



**OPO Hosted Course
Donor Management Workshop
featuring Laedal SimMan[®]**

NATCO, *The Organization for Transplant Professionals*
PO Box 15384
Lenexa, KS 66285-5384
(913) 895-4612
Fax: (913) 895-4652
natco-info@goamp.com

Guidelines

The curriculums for the interactive SimMan workshop have been prepared by faculty representing various OPOs across the nation varying in size to ensure adequate development to represent best practices in the donation community. NATCO also utilized medical professionals including intensivists, respiratory therapists and advanced coordinators to ensure that all aspects of donor management were integrated.

NATCO Responsibilities

1. NATCO shall identify and schedule two (2) facilitators.
2. NATCO will pay and coordinate all travel expenses associated with facilitators.
3. Ship SimMan to host site and facilitator will set up all equipment necessary.
4. Supply one (1) complete course syllabus in PDF format to be reproduced for participants by Host, if applicable.
5. Submit Continuing Education application.
6. Disseminate electronic Course Evaluation survey and Continuing Education Certificates of Attendance to attendees.

Host Responsibilities

The hosting institution will be responsible for coordination and expenses associated with the following items:

1. Food & beverage expenses, if applicable
2. Provide two rooms for workshop:
 - a. SimMan location furnished with 6' table and electricity.
 - b. Room set up in classroom style with established Audio-visual (A/V) Equipment consisting of 1 LCD Projector and screen
3. Submit final list of attendees along with e-mail addresses for completion of Evaluation Survey and Continuing Education Certificates.
4. Provide one primary contact for coordination with NATCO Executive Office.

Fees & Ala Carte Options:

- \$5,000 for one day training.
- Additional Opportunities
 - An additional training day may be purchased for an additional \$750.
 - Physician involvement in the onsite facilitation (physician supplied by NATCO): \$1,000

Continuing Education

NATCO applies for continuing education credits for transplant coordinators through the American Board for Transplant Certification. This activity is pending final approval for 7.0 for the CPTC and CPT.



The Organization for Transplant Professionals

Hosted SimMan Workshop

To ensure your understanding of the guidelines related to holding a NATCO SimMan Workshop please fill in the information and sign below.

Name of OPO:

Primary Contact Name:

Address:#####

City:#####

State :#####

Zip:#####

Phone:

Email:

Preferred Course Date:

Course Location (if known): #####

Optional Opportunities:

Additional Day of Training (\$750)

Physician (supplied by NATCO) at Facilitation (\$1,000)

Upon approval of event by NATCO, we further agree to pay, in full, the fixed administrative fee in the amount of \$5,000 and the additional opportunities selected for the training.

Signature of Authorized Contact Listed Above

Date

Cancellation Policy

This hosted Donor Management Workshop may be cancelled without penalty if NATCO is notified no less than 60 days before the scheduled date of the course. Cancellation of the Workshop no less than 30 days before the scheduled date will result in a 50% refund of the fee. Within 30 days of the scheduled course, no refund will be granted.

NATCO looks forward to working with you as plans are made for your event. Let us know at any time if we can be of assistance. We realize that your decision to host a Donor Management Workshop at your facility is an investment of time and money and will enhance the professional development of procurement coordinators.

***Return this form to NATCO Executive Office at
natco-info@goAMP.com, FAX (913) 895-4652.***