community via a poster or presentation at the 2015 TMF.

Policy Oversight Committee (POC) The Vice Chair provided an update of project review and approval completed by the POC and explained the role of the POC in reviewing public comment proposals prior to their release for public consideration. It was noted that it is important for the TAC or transplant administrators sitting on individual committees to provide feedback related to the effects of policy change from a system's perspective prior to public comment. This issue will be addressed further in item #4, below.

American Society of Transplantation (AST)/Alliance Collaboration The Committee briefly talked about work in the AST's Transplant Administrator Community of Participation and Alliance efforts related to the work of this part of the transplant community.

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

Committee members noted that in addition to programming costs related to implementing a change to OPTN policy, almost any policy modification also carries a financial impact within institutions. This is not clearly recognized in the current model for committee discussion and development 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 the Director of Policy for consideration and is expected to result in the development of fiscal impact statements included in the public comment proposal template.

## **5. Work Group Breakout Sessions and Reports**

Committee members were divided into work groups and broke into small groups to develop and discuss goals and projects for 2014-2015. These groups included:

- Staffing Survey
- Listserv
- Payer Relations
- Education
- Financial Impact (as noted above in #4)

After discussion each group returned to provide a brief update on its plans, but will provide a more in depth update at the Committee’s August 27, 2014 teleconference.

## **6. Transplant Management Forum (TMF) Planning**

Committee members spent the second day of this meeting planning for the 2015 TMF, which will be chaired by Mr. Pittman. The group reviewed revenue and expenses from the 2014 meeting, discussing a possible increase to registration and exhibitor fees, potential improvements from the last meeting and other meeting logistics and details related to the 2015 meeting planned for San Diego, California.

The agenda for the 2015 meeting was structured based upon brainstorming efforts and comments from the previous meeting. The Abstract Work Group met to discuss instructions and categories for review and voting upon all abstracts submitted for possible presentation at the meeting. An invited speaker list was also developed, and various members of the committee took on responsibilities for reaching out to these individuals to determine interest and availability.

### **Upcoming Meeting(s)**

- August 27, 2014      teleconference      (3:00pm ET)
- October 16, 2014      Chicago, Illinois