

**OPTN Transplant Administrators Committee
Meeting Summary
February 26, 2020
Conference Call**

**Nancy Metzler, Chair
Susan Zylicz, MHA, BSN, RN, CCTC, Vice Chair**

Introduction

The Transplant Administrators Committee met via Citrix GoTo teleconference on 02/26/2020 to discuss the following agenda items:

1. What Qualifications Make for a Good Administrator/Coordinator?
2. Modify Blood Type Determination and Reporting Policies and Guidance on Blood Type Determination
3. Other Business

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

1. What Qualifications Make for a Good Administrator?

UNOS staff explained that UNOS is updating the OPTN Committee Candidate Biography Form. The Chair asked the Committee to identify qualifications to distinguish administrators and coordinators to ensure appropriate representation on the committees, especially since administrators and coordinators may work at either a transplant program or an organ procurement organization (OPO).

Summary of discussion:

Committee members noted that the biggest difference between the two roles is that coordinators serve on the frontlines and administrators do not, so the biography form should distinguish between those who are providing clinical care and those who are working on management or oversight of the program. Members noted that all coordinators manage a patient load, while managers/administrators may be pulled into clinical care as needed. The Committee came up a list of suggestions to add to the biography form to make this distinction:

- Ask for more detailed information in the primary responsibilities section
- Add questions regarding budgetary and patient care responsibilities
- Add check boxes with various skill sets so that candidates can check all skills that align with their experience
- Build the biography form to be conditional, so that if a candidate indicates they are a coordinator, additional boxes will pop up to clarify what skills they have within that role
- Ask whether the candidate is involved in strategic planning and/or marketing

Members noted that academic degrees and position titles vary widely among organizations and are not good distinguishing factors, so questions should be focused on scope of work and responsibilities. A member suggested asking who the candidate reports to directly, for example, senior hospital leadership, transplant administrator or transplant clinical coordinator. One member expressed a preference for this approach, noting that a candidate could be involved in strategic planning or budgets at a lower level of responsibility.

Members also suggested asking whether the candidate is employed at an OPO or a transplant center, or whether the candidate provides transplant recipient or deceased donor care.

Next steps:

UNOS staff will find out how much the biography form can be changed, including if conditional fields are an option. The Chair will share their notes from the discussion with UNOS staff and the Committee for further review. UNOS staff will provide notes from the conversation to the volunteer department for consideration.

2. Modify Blood Type Determination and Reporting Policies and Guidance on Blood Type Determination

The Chair of the OPTN Operations and Safety Committee discussed the committee's public comment proposal regarding blood type determination.

Summary of discussion:

The Operations and Safety Committee Chair explained the history of the proposal, noting past issues when an OPO or hospital staff lost blood typing information and transfusions were performed with ABO mismatches. Recognizing that there is no guidance for indeterminate or conflicting blood types, the Operations and Safety Committee formed a workgroup with representatives from a number of committees and blood bank experts to address the issue. The workgroup also sought recommendations from the OPTN Membership and Professional Standards Committee. Based on the workgroup's discussions, the Operations and Safety Committee proposed policy language modifications and drafted guidance, which is currently out for public comment.

The policy proposal includes requirements for OPOs, transplant programs, and recovery hospitals to have a process in written protocols for addressing indeterminate blood typing results, and to document all blood products received by donors since admission to hospital. The policy proposal also aligns deceased donor, candidate, and living donor policies.

The purpose of the guidance document is to increase patient safety by alerting OPOs of factors that can cause blood type discrepancies. The guidance document also identifies alternative approaches to blood typing and when they should be used.

Committee members did not have any questions or concerns regarding the proposal.

3. Other Business

UNOS staff introduced new team members supporting the committee. UNOS staff also requested that committee members notify UNOS staff about their ongoing workgroup commitments.

Upcoming Meetings

- March 25, 2020
- April 5-8, 2020, Transplant Management Forum