



Donor Surgens & Donor Coordinators Advisory Committee Meeting Draft Agenda

Date: Sunday, 10 April 2016

Time: 6:30 pm – 8:00 pm

Venue: Wattle Room, Level 7, Building 10, Aerial UTS Function Centre, UTS, 235 Jones Street, Ultimo, Sydney.

Chairs: Michael Fink and Hayley Furniss

Item	Topic	Introduced by	Indicative times
1	Apologies	Chair	6:30pm
2	Introductions	All	6:31pm
3	Declaration of Conflict of Interest	All	6:32pm
4	Confirmation of Agenda	All	6:33pm
5	Confirmation of the Minutes of the 1 December 2015 meeting	All	6:34pm
6	Matters arising from the Minutes of the previous meeting (<i>see Action List below</i>).	All	6:40pm
7	Governance: Revision of the Terms of Reference (<i>see BP No. 7</i>).	H Furniss/ M Fink	6:45pm
8	Report from Chairs i. OTA Meetings ii. Update on ANZ Clinical Guidelines (Vs 2.0)	M Fink	6:50pm
9	Feedback on ideal retrieval model	All	7.00pm
10	OTA update	H Opdam	7.05pm
11	Update on Living Donor Surgeons Subcommittee	B He	7:08pm

Agenda (continued)

Item	Topic	Introduced by	Indicative times
12	Update on ATCA-TSANZ SOPs <ul style="list-style-type: none"> i. 30 Minute Response Time (ATCA-TSANZ SOP 001/2015, Vs 2.0: Organ Allocation Rotation Urgent Listing and Audit Process) Reference (see B Paper No. 12.i). ii. ATCA-TSANZ SOP 003/2013: Packaging, labelling, storage and documentation of deceased donor vessels (see BP No 12.ii). iii. Tasmanian proposal for Organ Allocation Rotation Reference (see BP No. 12.iii). 	M Fink M Fink/ H Furniss H Furniss	7:15pm
13	Recording times from cross clamp to Heart/Lung, Liver, Pancreas and Kidneys on ice.	H Pleass	7:18pm
14	Transplantation on site of withdrawal and use of antemortem heparin in DCD liver Tx	H Pleass	7:23pm
15	ORRF audit	All	7:55pm
16	Other business <ul style="list-style-type: none"> i. Next meeting date and agenda items ii. Other 	All	7:59pm
17	Closure	Chairs	8:00pm
Dinner 8:00pm - 8:45pm			

ACTION LIST: 1 DECEMBER 2015 MEETING

Subject	Ref #	Action	Who	When	Status
Confirmation of the Minutes of the 21 June 2015 Meeting	01122015 - 1	Amend item NO 6 in the minutes of 21 June meeting as agreed at the meeting	I Ali	31/01/2016	✓
	01122015 - 2	Uploaded corrected minutes on the website	I Ali	01/02/2016	✓
Governance	01122015 - 3	Amend terms of reference as agreed by the Committee as follows: i. The SA surgical rep will represent NT, and NSW and VIC surgeons will continue representing ACT and TAS respectively. ACT and NSW donor coordinators will collectively have one vote as would VIC -TAS and SA-NT donor coordinators ii. Insert donor coordinator in place of transplant coordinator in the Terms of Reference under 4(a)	I Ali	12/02/2016	✓
	01122015 - 4	Circulate the revised TOR to members and seek their feedback in respect of the proposed changes	I Ali	14/02/2016	✓
	01122015 - 5	Submit the amended TOR at the April 2016 meeting for ratification by the Committee.	I Ali	31/03/2016	✓
OTA Update	01122015 - 6	Write to each TSANZ advisory committee seeking its input on the desired retrieval modalities, referencing the dot points shown above	M Fink	30/01/2016	✓
	01122015 - 7	Each jurisdiction submit a written report summarising the outcome of consultation with retrieval surgeons and donor and transplant coordinators on desired retrieval	All	10/04/2016	

		modalities at the next meeting of the DSDC AC in April 2016			
TSANZ SOP 001/2015	01122015 - 8	Circulate the ATCA-TSANZ SOP 001/2015, Vs 2.0: Organ Allocation Rotation Urgent Listing and Audit Process to members	I Ali	21/01/2016	✓
	01122015 - 9	Members consider the proposed change to the 30 minute rule and suggest appropriate wording to resolve the matter by 31 January 2016.	All	16/02/2016	✓
	01122015 - 10	Project Officer collate the response and advise the Co-Chair by 12 February 2016	I Ali	28/02/2016	✓
	01122015 - 11	Consult members and the Chair of TSANZ ACs and WGs to develop a consensus and table a report at the April 2016 meeting	Co-Chair	10/04/2016	
	01122015 - 12	Write to TSANZ President expressing its concern that it had not been consulted regarding changes made to the SOP as is the normal practice and request a delay in implementing the 60-minute rule until the matter has been considered by the Committee. The correspondence should be copied to ATCA President as well	Chair	15/02/2016	
TSANZ SOP 003/2015	01122015 - 13	Remove the words, "if necessary" in the next iteration of the ATCA-TSANZ SOP 003/2013: Packaging, labelling, storage and documentation of deceased donor vessels.	I Ali	20/02/2016	
	01122015 - 14	Coordinate the endorsement of the revised SOP with ATCA, TSANZ and OTA and provide an update to the Committee in April 2016.	I Ali	10/04/2016	
	01122015 - 15	After necessary approvals have been granted, send a letter together with the SOP under	M Fink	30/05/2016	

		reference to renal, liver and pancreas transplant units highlighting the new interpretation that the SOP places on the use of donor vessels for non-intended organ recipients; notably, the circumstances under which the vessels could be used and the surgeon's responsibility for their use to support the integrity of the organ donation process and reduce the risk of disease transmission.			
	01122015 - 16	After necessary approval has been granted, prepare an implementation plan to remind the DonateLife staff of the consenting process, information flows associated with the SOP and any training and education to facilitate the SOPs implementation, enclosing the SOP under reference.	H Furniss	30/05/2016	
ORRF	01122015 - 17	Send any final comments on the ORRF document to the Co-Chair	All	15/01/2016	✓
	01122015 - 18	Send the final version of the ORRF to jurisdictions for implementation from 1 January 2016	Co-Chair	20/01/2016	✓
	01122015 - 19	Present the retrospective ORRF audit for the period 1/01/2015 to 31/12/2015 at the April 2016 meeting of the Committee using existing reporting formats	Jurisdic tions	10/04/2016	
	01122015 - 20	Circulate the new ORRF audit template to all jurisdictions for reporting of ORRF	M Fink	31/01/15	
	01122015 - 21	Submit the ORRF audit utilizing the new template covering the period 1/01/2016 to 31/12/2016 at the 2017 TSANZ ASM expected to be	Jurisdic tions	2017 (TBA)	

		held in in the period April – June 2017			
Next Meeting	01122015 - 22	Advise the Chair of the timing of TSANZ Council meeting to enable him to determine the start time of the forthcoming DSDC AC meeting in April 2016	I Ali	31/01/2016	✓
	01122015 - 23	Finalise meeting arrangements for 10 April 2016 and advise members	I Ali	15/02/2016	✓