Review of the HITSP Charter

Washington, DC
September 27, 2005
HITSP Charter

- Mission (Section 1)
- Principles (Section 2)
- Scope (Section 3)
- HITSP (Section 4)
  - Responsibilities (4.3)
HITSP Panel Members (4.1)

Membership is open to all affected stakeholders in the following four categories:

– Standards development organizations (SDOs)
– Non-SDO stakeholder organizations
– Governmental bodies
– Consumers

One vote per organization
HITSB Panel Members - SDOs

- Accredited by ANSI in health informatics and implementation of EHR systems; or

- Organizations responsible for standards chosen by the Consolidated Health Informatics (CHI) initiative; or

- SDOs put forth by respondents to November 2004 HHS RFI on development and adoption of a NHIN; or

- SDOs under Institute of Electrical and Electronics Engineers-Standards Association (IEEE-SA) with focus on health care and health informatics; or

- SDOs that serve as US Technical Advisory Group (TAG) Administrators under International Electrotechnical Commission (IEC) and/or International Organization for Standardization (ISO) with focus on health care and health informatics; or

- Other SDOs nominated by expert cross-agency sources in Federal government;
HITSB Panel Members – Non-SDOs

- National associations or similar orgs with broad national membership constituencies of clinicians and providers and representative orgs;
- Safety net providers and representative orgs;
- Vendors that develop, market, install, and support HIT products and representative orgs;
- Healthcare purchasers or employers and representative orgs;
- Healthcare payers or health insurance companies and representative organizations;
- Public health agencies and representative orgs;
- National orgs with broad representation of stakeholders with interest in HIT standards;
- Clinical and health services researchers’ representative organizations;
Government & Consumers

Governmental bodies:
- Federal, state, and local agencies
- Coordinating bodies with responsibilities for and/or relationship to Healthcare IT used in public sector

Consumers:
- Consumer organizations with an interest in health information technology standards
HITSB Chair (4.2)

- Appointed by ANSI, subject to approval by the office of the National Coordinator
- Ratified by majority vote of HITSP
- Facilitates Panel & Board meetings
- Represents Panel to external community including AHIC
- Serves 2 year term that can be re-ratified for additional 2 year term
HITSP Vice-Chair (4.2)

- Nominated by Board from membership of Board
- Appointed by ANSI
- Assumes role of Chair in Chair’s absence
- Serves 2 year term that can be re-ratified for additional 2 year term
HITSP Voting Requirements (4.4)

- Membership is organizational, one vote per organization.

- For a valid vote, voting must be:
  - In person, electronic or approved means
  - Quorum defined as 33% of members voting (including abstentions)
  - Open, with results available to all members
HITSP Voting Requirements (cont’d)

- Prior to vote, 5-day review & comment period for all members*

- Board Members elected by majority vote of Panel members voting

- For all other votes, approval is determined by no less than a 66% affirmative vote of those voting

*Can be modified for inaugural meeting due to time constraints.
HITSP Board Membership (5.1)

- The Board is the governing body of HITSP

- Board consists of following voting members elected from HITSP members:
  - Eight (8) representatives elected by SDOs from HITSP membership representing SDOs (but no more than one representative from any one SDO).
  - A minimum of one (1) representative from each of the eight (8) non-SDO stakeholders
  - Two (2) representatives, appointed by ONCHIT, from either government agencies or coordinating bodies representing various government agencies;
  - A minimum of one (1) healthcare consumer representative;
  - One (1) ex-officio member appointed by ONCHIT;
HITSP Board Membership - Terms

- SDO, Non-SDO and Government representatives elected for two-year staggered terms by majority vote of respective category (no more then one half of members will be replaced in any given year)

- Board members limited to three consecutive terms

- Each Board Member must have the endorsement of his/her organization

- In the event a Board member is unable to complete his/her term, the organization represented shall, within 30 days appoint replacement for remainder of term
Board Responsibilities (5.2)

- In governing HITSP activities, the Board shall:
  - Develop operating guidelines and other procedures needed to perform its work as long as they are consistent with the principles of this Charter;
  - Recommend governance changes to HITSP;
  - Ensure principles of Charter and governance documents upheld and maintained;
  - Provide direction and guidance for development of use case recommendations;
Board Responsibilities (cont’d)

– Attempt to resolve or mediate conflicts among standards-related/impacted organizations and take appropriate follow-up action or make recommendations to involved parties;

– Form HITSP committees of sufficient number to accomplish HITSP work, and provide direction and guidance for their work;

– Approve dissolution of HITSP committees at conclusion of their tasks;

– Ensure coordination of HITSP committee activities;

– Appoint task groups as needed
Board Responsibilities (cont’d)

– If HITSP committee unsuccessful in minimizing duplication or conflict in a standard or standards, Board will make an effort to achieve a harmonized outcome;

– Within one year of award, recommend a self-sustaining business model to ensure on-going viability and financial sustainability of the HITSP

– Upon enactment of the business model, ensure the fulfillment of fiduciary responsibilities of the HITSP; and monitor the HITSP budget

– Do and perform all other acts necessary or appropriate to governance of HITSP activities.
Board Voting Requirements (5.3)

- Voting approval is determined by no less than a 66% affirmative vote of those voting, including abstentions.

- In person meetings and electronic votes shall require a quorum of 50% of the voting Board members.

- Prior to a formal vote, there shall be a 5-business-day review and comment period for all Board members.

- All votes shall be open, and results shall be available to all Panel members.
Board Meetings (5.4)

- There shall be regularly scheduled Board meetings

- If an emergency Board meeting is desired, advance notice of at least 5 days required for in person meetings and at least 3 days for conference calls

- All Board meetings are open to all HITSP members
Committees (Section 6)

- Are organized by specialty domains, assigned approved use cases if appropriate, and consist of representative Panel members.

- Work with specific use case from development through standards gap analysis, standards development coordination and implementation.

- Membership is open to all interested HITSP members.

- All meetings and conference calls shall be open to all HITSP members and posted in advance.

- Committee chair can appoint task groups as needed.
Committee Voting Requirements (6.1)

- For voting, approval is determined by no less than a 66% affirmative vote of those voting.

- In person meetings and electronic votes shall require a quorum of 50% of the voting committee members, including abstentions.

- All votes shall be open, with results available to all HITSP members.
Committee Responsibilities (6.2)

- Ratify Committee Chairs appointed by the Board Chair
- Initiate and implement HITSP activities
- Each Committee will have its own charter which shall be approved by the Board
- Committee Chairs will be responsible for ensuring consistency in all methodologies used in committee work in accordance with the principles of this Charter
Secretariat Responsibilities (Section 7)

- ANSI staff serves as secretariat to manage HITSP business affairs

- Provides all administrative support services to the Board, membership and other such groups including:
  - Scheduling meetings, notifying members of HITSP meetings, preparing agendas,
  - Issuing minutes, staffing committees except as agreed to with HIMSS for the Use Case Committees
  - Providing accounting, billing and other such services except for those handled elsewhere by contract

- ANSI, as secretariat, shall have no vote at either Panel or Board level