

**OPTN Executive Committee
Code of Conduct Work Group
Meeting Summary
March 27, 2024
Webex**

Dianne LaPointe Rudow, ANP-BC, DNP, FAAN, Chair

Introduction

The OPTN Executive Committee Code of Conduct Work Group met via Webex teleconference on 03/27/2024 to discuss the following agenda item:

1. Feedback on Draft Bylaw Language
2. Feedback on Code of Conduct

1. Feedback on Draft Bylaw Language

The work group reviewed feedback on the draft bylaw language that group members provided since their last meeting. The work group discussed whether an individual accused of violating the code of conduct should have seven days or seven business days to respond to the OPTN on their alleged violation. The work group decided that seven days was an appropriate timeframe.

The work group discussed who should be notified about potential violations, specifically potential violations that are not yet confirmed and are still being investigated. The work group decided to notify the OPTN President of all potential violations, and to report all confirmed incidents to the full Board on a quarterly basis. They noted that HRSA ex-officio representatives on the Board would receive quarterly notification along with the entire Board of Directors. A representative from HRSA commented that HRSA may request notice of all potential violations independent of their ex-officio role to support their governmental oversight. Ultimately, the work group decided that the compliance officer would notify the OPTN President and HRSA within two days of a confirmed violation and that HRSA would not be notified of all potential violations.

The work group discussed the requirements of members making public statements. The work group discussed whether Board members needed to inform the OPTN of manuscripts they were collaborating on and publishing. The work group considered posing this question to the community during public comment but decided that a Board member would need to notify the Executive Committee if they plan to use their OPTN title in the publication. The work group also decided that committee chairs and co-chairs would need to notify the Executive Committee of any manuscripts being published.

The work group briefly reviewed the whistleblower protection policy that had been updated since its creation to match the language throughout the rest of the proposal. The work group discussed broadening the scope of the whistleblower policy to include the entire transplant community. Ultimately, the work group decided that anyone within the transplant community should be able to submit a report to the OPTN.

2. Feedback on Code of Conduct

The work group reviewed the code of conduct document and discussed feedback work group members provided since their last meeting. The work group revised portions of the code of conduct and discussed

and confirmed changes. The work group changed one code of conduct statement to say that volunteers would not only represent the interests of those that they serve but would consider and respect the interest of all those in the transplant community.

The work group then discussed social media guidelines. The work group decided to include a reference to social media guidelines and agreed that the group should develop these guidelines as soon as possible so they could be adhered to as soon as the code of conduct is adopted.

The work group discussed attendance requirements for both Board members and committee members. The work group decided that all committee members that serve as regional representatives should attend their regional meeting because there is a virtual option for members that are unable to attend in-person. The group included that at-large committee members are highly encouraged to attend their respective regional meeting. The work group decided that all Board members are expected to attend a regional meeting, and the Regional Councillor is expected to chair their regional meeting.

The work group discussed additions to the Duty of Loyalty section of the code of conduct. A work group member suggested the inclusion of the following:

- “To recuse myself from any meeting, part of a meeting, or vote with respect to any deliberation of action of any Board, Committee, or other OPTN forum or action, in which I may have a conflict of interest, regardless of whether the OPTN has knowledge of such conflict or has taken actions on such conflict.”

The work group agreed that this was a sound addition to the Duty of Loyalty section.

Next Steps:

Contractor staff will update the language based on feedback received during the meeting. The language will then be shared with the entire Executive Committee, and the committee will then take action on sending the proposal out for public comment.

Attendance

- **Work Group Members**
 - Andrea Tietjen
 - Christopher Jones
 - Dianne LaPointe Rudow
 - Jen Lau
 - Jim Sharrock
 - Wendy Garrison
- **HRSA Representatives**
 - Christopher McLaughlin
- **UNOS Staff**
 - Anna Messmer
 - Kaitlin Swanner
 - Morgan Jupe
 - Rebecca Murdock
 - Shandie Covington