

OPTN Transplant Administrators Committee

Meeting Summary

November 16, 2022

Conference Call

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

Introduction

The Transplant Administrators Committee (the Committee) met via Citrix GoToMeeting on 11/16/2022 to discuss the following agenda items:

1. Welcome
2. OMB Waitlist Form Review
3. OMB Waitlist Form Demo
4. Closing Remarks and Adjournment

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

1. Welcome

The Chair and Staff welcomed members.

Summary of Discussion:

There was no further discussion by the Committee.

2. Office of Management and Budget (OMB) Waitlist Form Review

Staff asked members to examine OPTN Waiting List forms and provide a burden estimation. UNOS staff explained that OMB review is required of OPTN data because of regulatory requirements (42 CFR 121.11). The OPTN contractor (UNOS) agreed to collect all official OPTN data through OMB approved data collection forms under the Paperwork Reduction Act (PRA). Any new data collection or substantive changes to data collection for the data system or membership require OMB approval, including new data collection or substantive changes to OPTN Waiting List.

Staff asked members to provide time burden estimates for 30 forms applicable to their organizations based on their current process by 12/14/22. They will review an additional 50+ forms by the end of January.

Summary of Discussion:

A member asked for if an adult-only center should review pediatric forms. Staff responded that members should note that these are not applicable to their center if they are not a pediatric center. A member asked if a center is approved to transplant en-bloc multi-visceral transplants for pancreas should members address pancreas forms even though they are not an approved pancreas center. The Chair responded that these centers would answer 'not applicable' since they are not waitlisting pancreas candidates. The Chair asked if members are okay with the timelines created to complete this task. Members did not voice concern. The Past Chair stated this is a reasonable ask to keep at pace with scheduled meetings.

3. OMB Waitlist Form Demo

Data Governance staff gave an overview of the forms that are needed to fill out to list a kidney candidate. Staff noted to baseline burden numbers, members should take the path that elicits the most data collection when assessing the time it takes to fill out these forms. The Chair encouraged members to fill out all non-required fields. Staff explained that the staff that use this system would be able to best assess this burden and members can reach out to colleagues to get this information.

Summary of Discussion:

A member commented that a different burden estimate would be provided by an experienced staff member versus a new staff member. Staff explained it would be ideal if the estimate came from an experience staff member. Another member noted it may be worth differentiating programs that have electronic medical record (EMR) functionality from those that complete the forms manually. Staff asked members to denote this when assessing these forms.

4. Closing Remarks and Adjournment

Staff agreed to send out excel workbooks to get this information and reminded members of future meetings. The Chair thanked members for joining.

Summary of Discussion:

There was no further discussion by the Committee.

Upcoming Meeting

- December 14, 2022, 4PM EST, teleconference

Attendance

- **Committee Members**
 - Christopher Wood
 - Jason Huff
 - John Gutowski
 - Joshua Gossett
 - Melissa Roberts
 - Nancy Metzler
 - Sara Geatrakas
 - Sarah Madgwick
 - Stephanie Johnson
 - Susan Zylicz
- **HRSA Representatives**
 - Megan Hayden
 - Shiree Southerland
 - Vanessa Arriola
- **UNOS Staff**
 - Brooke Chenault
 - Jonathan Chiep
 - Kristina Hogan
 - MiYoung Kwon
 - Robert Hunter
 - Suhuan Wang
 - Taylor Livelli
 - Nadine Hoffman