

OPTN/UNOS Transplant Administrators Committee Meeting Minutes

Meeting of October 25-26, 2007

The meeting was convened by Chairwoman Cassandra Smith-Fields. Following the introduction of Committee members, Ms. Smith-Fields introduced Kent Holloway, who presented and discussed the 2006 AOPO Annual Report and cost acquisition for transplant centers. The Committee decided that the OPO/Transplant Center Collaborative Workgroup would arrange monthly collaborative conference calls with AOPO. These calls will focus on how to get AOPO's charge information to the rest of the transplant center community.

Angel Carroll, Committee Liaison, reviewed Committee Regional Representatives rolls and expectations. Also, informed the Committee on what to do if contacted by the media. The Committee was provided the UNOS contact information and the UNOS Communications contact information for future reference.

Ms. Smith-Fields reviewed progress towards the Committee's goals. She noted that work continues on the DonorNet goal. The DonorNet Workgroup is working to facilitate communication of the operational impact of DonorNet between the transplant administrator community and the Operations Committee/Electronic Organ Placement Workgroup (EOPWG). Of particular interest to the Committee and the community are issues such as: methods for taking calls (via surgeons, through the OPO, or surgeons directly), correlations of this data to size of programs, number and type of programs, cost of personnel taking calls, and volume of calls being received for organs transplanted.

The goal of providing feedback to CMS about the interpretive guidelines content and survey methodology has been essentially completed. The Committee had concerns about the surveys and would like to provide feedback to CMS. The Committee decided that a UNOS Communications email would be sent to transplant administrators with a CMS contact allowing them to provide feedback to CMS. The email was sent on November 9.

Mary D. Ellison, Ph.D., MSHA, Assistant Executive Director for Federal Affairs OPTN Project Director, reviewed the OPTN/UNOS strategic plan and where the Committee's goals fit in with the strategic plan. There was a discussion of the billing of the Committee's activities and correctly allocating time to the OPTN contract, the Committee's private funds, and the Transplant Management Forum.

The Committee engaged in a discussion of how transplant administrators can be represented on other committees. There is the possibility of a Committee member becoming a crossover member on the Policy Oversight Committee and the Living Donor Committees. This will be investigated further after the meeting.

The roles of a transplant administrator professional society and the Committee were discussed.

Workgroup Reports:

The five established workgroups within the Committee (the OPO/Transplant Center Collaborative, Payer Relations, Staffing Resource, DonorNet, and the Listserv) met and reported on their progress.

OPO/Transplant Center Workgroup – Elaine Berg reported that the workgroup has been focused on the Transportation Safety guidelines. She requested Walter Graham’s assistance on obtaining an attorney to provide legal advice for providing insurance for those transporting organs. She is working to provide a report at the Transplant Management Forum.

Payer Relations Workgroup – Mike Sinacola reported that the FAQ for the RFI is in rough draft and could be ready for review by end of the year. An RFI test portal will be released early February after the SRTR meeting. Some payers have requested that additional information be added to the RFI. The Workgroup will work with UNOS staff to see what is technically feasible to add to the current RFI.

Staffing Resource Workgroup- Robin Pastush reported that the Staffing Survey in the current format is not meeting the needs of the administrators and they are reluctant to complete them. The Workgroup made Survey recommendations to the Committee. Each recommendation was reviewed and approved by the Committee.

DonorNet Workgroup – Cassandra Smith-Fields reported that the UNOS survey results went out and those results were provided at the meeting. The Workgroup will continue to work with the Operations Committee and the EOPWG on DonorNet issues. This Workgroup will have responsibility for conducting the survey.

Listserv- Marla Rodgers reported there was good activity from administrators on the Listserv.

Additional: CMS Workgroup – Ms. Smith-Fields requested that a CMS resource drop down category be added to the Transplant Administrators website for posting policy and procedures and dashboard reports. Angel Carroll emailed Shannon Gingras at UNOS IT to begin the process. A work order has been submitted to UNOS IT for development of this resource.

The Committee had a discussion on topics to be discussed at upcoming Regional meetings. Ms. Smith-Fields requested that the Committee regional representatives discuss the following talking points at their Regional meetings:

- Staffing Survey
- Where they can find information about DonorNet updates and communications (slides for this discussion were provided by Jennifer Mekolichick, UNOS Business Analyst/Contractor)
- 2008 Transplant Management Forum
- CMS Applications–due by December 28, 2007

Ms. Smith-Fields requested that UNOS Communications send a blast email to all transplant administrators in all UNOS regions. The email would state that if they wanted news updates from their Transplant Administrator Committee regional representative to contact them at their

email address and a link would be provided. Angel Carroll contacted UNOS Communications and this email went out on November 9.

The Committee received a request from the OPTN/UNOS Pancreas Committee to provide feedback on how the pancreas is accounted for in a multi-visceral transplant, in particular, requesting insight on how transplant centers are being charged for pancreata. The Committee discussed this issue and noted there is a financial impact with transplanting pancreata as transplant centers are being charged an additional Standard Acquisition Cost (SAC), as of 2007. A possible solution the Committee agreed upon was that there should be a separate fee for pancreata if it was transplanted for technical reasons.

Ginny McBride discussed the role of the Transplant Growth and Management Collaborative and how transplant administrators will be vital in its success. Committee members provided feedback on the National Learning Congress.

The remainder of the meeting was dedicated to a discussion of planning for the 2008 Forum. The Forum agenda was updated to include possible speakers and the moderators for each session. Committee members are charged with confirming speakers and reporting this to Cheri Carwile so they can be added to the agenda. Logistics of the meeting were also discussed.

OPTN/UNOS Transplant Administrators Committee
October 25-26, 2007
Chicago, IL

Committee Members in Attendance

Cassandra Smith-Fields, RN, MBA, MSN
Gene E. Ridolfi, RN
Michael Sinacola, MBA
Marla Rodgers, MBA
Robin S. Pastush, RN, BSN
Pam Gillette, MPH, RN
Timothy J. Stevens, RN, BSN, CCTC
Gwen E. McNatt, MS, RN, CNN, CFNP
Janie Morrison, FACHE
Kimberly Nicoll, RN, BSN
Elaine R. Berg, MPA, FACHE
Rachael S. Wong, MPH
Betty Crandall, MS, RN
Ginny McBride, MBA, MPH

Greg Levine

Chair
Vice Chair/Region 8 Representative
Region 1 Representative
Region 2 Representative
Region 3 Representative
Region 5 Representative
Region 6 Representative
Region 7 Representative
Region 10 Representative
Region 11 Representative
At Large
At Large
Ex Officio
Division of Transplantation,
Ex Officio, non-voting
SRTR, Ex Officio, non-voting

Committee Members Unable to Attend

Gary Sigle, RN, MBA, BSN
Colleen O'Donnell, MHA
Mesmin Germain, MBA, MPH

Region 4 Representative
Region 9 Representative
Division of Transplantation,
Ex Officio, non-voting

Staff in Attendance

Angel Carroll, MSW
Cherri Carwile
Mary D. Ellison, Ph.D., MSHA

Liaison
Assistant Liaison
UNOS Assistant Executive Director
for Federal Affairs, OPTN Project
Director Staff
UNOS Staff
UNOS Staff

Jude Maghirang
Jennifer Mekolichick