

**OPTN Executive Committee  
Code of Conduct Work Group  
Meeting Summary  
February 13, 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 02/13/2024 to discuss the following agenda item:

1. Discussion of Applicable Code of Conduct Provisions

The following is a summary of the Work Group's discussion.

### **1. Discussion of Applicable Code of Conduct Provisions**

Dianne LaPointe Rudow, Chair of the Code of Conduct Work Group, welcomed the group and reviewed the group's previous discussions, and shared that additional resources were available online for the group to review. Contractor staff reviewed the project plan with the group and shared that the objectives of the February 13 meeting were to outline which provisions should be included in the OPTN Code of Conduct and to determine a drafting approach.

Contractor staff presented the current responsibilities in place for Board and committee members. The work group discussed the existing provisions, the provisions they would like to add, and whether such provisions should apply to Board members, committee leadership, and/or committee members. The work group discussed a potential approach for public statements made on behalf of the OPTN. The work group discussed who is authorized to make public statements on behalf of the OPTN and what disclaimers volunteers should make when they are not making an official statement on behalf of the OPTN.

#### Summary of Discussion:

While discussing provisions for OPTN Board members to include in the code of conduct, the work group discussed the following points:

- Attendance rate expectations during Board meetings and regional meetings including meeting preparation
- Board members should attest to completing volunteer training requirements for the OPTN.
- Board members should sign each section of the code of conduct.
- Include a statement that Board members must treat others with trust and respect.
- Include a reference to the OPTN Conflict of Interest and OPTN Confidentiality documents.

While discussing provisions for OPTN Committee leadership and Committee members, the work group discussed the following points:

- Adding role requirements for OPTN Committee Chairs
- Committee member attendance at committee meetings and regional meetings
- Committee chair attendance and participation at in person Board meetings

While discussing different approaches for authorizing volunteers to make public statements on behalf of the OPTN, the work group decided that only OPTN Board Leadership should be permitted to make statements on behalf of the OPTN, unless otherwise authorized by the Board. The work group discussed having volunteers include a disclaimer when speaking on behalf of the OPTN and that personal opinions made by volunteers must be clearly stated as such. The work group discussed creating a process for approving and vetting statements made by committee members or Chairs to the media.

Next Steps:

Contractor staff will determine what capabilities are available to have Board members attest to their OPTN training.

## Attendance

- **Work Group Members**
  - Andrea Tietjen
  - Christopher Jones
  - Dianne LaPointe Rudow
  - Ginny McBride
  - Jennifer Lau
  - Jim Sharrock
- **HRSA Representatives**
  - Adrienne Goodrich-Doctor
  - Christopher McLaughlin
  - Frank Holloman
- **UNOS Staff**
  - Kaitlin Swanner
  - Laura Schmitt
  - Morgan Jupe
  - Rebecca Murdock
  - Roger Brown
  - Susie Sprinson