

**OPTN/UNOS Transplant Administrators Committee
Report to the Board of Directors
November 12-13, 2012
St. Louis, MO**

Summary

I. Action Items for Board Consideration

- None

II. Other Significant Items

- The Committee continues to support various committee Work Groups by providing the transplant administrator perspective regarding issues related to transplant center operations and financial issues. (Item 1, Page 2)
- The Committee continues to work on various projects including: Transplant Management Forum, Staffing Survey, Request for Information, and Transplant Administrator Listserv. (Items 4-7, Page 4)

**Report of the
OPTN/UNOS Transplant Administrators Committee
To The Board of Directors
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**Timothy Stevens, RN, BSN, CTCC, Chair
Nancy Metzler, Vice Chair**

The Committee meets monthly by Live Meeting except in April, when the Transplant Management Forum occurs, and July and October when the Committee meets in person.

1. **OPTN Committee Goal: To provide input regarding all proposals with potential to impact transplant program operations, and particularly with regard to: Member and patient communications regarding a new kidney allocation system and the OPTN kidney paired donation program (KPD); and Proposed revisions to living donor data submission policies and forms.** The Committee continues to have representatives on various committee Work Groups. Those Work Groups include: KPD Financial Subcommittee, ABO Verification Policy Modifications and Standardization of Documentation, and Operations and Safety Committee's Vessel Policy. These Committee representatives participate in Live Meetings with these Work Groups to provide the transplant administrator perspective on proposals that may evolve from the Work Group's sponsoring committees. These representatives are also responsible for reporting any of these Work Group updates and activities during the TAC monthly meetings.

The Committee has two representatives on the KPD Financial Subcommittee. Current subcommittee efforts include:

- Developing a standardized business associate agreement template in conjunction with UNOS legal counsel and other academic medical centers,
- Developing a financial guideline document,
- Developing a release of health information template,
- Medicare cost reporting, and
- Monthly updates on KPD Pilot Program match runs.

The Operations and Safety Committee's ABO Verification Work Group TAC representative updated the Committee on the following Work Group discussions during the TAC August 22, 2012 TAC Live Meeting:

- The Work Group created a crosswalk between CMS and OPTN requirements for ABO verification.
- The group is working to define and identify "best practices" for when living donor ABO verification should occur.

The Committee discussed and continued to emphasize the importance of opposing the development of policies to verify ABO in the donor operating room due to the requirement

recently being removed from the CMS regulations on July 16, 2012. The Committee agreed that the addition of more ABO verification requirements effective policy. The TAC representative will continue to share this concern along with the development of a standardized ABO verification form during the ABO Verification Work Group calls.

The Operations and Safety Committee's Vessel Policy Work Group TAC representative updated the Committee on the following Work Group discussions during the August 22, 2012 TAC Live Meeting:

- Public Comment feedback on vessel disposition reporting within 5 days;
- OPO survey;
- DEQ site surveyors provided and update on its monitoring efforts related to extra vessels tracking, storage, monitoring and disposition reporting. They will work with the Work Group to revise compliance monitoring if needed based on proposed changes to the reporting system, and;
- Extra Vessel Disposition Reporting webinar
 - Three month assessment survey shows that participants found the webinar to be well received and informative.

The Committee will continue to provide feedback to the Living Donor Committee (LDC) regarding pre-public comment proposals as requested.

2. **OPTN Committee Goal: To develop educational strategies for members regarding more effective use of DonorNet®.** The Committee will continue to consider developing other DonorNet® educational resources as needed.

On July 19, 2012, the Director of UNOS Instructional Innovations discussed how the TAC can assist OPTN/UNOS in developing needed educational resources for the community. The Committee had the following educational requests:

- To receive the needs assessment survey that was distributed to transplant coordinators and procurement coordinators to provide an administrator's perspective on the educational needs within the transplant community. This survey was sent to the Committee on September, 17, 2012;
- Administrators would like to be able to receive reports on the course modules their staff has completed;
- Provide annual competencies for transplant center staff as it pertains to policy;
- Root cause analysis module;
- Develop better education and data collection tools to maintain data (OPTN forms and definitions); and
- Have the UNOS Primer available online for members that cannot attend in person.

An Education Work Group was created to provide feedback on OPTN/UNOS educational efforts regarding policy and their impact on practice. The Work Group's first project will be to provide structural feedback on the CMS/OPTN Crosswalk. The Work Group received a

survey to provide feedback on the Crosswalk on August 3, 2012 and the full Committee received the same survey on August 8, 2012. The Work Group and Committee's comments will be reviewed and considered by UNOS Instructional Innovations for future educational opportunities. Conference calls will be arranged when educational efforts are brought to the group for consideration/feedback.

3. **OPTN Committee Goal: To work with staff to develop potential strategies for improving the quality of data submission.** The Committee continues to provide ideas regarding improving Program Specific Reports (PSR) by discussing concerns about the PSRs, and will provide suggestions to the SRTR on how to address those concerns. An SRTR representative will continue to provide the Committee with SRTR updates at each in person meeting and on the TAC monthly Live Meetings (**Exhibit A**).
4. **Corporate – 2012/2013 Transplant Management Forum (TMF).** The 2012 Transplant Management Forum was held April 25-27 in Rio Grande, Puerto Rico. A total of 408 participants attended the meeting and the Committee accepted 50 abstracts. There were 48 exhibitors, 12 sponsors, and 7 abstract award sponsors supporting the meeting. The agenda included nine plenary sessions and four breakout session tracks. Nursing contact hours (14.25) were applied for and obtained from the Virginia Nurses Association for the 2012 TMF. The Committee received several suggestions for 2013 sessions and several exhibitors have expressed interest in participating in the 2013 forum, which will be held April 16-18 in New Orleans, LA. The Committee began planning the 2013 agenda at the July, 2012 in person meeting and is currently working to secure speakers and other meeting logistics as well as obtaining nursing contact hours through the Virginia Nurses Association (VNA).
5. **Corporate - Staffing Survey.** The 2011 Staffing Survey was released on the Transplant Administrators section of the UNOS Secure Enterprise Web Site in late January. There were only minor changes to the survey compared to last year. Items for the number of Vascular Access Device (VAD) post-implant clinic visits and VAD coordinator FTEs were added. In an effort to continue the trend of increased participation that began last year with a shortened time frame, the survey once again has a deadline of June 30. The limited window of opportunity appears to incentivize programs to submit surveys in a timely manner. In accordance with last year's methodology, several reminders to submit the survey have been sent to the community by eNewsletter, Update Magazine, Regional Meetings, Transplant Management Forum, and Transplant Administrator listserv messages. Survey responses this year are on par or marginally higher than last year, depending on program. The Committee plans to continue the mid-year deadline and communication strategy for next year. Minor changes to the survey tool, including an additional VAD question, are being considered for the next iteration. Final decisions on changes are expected after the October 2012 TAC meeting.
6. **Corporate - Request for Information (RFI).** The Committee continues to explore how the Request For Information (RFI) Payer Work Group could assist the Committee in understanding the perspectives and concerns of payers while balancing the needs of transplant centers for adequate reimbursement. The purpose of the RFI is to provide transplant centers the efficiency of entering essential organ transplant program information and data in one location for payers to review. The RFI form resides within the Transplant Administrators application in UNetSM. On July 19, 2012, the Committee held its bi-annual payers meeting. The Payer Relations Work Group met with invited payers in Chicago to

discuss updates for the UNOS RFI. The American Society for Bone Marrow Transplant (ASBMT); the OPTN/UNOS KPD Program Manager and the Director of Transplant Finance and Data at St. Barnabas Medical Center were all invited speakers for this meeting. The ASBMT representatives presented their RFI updates and received recommendations from the payers, which they will take back to their board. The OPTN/UNOS KPD Program Manager presented an update of the OPTN Kidney Paired Donation Pilot Program (KPDPP) data, processes and plan for the automated solution (**Exhibit B**), and the Director of Barnabas Health presented a basic overview of KPD finances, a summary of the AST/ASTS Consensus Conference on KPD financing as well as the OPTN/UNOS financial model (**Exhibit C**). The payers provided the following suggestions to the Work Group regarding updates to the UNOS Standardized RFI:

- Delete the Living Donor complications column in Question F-12;
- Do not add questions; and
- Consider asking the following questions related to VADs:
 - What is the number of heart failure patients seen per calendar year?
 - Out of those heart failure patients, how many were LVADs?
 - Out of those heart failure patients, how many were transplanted?
 - On decision to implant, what was the patient's heart failure class?

The Work Group continues to review the RFI and will submit final changes to UNOS staff after the TAC October 2012 committee meeting.

7. **Corporate - Transplant Administrator Listserv.** The Committee established the Transplant Administrators Listserv in 1999. The Committee oversees access and content of the listserv. A working sub-group of the TAC comprises the listserv moderators. The objective of this listserv is to facilitate the sharing of information regarding the practice of transplant operations and administration. Membership is open to transplant administrators or managers of UNOS approved (or pending approval) transplant providers within the United States. Membership is also open to employees of UNOS, HRSA, and other governmental or governmental contract agencies that participate in the management or oversight of organ transplantation. Currently, there are 351 listserv members with individuals requesting membership daily. Current work of the Listserv Work Group includes:
 - Reviewing requests for new memberships;
 - Approve/decline membership requests according to listserv guidelines; and
 - Work to develop better ways to manage archives.
8. **Corporate – Transplant Administrator Website.** The Committee reviewed the UNetSM TAC website resource section which archives documents posted to the Transplant Administrators Listserv. An OPTN/UNOS member requested that the center's forms and policies be removed from the site due to not being blinded or current. UNOS leadership also noted that documents that have not been approved by the Board should not be posted to the site. The Committee agreed and requested that all such documents be removed from the site. This request was completed in September 2012.
9. **Public Comment Responses.** During the May and August 2012 meetings, the Committee discussed and made recommendations for the following proposals released for public comment:

1. *OPTN Bylaws Substantive Rewrite of Appendix A: Application and Hearing Procedures for Members and Designated Transplant Programs: Membership and Professional Standards Committee (MPSC)
Transplant Administrators Committee:*
Although a quorum was not present, members of the Committee supported the proposal as written. (9-Support, 0- Oppose, 0- Abstain)
2. *Proposal to Clarify Priority Status for Prior Living Organ Donors Who Later Require a Kidney Transplant (Kidney Transplantation Committee)
Transplant Administrators Committee:*
Although a quorum was not present, members of the Committee reviewed and supported this proposal as written. (6- Support, 0-Oppose, 0-Abstain)
3. *Proposal to Include Bridge Donors in the OPTN Kidney Paired Donation (KPD) Program (Kidney Transplantation Committee)
Transplant Administrators Committee:*
Although a quorum was not present, members of the Committee reviewed this proposal and would like for the Kidney Transplantation Committee to consider developing a standardized consent template for centers. Members also suggested the Kidney Transplantation Committee consider creating an automatic system notice that alerts the transplant center that a particular donor needs to have their status update. (6-Support, 1- Oppose, 0 Abstain)
4. *Proposal to Require Reporting of Unexpected Potential and Proven Disease Transmission Involving Living Organ Donors (Living Donor Committee)
Transplant Administrators Committee:*
Although a quorum was not present, members of the Committee reviewed this proposal and stated that some transplant centers have the concern that there are a large number of living donors that are lost due to follow-up. These centers will not know if those donors have contracted a potential transmittable disease or malignancy. (6- Support, 1 Oppose, 0 Abstain)
5. *Proposal to Update Data Release Policies (Policy Oversight Committee)
Transplant Administrators Committee:*
Although a quorum was not present, members of the Committee support data transparency efforts but opposed the data release proposal due to concerns that the data could be misinterpreted when reviewed at this level of detail. In addition, there are concerns that the data could be used for purposes other than quality review. In the past, insurance companies have taken the SRTR data reports and used them in ways that were not originally intended. At this point in time, transplant programs have a great deal of regulatory review and there is significant data available on the SRTR and OPTN/UNOS website that allows patients and payers to make informed decisions regarding their transplant center. This area of medicine is already at the forefront of data release and data sharing with the public and with payers. The Committee would like to request that this proposal be delayed until there have been further studies regarding the type of data that would be released and more research regarding the potential unintended consequences. (0- Support, 7- Oppose, 0-Abstain)
6. *Proposal to Require Extra Vessel(s) Disposition to be Reported to the OPTN within Five Days of Transplant or Disposal (Operations and Safety Committee (OSC))*

Transplant Administrators Committee:

Although a quorum was not present, members of the Committee reviewed the proposal and requested clarification regarding the number of days (business or calendar) that are required to report extra vessel disposition. It was clarified on the call that the proposal requires extra vessel disposition to be reported within five calendar days. (4 –Support, 4-Oppose, 0- Abstain)

7. *Proposal to Establish Kidney Paired Donation (KPD) Policy (Kidney Transplantation Committee)*

Transplant Administrators Committee:

Although a quorum was not present, members of the Committee reviewed supported this proposal as written. (6-Support, 4-Oppose, 0-Abstain).

8. *OPTN Plain Language Policy Rewrite Proposal*

Transplant Administrators Committee:

The TAC reviewed the Policy Rewrite public comment proposal and submitted feedback through the survey tool. The Committee identified some substantive changes made in the plain language rewrite of the policies and requests more input in further developments with the proposal. Also, the Committee requests clarification regarding how any inadvertent, substantive changes can be remediated after the implementation of the rewrite.

| TRANSPLANT ADMINISTRATORS COMMITTEE | MONTH | May | July | August |
|--|---------------------------|--------------|-----------|--------------|
| | DAY | 16 | 19-20 | 22 |
| | FORMAT | Live Meeting | In Person | Live Meeting |
| NAME | COMMITTEE POSITION | | | |
| Timothy Stevens RN, BSN, CCTC | Chair | | X | X |
| Nancy Metzler | Vice Chair | X | X | X |
| Bette Hopkins-Senecal RN, BSN, MS, CCTC | Region 1 | | X | X |
| Joseph Anton RN, MSN | Region 2 | | | |
| Leigh Ann Burgess RN, BSN, CCTC | Region 3 | X | X | X |
| James Pittman RN, MSN | Region 4 | | X | |
| Amy Peele RN | Region 5 | X | X | X |
| Pamela Hester RN, BSN, CCTC | Region 6 | X | | |
| Kathy Jo Freeman RN, MSN | Region 6 | | X | X |
| Sara O'Loughlin MHA | Region 7 | X | X | X |
| Katherine Evers RN, BSN, MBA | Region 8 | | X | X |
| Karen Berger | Region 9 | | X | X |
| Laura Murdock-Stillion | Region 10 | | X | X |
| Robert Teaster RN, MBA, CPTC | Region 11 | X | X | X |
| Leroy Walker | At Large | X | | |
| Vikram Acharya BS, MPH | At Large | | | |
| Grace Chang Esq. | At Large | | X | |
| Beth Fetter RN, CPTC | At Large | | X | X |
| Richard Spong MD | At Large | X | X | X |
| Gene Ridolfi BA, RN, MHA | Ex. Officio/At Large | X | X | |
| Chinyere Amaefule | Ex. Officio | X | X | X |
| Angel Carroll MSW | Liaison | X | X | X |
| Cherri Carwile | Assistant Liaison | X | X | X |
| Jude Maghirang MS | UNOS Support Staff | | X | X |
| Cheryl Hall | UNOS Support Staff | | X | X |
| Tabitha Leighton | SRTR Liaison | X | | X |
| Bertram Kasiske MD | SRTR Liaison | X | | X |
| Ajay Israni MD, MS | SRTR Liaison | | X | |

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| NAME | COMMITTEE POSITION | | | |
| Erma Edmiston | UNOS Meeting Partners | | X | X |
| Chiquita Braxton | UNOS Meeting Partners | X | X | X |
| Ciara Samana MSPH | UNOS Staff/Presenter | X | | |
| Ruthanne Hanto RN, MPH | UNOS Staff/Presenter | | X | |
| Robert Hunter MPA | UNOS Staff/Presenter | X | | |
| Erick Edwards Ph.D. | UNOS Staff/Presenter | X | | |
| Jennifer Wainright Ph.D. | UNOS Staff/Presenter | X | | |
| Kimberly Taylor RN | UNOS Staff/Presenter | X | | |
| Leigh Kades | UNOS Staff/Presenter | | X | |
| Angela Allen Ed.D. | UNOS Director of Instructional Innovations | | X | |
| Franki Chabalewski RN, MS | UNOS Assistant Director of Instructional Innovations | | X | |
| Sharon Mathews MS, RN, CPTC | Former Region 1/Presenter | X | X | |
| Christie Thomas MB, FRCP, FASN, FAHA | Presenter | X | | |
| Andrea Tietjen MBA, CPA | Presenter | | X | |