



## Donor Surgeons & Donor Coordinators Advisory Committee Meeting Draft Agenda

**Date:** Wednesday, 6 December 2017

**Time:** 10:00 am - 3:00pm (Sydney Time)

**Venue:** Qantas meeting room, Domestic Terminal, Sydney Airport

**Chairs:** Michael Fink and Nicola Seifert

Item	Topic	Introduced by
1	Apologies	Chair
2	Introductions	All
3	Declaration of Conflict of Interest	All
4	Confirmation of Agenda	All
5	Confirmation of the Minutes of 1 June 2017 meeting	All
6	Matters arising from the Minutes of the previous meeting	All
<b>Morning tea 10:45 am</b>		
7	Report from Chairs i. TLRG Meeting	Chairs
8	Terms of reference	Chair
9	OTA update	H Opdam
10	Donor Audit presentations by each jurisdiction	All
11	Machine perfusion	All
12	ORRF amendments	N Seifert
13	Organ Retrieval Report Form Report Build	Ben Meyer – OTA N Seifert
14	Update on Living Donor Surgeons Subcommittee	H Pleass
<b>Lunch 12:30pm – 1:15 pm</b>		
15	Update on ATCA-TSANZ SOPs i. ATCA-TSANZ SOP 001/2015, Vs 2.0: Organ Allocation Rotation Urgent Listing and Auditing Process ii. ATCA-TSANZ SOP 002/2014: Electronic Donor Record Utilisation for: Organ Offer Process Organ Transfer Documentation iii. ATCA-TSANZ SOP 003/2013: Packaging, labelling, storage and documentation of deceased donor vessels	N Seifert
16	Donor vessel tracking, addition to EDR	Ben Meyer – OTA N Seifert
17	Appointment of new Chair	All
18	Other business	All
19	Next Meeting	All
20	Closure	Chairs