

**Maine Medical Center
Maine Transplant Program
Policy and Procedure
Required Personnel and Training**

Purpose: To outline Maine Transplant Program's commitment and approach to a strong and expert multidisciplinary team.

Policy: In accordance with both UNOS and CMS requirements, the Maine Transplant Program will hire and support a qualified and diverse multidisciplinary team including physicians, nurses, social workers, Financial Coordinators, Specialty Pharmacist, nutritionist, medical assistants, and administrative support.

Procedure:

1. The Maine Transplant Program will adhere to all CMS and UNOS Policies on required (CMS) and Transplant Program Key Personnel (UNOS).
2. Required and Key Personnel include: Primary Surgeon and Physician, Clinical Transplant Coordinator, Clinical Transplant Pharmacist, Financial Coordinator, Transplant Social Worker, Transplant Nutritionist, and Medical Expert Support such as Anesthesia, Infectious Disease, Pathology, and Histocompatibility.
3. Key Personnel changes will be communicated to both UNOS and CMS as required by UNOS Bylaws and CMS Standards.
4. Transplant Program Personnel will at minimum, meet Maine Health requirements for their job title and meet job requirements and standards outlined.
5. Clinical Transplant Coordinators, Clinical Transplant Pharmacist, Financial Coordinator, and Transplant Nutritionist, and Transplant Social Worker will attend regular training specific sessions to maintain competency; 16 hours per year will be considered the minimum requirement for full time team members.
6. The Living Donor Advocate will remain organizationally aligned with the Department of Ethics. S/he will participate in training sessions in both Transplant and Clinical Ethics, and will be assessed for competency on an annual basis.
7. All Transplant team members will receive a complete and comprehensive orientation to their role as well as a general orientation to MaineHealth.
8. Clinical Transplant Coordinators will be encouraged to pursue Certification through the NATCO following two years of experience in the role.
9. All Transplant team members will undergo an annual performance and competency evaluation, and be expected to adhere to MaineHealth values, including a commitment to diversity and inclusion, at all times.

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