

**OPTN Transplant Administrators Committee
Meeting Summary
November 27, 2023
Conference Call**

**Susan Zylicz, MSN, BHA, OCTC, Chair
Jason Huff, MSN, RN, FNKF, Vice Chair**

Introduction

The OPTN Transplant Administrators Committee (the Committee) met via Cisco WebEx teleconference on 11/27/2023 to discuss the following agenda items:

1. Continuous Monitoring by Site Survey
2. Implementation Day Idea

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

1. Continuous Monitoring by Site Survey

A staff member presented the recent changes to the site survey that are coming and sought the Committee's feedback on it.

Summary of discussion:

No decisions made, discussion only.

A member expressed support for continuous monitoring as long as the frequency is reassessed. They agreed infectious disease follow-up testing is an area needing focus due to challenges. The Chair highlighted issues with systems failing to cancel lab orders for follow-up infectious disease testing. It was suggested adding this testing to continuous monitoring, as the regular audits have helped improve compliance.

The staff member emphasized finding the right balance for frequency to avoid member fatigue but also promote early understanding of new policies. They invited additional policy area suggestions for continuous monitoring.

Next steps:

The Committee feedback will be taken into account and members can provide more input as needed.

2. Implementation Day Idea

Staff presented an idea for having a standard scheduled implementation day for OPTN implementations and sought Committee feedback on the topic.

Summary of discussion:

No decisions made, discussion only.

Members expressed support. One member noted that predictable implementations would simplify tracking and training. They did not immediately see any disadvantages.

Another member assented, stating that once monthly implementations would be adequate. They also recommended any urgent patient-specific changes could still occur immediately. They felt the efficiency benefits outweighed any disadvantages. A member agreed, recommending steering away from a specific date each month in favor of a consistent week, like the 3rd Monday.

The Chair agreed, saying monthly implementations would be preferable, with ad hoc dates for urgent changes. They did not see educating on multiple implementations in one month as a disadvantage, since members tend to train in groups on multiple topics anyway.

One member asked about lead time for the community. Based on experience, they advocated for at least 2 months lead time to build internal training materials and load into their systems. Another member agreed, noting most teams only meet monthly or bi-monthly.

Next steps:

The information will be compiled and presented to the Executive Committee for further discussion and deliberation.

Upcoming Meetings

- January 22, 2024
- February 26, 2024
- March 6, 2024

Attendance

- **Committee Members**
 - Brian Cruddas
 - Chuck Zollinger
 - Rachel Detwiler
 - Megan Fairbank
 - Susan Zylicz
 - Jason Huff
 - Sara Geatrakas
 - Katie Dokus
 - Kristin Smith
 - Dorrie Dils
 - Kay Shields Ragan
 - Emily Warren
 - John Gutowski
 - Sarah Madgwick
 - Laura O'Melia
- **UNOS Staff**
 - Lindsay Larkin
 - Stryker-Ann Vosteen
 - Kristina Hogan
 - Cole Fox
 - Liz Friddell
 - Darby Harris
 - Laura Schmitt
 - Houlder Hudgins
 - Rob Patterson