OPTN Executive Committee
Prioritization Work Group
Meeting Summary
February 13, 2024
Webex

Andrea Tietjen, MBA, CPA, Chair

Introduction

The OPTN Executive Committee Prioritization Work Group met via Webex teleconference on 2/13/2024 to discuss the following agenda items:

1. Introduction, goals, and approach
2. Current state process
3. Homework and next steps

1. Introduction, goals, and approach

Andrea Tietjen, Chair, welcomed the work group members and defined the charge of the workgroup as prioritizing the most effective and efficient allocation of resources in support of the OPTN policy work. Ms. Tietjen presented the group's objectives and role of workgroup members. The workgroup will create and develop a prioritization process, communicate and implement the process, and exemplify the use of the process. Ms. Tietjen presented the scope of the work group.

In advance of the meeting, work group members were surveyed to identify the central problem to address in the work group, and the committee reviewed the survey results. Ms. Tietjen explained that the goal of the work group is to provide a recommendation to the OPTN Board of Directors in June 2024 encompassing a process that addresses key pain points and achieves key measures of success. The workgroup discussed how they will measure their success. Ideas for key performance indicators included developing a rubric, matrix, survey, or statistical analysis to demonstrate review and sentiment for prioritization. Ms. Tietjen stated the assignment will ultimately be a high-level review of the OPTN's work which will be important moving forward through the transition into a multi contractor structure. The work group reviewed the timeline of their work.

Summary of Discussion:

It was noted that the OPTN is at a point where there are conflicting priorities, and the charge of the workgroup is to enhance the process that provides effective and efficient oversight and resource management for OPTN work.

2. Current state process

Ms. Tietjen introduced James Alcorn to present the current state of project prioritization. Mr. Alcorn explained that projects start with ideas, of which the OPTN is currently receives around 100 per year. Ideas are received from a number of outlets, including the general public, journals, HRSA, and OPTN volunteers. Ideas are collected and saved through submission of project forms. Projects are assigned to a sponsoring committee to ensure they have the relevant subject matter experts to conduct problem and impact analysis. 10-25% of ideas move forward from the initial prioritization stage. Ideas that progress are then analyzed for the problem being identified. 50-75% of the ideas with analyzed problem

statements then progress to project approval from the Policy Oversight Committee (POC) and Executive Committee. 95% of projects move from POC and Executive Committee approval to refinement for Public Comment. Post Public Comment, the projects are further refined based on community feedback and are recommended to the OPTN Board for final implementation approval. Each stage includes varying levels of resource estimates with increased detail the closer the project is to final approval.

Summary of Discussion:

The work group discussed the potential for inconsistency within the committee vetting processes when assessing a project. This may indicate an opportunity for standard prioritization within committees during the stage of an idea becoming a project. It was noted that at each level of progression, the project should be analyzed for strategic goal alignment. The work group discussed ideas surrounding an idea repository that can be accessed by the Board as well as a resource allocation tool. The workgroup then discussed the new strategic plan proposal, which is currently designed to be high-level and not encompassing of every task or work stream. It was suggested that committee projects in the idea phase should also be assessed wholistically for similarities that can be supported collaboratively. The work group discussed the current process to assess whether a project aligns with the strategic plan and the level of impact.

3. Homework and next steps

Trung Le identified the next steps and homework assignments, including a pain point identification survey. Support staff will review the results of the survey to identify themes and share the feedback in the next meeting. Additionally, the workgroup members will engage in small group sessions prior to the next workgroup meeting on February 27, 2024. The small group sessions will draft their initial proposed process and report their ideas back to the full work group in the next meeting.

Ms. Tietjen thanked the members for their work, ideas, and engagement.

The meeting was adjourned at 3:01pm.

Attendance

- **Work Group Members**
  - Alan Langnas
  - Andrea Tietjen
  - Erika Lease
  - George Surratt
  - Ginny McBride
  - Jim Sharrock
  - Kim Koontz
  - Matthew Cooper
  - Peter Stock
  - Scott Lindberg
- **HRSA Representatives**
  - Adrienne Goodrich-Doctor
  - Christopher McLaughlin
  - Frank Holloman
- **UNOS Staff**
  - Anna Messmer
  - Cole Fox
  - Houlder Hudgins
  - James Alcorn
  - Kaitlin Swanner
  - Krissy Laurie
  - Laura Schmitt
  - Lauren Motley
  - Lindsay Larkin
  - Matt Belton
  - Michael Ferguson
  - Morgan Jupe
  - Rebecca Goff
  - Roger Brown
  - Stryker-Ann Vosteen
  - Trish Jasion
  - Trung Le