

**OPTN/UNOS Transplant Administrators Committee (TAC)**  
**Meeting Minutes**  
**October 24, 2017**  
**Chicago, IL**

**James Pittman, RN, MSN, Chair**  
**Nancy Metzler, Vice Chair**

**Introduction**

The Transplant Administrators Committee met in Chicago, IL on 10/24/2017 to discuss the following OPTN agenda items:

1. UNOS Connect Updates
2. Policy Oversight Committee (POC) Updates
3. Other Significant Items

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

**1. UNOS Connect Updates**

Summary of discussion:

The UNOS Connect administrator demonstrated how to access and navigate the Learning Management System (LMS) in UNOS Connect. The administrator reviewed a new feature which allows managers to assign courses, allow or not allow users to drop courses, and assign due dates for any course offered to specific staff. This feature also allows managers to run course completion reports for their staff. The Committee applauded these improvements to the system.

Feedback from the Committee included adding a manager report which pulls course content including the overviews and objectives. This would help meet CMS and nursing CEU requirements. Committee members also suggested development of a compliance and staff transcript reports which would be run by date ranges and status of courses for each user for a particular year. Another report beneficial to managers would be the ability to filter courses by "assigned" versus "registered," in order for managers to compare which courses are being assigned as mandatory by other managers.

UNOS staff requested feedback regarding who should receive rights to assign courses to staff. Committee members suggested allowing the primary administrator the ability to delegate the task of assigning courses to specific staff (managers, head nurses, etc.).

**2. Policy Oversight Committee (POC) Updates**

Summary of discussion:

The Committee Vice-Chair provided an update on the POC's work on committee projects and proposals. The POC reviews new committee projects as requested monthly during their regularly scheduled conference calls. The POC reviews all ongoing projects in the entire committee projects portfolio once a year at its spring in-person meeting. The OPTN strategic plan, ongoing projects, newly approved projects, and current project alignment with the strategic plan were all reviewed.

**3. Other Significant Items**

The Committee discussed a potential educational project for administrators new to transplant. The project would address topics such as, but not limited to, transplant operations, regulatory,

quality, and financial processes and resources in an educational series offered through UNOS Connect. The end product would be designed to provide transplant administrators with information, tools, and resources that can be implemented in order to facilitate process changes within their organizations. Depending on the topic, this project has the potential to align with multiple OPTN strategic goals and provide opportunities to collaborate with other professional transplant organizations.

### **Upcoming Meeting**

- November 16, 2017 (Conference Call)

## Attendance

- **Committee Members**
  - James Pittman
  - Nancy Metzler
  - Danika Medina
  - Kim Rallis
  - Renee Bennett
  - Betsy Stein
  - Tammy Sebers
  - Jill Ellefson
  - Angie Korsun
  - Audrey Kleet
  - Jason Huff
  - Lauren Kearns (phone)
  - Yvette Chapman
  - Karen Hess
  - Meg Rogers
  - Diesa Samp
- **HRSA Representatives**
  - Raelene Skerda
- **SRTR Staff**
  - Alyssa Herreid
- **OPTN/UNOS Staff**
  - Angel Carroll
  - Cherri Taylor
  - Erma Edmiston
  - Chiquita Braxton
  - Michelle Martin
  - Tom Coltrain