

**OPTN Executive Committee  
Code of Conduct Work Group  
Meeting Summary  
March 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 03/13/2024 to discuss the following agenda item:

1. Continued Discussion of Applicable Code of Conduct Provisions

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

Dr. LaPointe Rudow welcomed the group to the meeting. Contractor staff presented potential options for code of conduct enforcement for the work group to consider. The work group discussed how violations of the code of conduct should be handled and if reports should follow the same process as responding to whistleblower reports.

The work group discussed possible entities to respond to reported complaints, including the OPTN Executive Director or the Board. The work group decided that there should be a compliance officer for these reports to receive and respond to the reports. The work group decided that the compliance officer should be part of the Executive Committee, and that the Executive Committee can vote on who the compliance officer is. A representative from HRSA asked how HRSA would be notified of reported complaints and asked if they would be notified when the entire Board is notified, or if they would be notified before then. The work group discussed who can report code of conduct violations. The work group also decided that the OPTN should consider all potential or perceived violations to encourage members to report.

The work group discussed what information should be included in a report. When discussing what should be included in a report, the work group decided that reports should include specific behaviors and dates of when the incident occurred and the code that has been violated. The group determined that submissions should be anonymous, when appropriate.

The work group discussed the role of the compliance officer, including their involvement with enforcement and responding to reports. The work group discussed that the compliance officer should determine who the appropriate entity is to discuss the reported complaint, and that the compliance officer should notify the OPTN President and HRSA on the appropriately determined timelines. The work group decided that there should be a group who reviews reported complaints, and they will determine a course of action. The compliance officer would then execute on the decision made by the group.

The work group discussed the timeframe for an individual to respond to the OPTN once they are notified of the reported complaint submitted about them. The work group discussed potentially allowing the person one to two weeks to respond. The work group noted that this process needs to be explained to new members when they participate in orientation.

The work group reviewed standard consequences of confirmed violations. The work group decided that there should be a report to HRSA and the entire OPTN Board of Directors, at least annually, from the compliance officer that would include a summary of the past year of reports.

## Attendance

- **Work Group Members**
  - Christopher Jones
  - Dianne LaPointe Rudow
  - Ginny McBride
  - Jen Lau
  - Wendy Garrison
- **HRSA Representatives**
  - Adrienne Goodrich-Doctor
  - Aite Aigbe
- **UNOS Staff**
  - Anna Messmer
  - James Alcorn
  - Kim Uccellini
  - Morgan Jupe
  - Rebecca Murdock
  - Roger Brown
  - Shandie Covington