

**OPTN Transplant Administrators Committee Meeting  
Meeting Summary  
December 14, 2022  
Conference Call**

**Susan Zylicz, MHA, BSN, CCTC, Chair  
Jason Huff, MSN, RN, FNKF, Vice Chair**

## **Introduction**

The Transplant Administrators Committee met via Citrix GoToMeeting teleconference on 12/14/2022 to discuss the following agenda items:

1. Welcome
2. OMB Waitlist Forms Review
3. Closing Remarks and Adjournment

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

### **1. Welcome**

The Chair welcomed the Committee and introduced the new Region 4 representative.

### **2. OMB Waitlist Forms Review**

Committee members had been asked to fill out specific OMB surveys to better estimate the burden of filling out waitlist forms for transplant staff. Staff examined the forms and determined the length of time it took to fill out the forms based on the number of data fields on each form. Staff presented the data from the first wave of survey results, with 11 respondents in total, and identified seven surveys that need additional review.

#### Summary of discussion:

Members discussed the variation of responses for time allotted to fill out each form, noting that some forms were not filled out by respondents. Some members addressed this as they do not have pediatric programs and thus did not fill out the pediatric surveys. Members also discussed removing outlier surveys from the averages of the time results or utilizing the median result, so that the estimates are a better representation of the length of time the forms take to complete.

#### Next steps:

Staff will send out a second wave of OPTN Waiting List forms for the Committee to complete and will be going over the results at the next Committee meeting in January.

### **3. Closing Remarks and Adjournment**

Staff reminded the Committee of the in-person meeting in Chicago on February 1, 2023. The Chair expressed hope that as many members as possible would be able to attend in person.

## **Upcoming Meetings**

- January 25, 2023, teleconference, 4 PM EST
- February 1, 2023, in-person, Chicago

## Attendance

- **Committee Members**
  - Susan Zylicz
  - Jason Huff
  - Christopher Wood
  - Sarah Madgwick
  - Erica Seator
  - John Gutowski
  - Laura O'Melia
  - Melinda Ragan
  - Melissa Roberts
  - Sara Geatrakas
- **HRSA Representatives**
  - Meghan Hayden
- **UNOS Staff**
  - Angel Carroll
  - Jonathan Chiep
  - Kerrie Masten
  - Kevin Daub
  - Krissy Laurie
  - Robert Hunter
  - Stryker-Ann Vosteen
  - Taylor Livelli