Pancreas Transplant Program
PART 3A: Personnel – Transplant Program Director(s)

1. Identify the Transplant Program Surgical and/or Medical Director(s) of the pancreas transplant program (include C.V.). Briefly describe the leadership responsibilities for each.

Check list	Question Reference	Required Supporting Documents
	3A 1	Current C.V.

Name	Date of Appointment	Primary areas of responsibility

PART 3B, Section 1: Personnel – Surgical – Primary Surgeon

1. Primary Pancreas Transplant Surgeon. Refer to the Bylaws for the necessary qualifications and more specific descriptions of the required supporting documents listed below.

Check list	Question Reference	Required Supporting Documents
	3B 1a	Current C.V.
	3B 1b	Letter from the Credentialing Committee of the applicant hospital stating that the surgeon meets all requirements to be in good standing. Please provide an explanation of any status other than active/full
	3B 1c,g,h	Letter from the Surgeon detailing his/her commitment to the program and describing their transplant experience/training.
	3B 1f	Formal Training: A letter from training director verifying that the fellow has met the requirements.
	3B 1f	Formal Training: A log (organized by date) of the transplant and procurement procedures.
	3B 1g	Transplant Experience: A letter from program director verifying that the fellow has met the requirements.
	3B 1g	Transplant Experience: A log (organized by date) of the transplant and procurement procedures.
		Other Letters of Recommendation (Reference).
	3a	Letter of recommendation attesting to the individual's overall qualifications to act as primary surgeon and addressing the individual's personal integrity, honesty, familiarity with and experience in adhering to OPTN requirements and compliance protocols, and other matters as deemed appropriate.

a) Name: _____

b) Date of Appointment (MM/DD/YY): Facility: _____ To this position: _____
Does individual have FULL privileges at this hospital?

_____ Yes Provide copy of hospital credentialing letter.
_____ No If the individual does **not** have full privileges, explain why and provide the date the individual will be considered for full privileges. Include an explanation that describes the scope of privileges.

c) Percentage of professional time spent at this facility: _____% = _____ hrs/week

d) List below the hospitals, health care facilities, and medical group practices and percentage of professional time this individual is on site at each:

Facility	Type	Location (city, state)	% Professional time Spent on site

e) Board certification type (s) or equivalent. If board certification is pending, indicate the date the exam has been scheduled. If individual has been recertified, **please use that date**.

Certification Type	Effective Date (MM/DD/YY)	Certification Number

f) Formal Training: List the name of the institution(s) in which pancreas and/or kidney/pancreas transplant training (residency/fellowship) was received including Program Director(s) names, applicable dates, and the number of transplant procedures performed. Refer to the Bylaws for the necessary qualifications and descriptions of the required supporting documents listed below unless the individual meets the pathway for post fellowship experience as described in the requirements:

- A letter from program director verifying that the fellow has met the requirements.
- A log (See Tables 1 & 2) of the transplant and procurement procedures. The log should include a patient identifier/OPTN ID Number, transplant/procurement date and the surgeon's role in the procedure (i.e., primary or 1st assistant). These logs must be signed by the director of the training program.

Date From – To MM/DD/YY	**Institution**	**Program Director**	**# PA Transplants as Primary**	**# K/P Transplants as Primary**	**# PA Transplants First Assisted**	**# K/P Transplants First Assisted**	**# of PA Procurements**	**# K/P Procurements**
Residency: _____ to _____								
Fellowship _____ to _____								

g) Transplant Experience (Post fellowship):

List the name of the institution(s), applicable dates, and number of pancreas and/or kidney/pancreas transplants performed by the individual at each institution. Refer to the Bylaws for the necessary qualifications and descriptions of the required supporting documents listed below.

- Letter(s) of reference from the program director(s) listed below.
- A log (See Tables 1 and 2) of the transplant and procurements procedures. The log should include a patient identifier/OPTN ID Number, transplant/procurement date and the surgeon's role in the procedure (i.e., primary or 1st assistant).
  The transplant log(s) should be signed by the program director, division chief, or department chair from the program where the experience was gained.

Date From – To MM/DD/YY	**Institution**	**Program Director**	**# PA Transplants as Primary**	**# K/P Transplants as Primary**	**# PA Transplants First Assisted**	**# K/P Transplants First Assisted**	**# of PA Procurements**	**# K/P Procurements**

h) Summarize how the surgeon's experience fulfills the membership criteria.
(Check all that apply)

Membership Criteria	Yes
1. On site	
2. Certified by the American Board of Surgery, Urology the equivalent	
3. Two Year Transplant Fellowship	
a. Primary Surgeon or 1st assistant on at least 15 pancreas transplants	
b. Primary Surgeon or 1st assistant on 10 pancreas procurements	
c. Involved in all levels of pre-, peri-, and post-operative patient care within the last 2 years	
d. Training program approved by the Education Committee of the American Society of Transplant Surgeons or UNOS	
4. Experience (Post Fellowship)	
a. Primary surgeon or first assist on 20 pancreas transplants over a minimum of 2 years and a maximum of 5 years.	
b. Primary surgeon or 1st assistant on 10 pancreas procurements	
c. Involved in all levels of pre-, peri-, and post-operative patient care within the last 2 years.	
5. Pediatric Pathway	
a. Program serves predominantly Pediatric Patients	
b. Demonstrate that the individual has maintained current working knowledge in all aspects pancreas transplantation and patient care within the last 2 years.	
c. Petition the MPSC for approval	
d. A preliminary interview before the Committee shall be required	

i) Describe in detail the proposed primary surgeon's level of involvement in this transplant program, and if applicable, describe the surgeon's plan for coverage of transplant programs located in multiple transplant centers. (Expand rows below as necessary).

	Describe Level of Involvement
Management of Patients with Diabetes Mellitus	
Recipient Selection	
Donor Selection	
Histocompatibility and Tissue Typing	
Transplant Surgery	
Immediate Post-Operative and Continuing Inpatient Care	
Post-Operative Immunosuppressive Therapy	
Differential Diagnosis of Pancreatic Dysfunction in the Allograft Recipient	
Histologic Interpretation of Allograft Biopsies	
Interpretation of Ancillary Tests for Pancreatic Dysfunction	

	Describe Level of Involvement
Long-Term Outpatient Follow-up	
Coverage of Multiple Transplant Centers (if applicable)	
Additional Information:	

j) Describe the proposed primary surgeon's transplant training and experience in the areas listed below. (Expand rows below as necessary).

	Describe Experience /Training
Management of Patients with Diabetes Mellitus	
Recipient Selection	
Donor Selection	
Histocompatibility and Tissue Typing	
Transplant Surgery	
Immediate Post-Operative and Continuing Inpatient Care	
Post-Operative Immunosuppressive Therapy	
Differential Diagnosis of Pancreatic Dysfunction in the Allograft Recipient	
Histologic Interpretation of Allograft Biopsies	
Interpretation of Ancillary Tests for Pancreatic Dysfunction	
Long-Term Outpatient Follow-up	
Coverage of Multiple Transplant Centers (if applicable)	
Additional Information:	

Additional Instructions for PART 3B, Section 2: Personnel – Surgical

Complete this section of the application to describe the involvement, training, and experience of any other surgeons participating in the program. **Surgeons must be designated as Additional or Other as described below**.

The Bylaws provide the following definition of Additional Transplant Surgeon:

> *Additional Transplant Surgeons must be credentialed by the institution to provide transplant services and be able to independently manage the care of transplant patients including performing the transplant operation and procurement procedures.*

Surgeons that also support this program but who do not meet the definition of "primary" or additional," should complete this section as well. The type should be indicated as "other."

Duplicate pages as needed.

PART 3B, Section 2: Personnel – Surgical

2. List Additional/Other Surgeons (duplicate this page as needed). Provide the attachments listed below.

Check list	Question Reference	Required Supporting Documents
	3B 2a	Current C.V.
	3B 2b	A letter from the Credentialing Committee of the applicant hospital stating that the surgeon meets all requirements to be in good standing. Please provide an explanation of any status other than active/full.
	3B 2c,e,f	A letter from the Surgeon detailing his/her commitment to the program and level of involvement in substantive patient care.

a) Name: _____

For pancreas transplantation this individual is classified as ____Additional Surgeon ___other Surgeon
(Check only one)

b) Date of appointment (MM/DD/YY) at this Facility: _____ To this Program: _____

____ Yes Provide copy of hospital credentialing letter.

____ No If the individual does **not** have full privileges, explain why and provide the date the individual will be considered for full privileges. Include an explanation that describes the scope of privileges.

c) Percentage of professional time spent on site: _____% = _____ hrs/week

d) Board certification type (s) or equivalent. If board certification is pending, indicate the date the exam has been scheduled. If individual has been recertified, **please use that date.**

Certification Type	**Effective Date (MM/DD/YY)**	**Certification Number**

e) Training (Residency/Fellowship): List the name of the institution(s) in which pancreas and/or kidney/pancreas transplant training (fellowship) was received including Program Director(s) names, applicable dates, and the number of transplants the individual performed.

Date From – To MM/DD/YY	**Institution**	**Program Director**	**# PA Transplants as Primary**	**# K/P Transplants as Primary**	**# PA Transplants First Assisted**	**# K/P Transplants First Assisted**	**# of PA Procurements**	**# K/P Procurements**
Residency: _____ to _____								
Fellowship _____ to _____								

f) Transplant Experience (Post fellowship): List the name of the institution(s), applicable dates, and number of pancreas and/or kidney/pancreas transplants performed by the individual at each institution.

Date From – To MM/DD/YY	**Institution**	**Program Director**	**# PA Transplants as Primary**	**# K/P Transplants as Primary**	**# PA Transplants First Assisted**	**# K/P Transplants First Assisted**	**# of PA Procurements**	**# K/P Procurements**

g) Describe the surgeon's level of involvement in this pancreas transplant program in the areas listed below. (Expand rows as necessary)

	Describe Level of Involvement
Management of Patients with Diabetes Mellitus	
Recipient Selection	
Donor Selection	
Histocompatibility and Tissue Typing	
Transplant Surgery	
Immediate Post-Operative and Continuing Inpatient Care	
Post-Operative Immunosuppressive Therapy	
Differential Diagnosis of Pancreatic Dysfunction in the Allograft Recipient	
Histologic Interpretation of Allograft Biopsies	
Interpretation of Ancillary Tests for Pancreatic Dysfunction	
Long-Term Outpatient Follow-up	
Coverage of Multiple Transplant Centers (if applicable)	
Additional Information:	

h) Describe the surgeon's transplant training and experience in the areas listed below, (Expand rows as necessary)

	Describe Level of Involvement
Management of Patients with Diabetes Mellitus	
Recipient Selection	
Donor Selection	
Histocompatibility and Tissue Typing	
Transplant Surgery	
Immediate Post-Operative and Continuing Inpatient Care	
Post-Operative Immunosuppressive Therapy	
Differential Diagnosis of Pancreatic Dysfunction in the Allograft Recipient	
Histologic Interpretation of Allograft Biopsies	
Interpretation of Ancillary Tests for Pancreatic Dysfunction	
Long-Term Outpatient Follow-up	
Coverage of Multiple Transplant Centers (if applicable)	
Additional Information:	

PART 3C, Section 1: Personnel – Medical – Primary Physician

1. Primary Pancreas Transplant Physician. Refer to the Bylaws for necessary qualifications. Provide the attachments listed below.

Check List	Question Reference	Required Supporting Documents
	3C 1a	Current C.V.
	3C 1b	Letter from the Credentialing Committee of the applicant hospital stating that the physician meets all requirements to be in good standing. Please provide an explanation of any status other than active/full.
	3C 1c,f,g	Letter from the Physician detailing his/her commitment to the program; level of involvement with substantive patient care; and summarizing their previous transplant experience.
	3C 1f	Formal Training: A letter from training director verifying that the fellow has met the requirements.
	3C 1f	Formal Training: A log (See Table 3) of the transplant patients followed.
	3C 1g	Transplant Experience: A letter from program director verifying that the fellow has met the requirements.
	3C 1g	Transplant Experience: A log (See Table 3) of the transplant patients followed.
	3C	Other Letters of Recommendation (Reference)
	3a	Letter of recommendation attesting to the individual's overall qualifications to act as primary physician and addressing the individual's personal integrity, honesty, familiarity with and experience in adhering to OPTN requirements and compliance protocols, and other matters as deemed appropriate.

a) Name:_____

b) Date of Appointment (MM/DD/YY): Facility: _____ To this position: _____

Does individual have FULL privileges at this hospital?

____ Yes Provide copy of hospital credentialing letter.

____ No If the individual does **not** have full privileges, explain why and provide the date the individual will be considered for full privileges. Include an explanation that describes the scope of privileges.

c) Percentage of professional time on site: _____% = _____ hrs/week

d) List other hospitals, health care facilities, and medical group practices and percentage of professional time on site at each:

Facility	Type	Location (city, state)	% Professional time Spent on site

e) Board certification type (s) or equivalent. If board certification is pending, indicate the date the exam has been scheduled. If individual has been recertified, **please use that date.**

Certification Type	**Effective Date (MM/DD/YY)**	**Certification Number**

f) Training (Fellowship): List the program(s) in which pancreas and/or kidney/pancreas transplant training was received including name of institution(s), Program Director(s) names, applicable dates, and the number of transplant patients for which the physician provided substantive patient care (pre-, peri- and post-operatively from the time of transplant).

Refer to the Bylaws for the necessary qualifications and descriptions of the required supporting documents listed below unless the individual meets the pathway for post fellowship experience as described in the requirements.

- Letters from the Director of fellowship training program and the supervising qualified pancreas transplant physician verifying that the fellow has met the requirements.
- A recipient log (See Table 3) that includes the date of transplant, the patient's medical record and/or OPTN ID number. This log must be signed by the director of the training program and/or primary transplant physician at that transplant program.

Date From To mm/dd/yy	Institution	Program Director	# Pancreas Patients Followed:			# Kidney/Pancreas Patients Followed:		
			Pre	Peri	Post	Pre	Peri	Post

g) Experience (Post fellowship only): List the name of the institution(s) and applicable dates, number of pancreas and/or kidney/pancreas transplants performed at the institution for whom the Transplant Physician accepted primary responsibility for substantive patient care (pre-, peri-, and post-operatively from the time of transplant). Refer to the Bylaws for the necessary qualifications and descriptions of the required supporting documents listed below.

- Supporting letter(s) from the qualified transplant physician and/or the pancreas transplant surgeon who has been directly involved with the individual.
- A recipient log (See Table 3) that includes the date of transplant, the patient's name and/or OPTN ID number. This log should be signed by the program director, division chief, or department chair from the program where the experience was gained.

Date From To mm/dd/yy	Institution	Program Director	# Pancreas Patients Followed:			# Kidney/Pancreas Patients Followed:		
			Pre	Peri	Post	Pre	Peri	Post

h) Training/Experience. Describe how the physician fulfills the requirements for participation as an observer in three organ procurements and three pancreas transplants, as well as observing the evaluation of the donor and donor process, and management of at least 3 multiple organ donors that include the pancreas.

- Provide a log (See Table 4) of these cases that includes the date of procurement, medical record ID number and/or OPTN ID number and the location of the donor.
- If these requirements have not been met, submit a plan for how the individual will fulfill them.

Date From To mm/dd/yy	**Institution**	**# of PA Procurements Observed**	**# of PA Transplants Observed**	**# of PA Donors/ Donor Process**	**# of Multi-Organ Donors Observed Mgmt**

i) Summarize how the Transplant Physician's experience fulfills the membership criteria for membership. (Check all that apply)

Membership Criteria	**Yes**
1. On site	
2. M.D., D.O. or equivalent degree	
3. Certified by the American Board of Internal Medicine, Pediatrics or the Foreign equivalent in:	
a. Nephrology	
b. Endocrinology	
c. Diabetology	
4. Achieved eligibility in:	
a. Nephrology	
b. Endocrinology	
c. Diabetology	
5. Direct involvement in pancreas transplant patient care within the last 2 years	
6. One year of specialized training in pancreas transplantation during fellowship:	
a. Involved in primary care of 8 or more pancreas transplant recipients for a minimum of 3 months from the time of their transplant	
b. Observed 3 organ procurement procedures and 3 pancreas transplants	
c. Observed the evaluation of the donor and donor process and management of at least 3 multiple organ donors that include the pancreas	
d. Fellowship Training program accredited by the RRC-IM	
7. 12-month Transplant Medicine Fellowship:	
a. Involved in primary care of 8 or more pancreas transplant recipients for a minimum of 3 months from the time of their transplant	
b. Observed 3 procurement procedures and 3 pancreas transplants	
c. Observe the evaluation of the donor and donor process, and management of at least 3 multiple organ donors which include the pancreas	
d. Didactic curriculum approved by the RRC-IM	
8. Experience in pancreas transplantation:	
a. 2-5 years experience on an active pancreas transplant service	
b. Involved in primary care of 15 or more pancreas transplant recipients for a minimum of 3 months from the time of their transplant	
c. Observed 3 organ procurement procedures and 3 pancreas transplants	
d. Observe the evaluation of the donor and donor process, and management of at least 3 multiple organ donors which include the pancreas	

Membership Criteria	Yes
9. Pediatric Pathway:	
a. Program serves predominantly Pediatric Patients	
b. Demonstrate that the individual has maintained current working knowledge in all aspects of pancreas transplantation and patient care within the last 2 years.	
c. Petition the MPSC for approval	
d. A preliminary interview before the Committee shall be required	
10. Conditional Pathway – ***Only available to Existing Programs:***	
a. Physician qualifying by virtue of training has been involved in the primary care of 5 or more pancreas transplant recipients for a minimum of 3 months from the time of their transplant	
b. Physician qualifying by virtue of acquired clinical experience has been involved in the primary care of eight or more pancreas transplant recipients for a minimum of 3 months from the time of their transplant	
c. Physician qualifying by virtue of acquired clinical experience has acquired experience equal to 12 months on an active pancreas transplant service over a maximum of 2 years	
d. Consulting relationship established with counterparts at another approved pancreas transplant center (include letter of support)	

j) Describe in detail the proposed primary transplant physician's involvement in the management of patients in this program and, if applicable, their plan for coverage of multiple transplant centers. (Expand rows as necessary).

Areas of Involvement in This Program	Description
Management of Patients with End Stage Pancreas Disease	
Candidate Evaluation Process	
Donor Selection	
Recipient Selection	
Histocompatibility and Tissue Typing	
Immediate Post-Operative Patient Care	
Post-Operative Immunosuppressive Therapy	
Differential Diagnosis of Pancreas Dysfunction in the Allograft Recipient	
Histologic Interpretation of Allograft Biopsies	
Interpretation of Ancillary Tests for Pancreas Dysfunction	
Long-term Outpatient Follow-up	
Additional Information	

k) Describe the proposed primary physician's transplant training and experience in the areas listed below. (Expand rows as necessary)

Experience and Training	**Description of Individual's current working knowledge in the these areas**
Management of Patients with End Stage Pancreas Disease	
Candidate Evaluation Process	
Donor Selection	
Recipient Selection	
Histocompatibility and Tissue Typing	
Immediate Post-Operative Patient Care	
Post-Operative Immunosuppressive Therapy	
Differential Diagnosis of Pancreas Dysfunction in the Allograft Recipient	
Histologic Interpretation of Allograft Biopsies	
Interpretation of Ancillary Tests for Pancreas Dysfunction	
Long-term Outpatient Follow-up	
Additional Information	

Additional Instructions for PART 3C, Section 2: Personnel – Physicians

Complete this section of the application to describe the involvement, training, and experience of other physicians associated with the program. **Physicians must be designated as Additional or Other as described below**.

The Bylaws provide the following definition of Additional Transplant Physician:

> *Additional Transplant Physicians must be credentialed by the institution to provide transplant services and be able to independently manage the care of transplant patients.*

Physicians that also support this program but who do not meet the definition of "primary" or "additional," should complete this section of the application. The type should be indicated as "other."

Duplicate pages as needed

PART 3C, Section 2: Personnel – Physicians

2. **Additional/Other Physicians (Duplicate this page as needed).** Refer to the Bylaws for the necessary qualifications and descriptions of the required supporting documents listed below.

Check list	Question Reference	Required Supporting Documents
	3C 2a	Current C.V.
	3C 2b	A letter from the Credentialing Committee of the applicant hospital stating that the physician meets all requirements to be in good standing. Please provide an explanation of any status other than active/full.
	3C 2c,e,f	A letter from the Physician detailing his/her commitment to the program and level of involvement in substantive patient care.

a) Name: _____

For pancreas transplantation this individual is classified as ____ Additional Physician ___ other Physician
(Check only one)

b) Date of Appointment (MM/DD/YY): Facility: _____ To this position: _____

Does individual have FULL privileges at this hospital?
_____ Yes Provide copy of hospital credentialing letter.
_____ No If the individual does **not** have full privileges, explain why and provide the date the individual will be considered for full privileges. Include an explanation that describes the scope of privileges.

c) Percentage of professional time spent on site: _____% = _____ hrs/week

d) Board certification type (s) or equivalent. If board certification is pending, indicate the date the exam has been scheduled. If individual has been recertified, please use that date.

Certification Type	Effective Date (MM/DD/YY)	Certification Number

e) Training (Fellowship): List the program(s) in which pancreas and/or kidney/pancreas transplant training was received including name of institution(s), Program Director(s) names, applicable dates, and the number of transplant patients followed for which the physician provided substantive care (pre-, peri- and post-operatively from the time of transplant).

Date From To mm/dd/yy	Institution	Program Director	# PANCREAS Pts. Followed:			# KIDNEY/PANCREAS Pts. Followed:		
			Pre	Peri	Post	Pre	Peri	Post

f) Transplant Experience (Post fellowship only): List the name of institution(s), applicable dates, and the number of pancreas and/or kidney/pancreas transplants performed at the institution for whom the Transplant Physician accepted primary responsibility for substantive patient care (pre-, peri- and post-operatively from the time of transplant).

Date From To mm/dd/yy	Institution	Program Director	# PANCREAS Pts. Followed:			# KIDNEY/PANCREAS Pts. Followed:		
			Pre	Peri	Post	Pre	Peri	Post

g) Describe in detail the transplant physician's involvement in this pancreas transplant program. (Expand rows as necessary)

Areas of Involvement in this program	**Description**
Management of Patients with End Stage Pancreas Disease	
Candidate Evaluation Process	
Donor Selection	
Recipient Selection	
Histocompatibility and Tissue Typing	
Immediate Post-Operative Patient Care	
Post-Operative Immunosuppressive Therapy	
Differential Diagnosis of Pancreas Dysfunction in the Allograft Recipient	
Histologic Interpretation of Allograft Biopsies	
Interpretation of Ancillary Tests for Pancreas Dysfunction	
Long-term Outpatient Follow-up	
Additional Information	

h) Describe the physician's transplant training and experience in the role of transplant patient management in the areas listed below. (Expand rows as necessary).

Areas of Involvement in this program	**Description**
Management of Patients with End Stage Pancreas Disease	
Candidate Evaluation Process	
Donor Selection	
Recipient Selection	
Histocompatibility and Tissue Typing	
Immediate Post-Operative Patient Care	
Post-Operative Immunosuppressive Therapy	
Differential Diagnosis of Pancreas Dysfunction in the Allograft Recipient	
Histologic Interpretation of Allograft Biopsies	
Interpretation of Ancillary Tests for Pancreas Dysfunction	
Long-term Outpatient Follow-up	
Additional Information	

PART 4: Certification of Investigation

The Bylaws state that "***Each primary surgeon or primary physician**, listed on the application as a part of the plan for who shares coverage responsibility, shall submit an assessment, subject to medical peer review confidentiality requirements and which follows guidelines provided in the application and is satisfactory to the MPSC, of **all physicians and surgeons** participating in the program regarding their involvement in prior transgressions of UNOS requirements and plans to ensure that the improper conduct is not continued." (Emphasis Added)*

a) This hospital has conducted its own peer review of all surgeons and physicians listed below to ensure compliance with applicable OPTN/UNOS Bylaws.

Names of Surgeons*

Names of Physicians*

b) If prior transgressions were identified has the hospital developed a plan to ensure that the improper conduct is not continued? ____ Yes ___ No ___ Not Applicable

c) What steps will be/were taken to correct the prior improper conduct or to ensure the improper conduct is not repeated in this program? Provide a copy of the plan.

I certify that this review was performed for each named surgeon and physician according to the hospital's peer review procedures.

Signature of Primary Surgeon: Date:

Print name:

Signature of Primary Physician: Date:

Print name:

* Expand rows as needed.

Version date pending

Part 5: OPTN Staffing Report

PANCREAS TRANSPLANT PROGRAM

Member Code:	Name of Hospital:	
Main Program Phone Number	Main Program Fax Number:	Hospital URL: http://www
Toll Free Phone numbers for Patients: Hospital #: Program #:		

Answer the questions below for this transplant program. Since this information will be used to update UNET[sm] and the Membership Directory, make sure to include the best (most accurate) telephone number and address for each person. Use additional pages as necessary.

Identify the **Transplant Program Medical and/or Surgical Director(s)**:

Name	**Address**	**Phone**	**Fax**	**Email**

The **surgeons** who participate in this transplant program are:

Name	**Address**	**Phone**	**Fax**	**Email**

The **physicians** (internists) who participate in this transplant program are:

Name	Address	Phone	Fax	Email

Identify the **Hospital Administrative Director/Manager** who will be involved with this program: **Use an * to indicate** which individual will serve as the primary Transplant Administrator if more than one.

Name	Address	Phone	Fax	Email

Identify the **Financial Counselor(s)** who will be prominently involved with this program:

Name	Address	Phone	Fax	Email

The **clinical transplant coordinators** who participate in this transplant program are:

Name	Address	Phone	Fax	Email

List the **data coordinators** for this transplant program below. **Use an * to indicate** which individual will serve as the primary data coordinator.

Name	Address	Phone	Fax	Email

Identify the **Social Worker(s)** who will be prominently involved with this program:

Name	Address	Phone	Fax	Email

Identify the **Pharmacist (s)** who will be prominently involved with this program:

Name	Address	Phone	Fax	Email

Identify the **Director of Anesthesiology** who will be prominently involved with this program:

Name	Address	Phone	Fax	Email

TABLE 1 – Primary Surgeon - Transplant Log (Sample)

Organ	
Name of Proposed Primary Surgeon:	
Name of hospital where transplants were performed:	
Date range of surgeon's appointment/training: MM/DD/YY TO MM/DD/YY	

List cases listed in date order

#	Date of Transplant	PT ID	Primary Surgeon	1st Assistant
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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28				
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30				

Director's Signature: _____ Date: _____

Extend lines on log as needed

TABLE 2 Primary Surgeon - Procurement Log (Sample)

Organ	
Name of Proposed Primary Surgeon:	
Name of hospital where surgeons was employed when procurements were performed:	
Date range of surgeon's appointment/training: MM/DD/YY TO MM/DD/YY	

List cases listed in date order

#	Date of Procurement	Donor ID Number	Location of Donor (hospital)	Comments (LRD/CAD/Multi-organ)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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30				
31				
32				
33				
34				
35				

*extend lines on log as needed

Director's Signature: _____ Date: _____

TABLE 3 – Primary Physician Log (1) (Sample)

List only those patients followed for 3 months from the time of transplant (including pre-, peri-, and post-operative management)

Organ	
Name of Proposed Primary Physician:	
Name of hospital where transplants were performed:	
Date range of surgeon's appointment/training: MM/DD/YY TO MM/DD/YY	

List cases listed in date order

#	Date of Transplant	PT ID	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
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35			

Director's Signature: _____ Date: _____

Extend lines on log as needed

TABLE 4 Primary Physician Log (2) (Sample)

(Header should include the following information. Cases should be listed in date order)

Organ	
Name of Proposed Primary Physician:	
Name of hospital where transplants were performed:	
Date range of surgeon's appointment/training: MM/DD/YY TO MM/DD/YY	

In the tables below document how the physician fulfills the requirements for participation as an observer in organ procurements and transplants, as well as observing the selection and management of at least 3 multiple organ donors that include the organ for which application is being submitted. List cases in date order.

Procurements Observed

#	Date of Procurement	Medical Record/ OPTN ID #	Location of Donor (Hospital)
1			
2			
3			
4			
5			

Transplants Observed

#	Date of Transplant	Medical Record/ OPTN ID #	Location (Hospital)
1			
2			
3			
4			
5			

Donor Selection and Management

#	Date of Procurement	Medical Record/ OPTN ID #	Location of Donor (Hospital)	Specify Organ specific or Multi-organ?
1				
2				
3				
4				
5				