



## Donor Surgens & Donor Coordinators Advisory Committee

### DRAFT AGENDA

**Date:** Sunday, 21 June 2015

**Time:** 6:30 pm – 7:30 pm

**Venue:** Scarth Room, University House, ANU Canberra








**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	6:32pm
5	Confirmation of the Minutes of the 2 December 2014 meeting	All	6:34pm
6	Matters arising from the Minutes of the previous meeting ( <i>see Action List in Attachment 1 below</i> ).	All	6:50pm
7	Governance: <ul style="list-style-type: none"> <li>a. Confirmation of Cardio-thoracic Rep.</li> <li>b. NT and SA coordinators</li> <li>c. Paed representative (proxy whilst Lauren on holidays).</li> <li>d. ACT DonateLife membership.</li> </ul>	H Furniss	6:55pm
8	Report from Chairs <ul style="list-style-type: none"> <li>- TRLG</li> <li>- Update on ANZ Clinical Guidelines (Vs 2.0)</li> </ul>	M Fink	6:58pm
9	Timing of donor offers and donor surgery	M Fink, J Fawcett and H Pleass, Mark Carl and Bulang	7:03pm
10	Update on Living Donor Surgeons Subcommittee	B He	7:05pm

**Agenda** (continued)

<b>Item</b>	<b>Topic</b>	<b>Introduced by</b>	<b>Indicative times</b>
11	Update on ATCA-TSANZ SOPs a. ATCA-TSANZ SOP 001/2015, Vs 2.0: Organ Allocation Rotation Urgent Listing and Audit Process b. ATCA-TSANZ SOP 003/2013: Packaging, labelling, storage and documentation of deceased donor vessels	H Furniss	7:10pm
12	Update by the Authority	H Opdam	7:15pm
13	Audit	All	7:18pm
14	Emerging Issues	All	7:00pm
15	Other business i. Next meeting date and agenda items ii. Other	All	7:25pm
16	Closure	Chairs	7:30pm
Dinner 7:30 pm to 8:00pm (University House)			

**ATTACHMENT 1 - ACTION LIST FROM 2 DECEMBER 2014 MEETING**

<b>Subject</b>	<b>Ref #</b>	<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Status</b>
Governance	2122014-7.a	Include OTA National Medical Director and Director of Clinical Programs as observers in the membership list appended to the Terms of Reference (TOR) and amend the TOR accordingly.	I Ali	31/12/14	
	2122014-7.b	Draft a process for recruitment of members DSDC ACs consideration	I Ali	20/01/15	
	2122014-7.c	Send names of candidates to represent cardio-thoracic recipient coordinators in the DSDC AC to the Chair	All	20/01/15	
ATCA-TSANZ SOPs	2122014-11.a	Incorporate agreed changes to ATCA SOP 001/2013 Organ Allocation Rotations and Urgent Listings and send it to TSANZ Council for approval	H Furniss	15/01/15	
	2122014-11.b	Revise ATCA-TSANZ SOP 003/2013 Packaging Labelling Storage and Documentation of Deceased Donor Vessels and circulate it to members for feedback	A Fink	30/12/14	
	2122014-11.c	Send the final document (ATCA-TSANZ SOP 003/2013) to ATCA	I Ali	12/01/15	
	2122014-11.d	Send the final document (ATCA-TSANZ SOP 003/2013) to TSANZ Council for approval	H Furniss	22/01/15	
	2122014-11.e	Explore whether the EDR reflects the donation of vessels. DSDC AC to provide appropriate text for inclusion	E Mehakovic DSDC AC	20/02/15	
National Reporting and Auditing of Retrieved Organ	2122014-13.a	Confirm QLD's position regarding the use of ORRF for the national audit	A McInnes	30/12/14	
	2122014-13.b	Identify the content and format of the audit report	M Fink	20/02/15	
	2122014-13.c	Set up a working party to develop an electronic database for ORRF	M Fink	20/02/15	
	2122014-13.d	Implement National audit	All	30/06/15	
	2122014-13.e	Present the national audit based on ORRF to the TLRG meeting	M Fink	30/06/15	
Next Meeting	2122014-18	Finalise meeting arrangements for 21 June 2015 and advise members	I Ali	20/02/15	