

Starting a Key Personnel Change

Notification

Notification of a key personnel change is an OPTN bylaw requirement. This requirement applies to all institutional membership types, including transplant programs, OPOs and histocompatibility labs.

Members must formally submit changes to the OPTN via the Member Community portal. If you notify a Membership Analyst of a change via email or phone, please ensure that you also submit a notification request in the Member Community portal.

- A **departure** is when a transplant program's current primary surgeon or physician is leaving the hospital.
- A **switch** is when the current primary surgeon or physician is stepping down from their role as the primary within their program, but will remain with the program.
- Whether it is a departure or a switch, the transplant program must notify UNOS within **seven business days** of learning of the change.

Application submission time requirements vary based on the situation....

- When the hospital is given more than 60 days advance notice of a departure:
 - Key personnel change application is due no less than 30 days before the end of the current primary's active employment.
- When the hospital is given less than 60 days notice of a departure:
 - The application is due within 30 days from the date UNOS was notified.
- When the previous primary will remain on staff (a 'switch'):
 - An application is due no less than 30 days from the date UNOS was notified.

Application Checklist

- Organ-Specific Application
- Certificate of Assessment
- Copy of the Program Coverage Plan
- Hospital Credentialing Letter
- Board Certification, or if ineligible for American board certification, a CME plan and letters of recommendation
- Logs**
- Letters of Recommendation**
- Letter of Commitment
- CV of Proposed Primary (if adding a new program director their CV is also needed)

Logs and Letters of Recommendation requirements are specific to the pathway through which the primary is applying.

General Timeline

1. Member is notified of switch or departure of key personnel, and submits formal notifications on Member Community within seven business days.
2. Member should begin working on the application via the Member Community portal and submit it within the appropriate time frame as referenced above.
3. Once an application is received, it will be assigned to a membership analyst who will review it for any needed revisions and will communicate with the member via email.
4. Member will review any returned application and address revisions (if any) within the portal. The expectation is for this to be completed by the member no later than one week after receiving the returned application.
5. If revisions are needed, and once the application is resubmitted, an analyst will review application again for completeness to ensure all deficiencies are addressed. The analyst will then send the application through an internal QA process to ensure accuracy and completeness. Please note that processing time depends on the number of revisions on the application and timeliness of member response.
6. Analyst will send the final version of the application to the hospital's OPTN representative of the hospital, who will provide electronic signature via Conga Sign. The individual completing the application will not have signing abilities but will be copied on the signature request sent to the OPTN representative.
7. Once the signature is completed, the analyst determines if MPSC subcommittee review is appropriate for the particular application. If so, the application is posted for review. Reviewers are given two weeks to vote, but the process does not always require two full weeks.
8. Once voting is complete, applications will receive interim approval until the next full MPSC meeting. Applications that do not require subcommittee review go straight to the full MPSC meeting.
9. Once the MPSC meeting concludes, you will receive a letter confirming the key personnel change.

Applications that impact program status continue onto the Board of Directors meeting.

Helpful Resources

- Just want to look at an application for reference?
<https://unos.org/community/members/how-to-apply/>
- Want more specific information on log totals and letter requirements?
https://optn.transplant.hrsa.gov/media/3esbin4v/optn_bylaws.pdf

Still have questions?

Please reach out to Membership by emailing membershiprequests@unos.org,

or call 833-577-9469. Thank you!