HiTSP

Healthcare Information Technology Standards Panel

Process Review Committee

Arlington, VA | December 18, 2008

Process Review Committee Terms of Reference (abridged)

❑ Ensure that the HITSP standards harmonization processes provide a consistent, repeatable, efficient, and open approach for identifying, selecting, and harmonizing standards.   To achieve this goal, the Process Review Committee has two primary functions:

❑ Review and disposition "process change requests". Process change requests stem from lessons learned and comments submitted by HITSP stakeholders that may result in improvements to the HITSP processes.

❑ Monitor new and existing processes to validate their effectiveness and identify further opportunities for improvement

❑ The HITSP Process Review Committee will be open to all HITSP members. In addition, the Process Review Committee will include a liaison from the Project Team.

❑ The Process Review Committee work does not pre-empt but informs the ongoing work of the Technical Committees. In addition, their work will primarily focus on the overall standards harmonization processes used to produce interoperability specifications, and not the management procedures that are defined by the Governance Committee. The Committee's work will be collaborative with HITSP private and public stakeholders.

Work Items

❑ Reviewed public comments assigned to PRC in 2007

❑ Appeals Process document

  – Approved by Panel October 2007

❑ *Creation of draft documents that became other documents*

❑ Policies and Procedures document

  – PRC has submitted version 2 for review by Panel

  – Does not require formal vote

Policies and Procedures Document

❑ Modifications include:

– Modification of Technical Committee realignment (Perspective, Domain)

– Addition of Vice Chair (2.3)

– Adding Internal Review Team Terms of Reference (2.8)

– Clarifying of Board elections (3.1)

– Filing Appeals (4.8) added materially interested parties

– Verified Secretariat roles (6.5)

– Typos, inconsistencies, verifying Terms of References

– Included references to associated documents

Other Work Items

❑ Handbook document

   – Has been sunsetted due to other documents which offer more assistance

❑ Technical Committee Operating Guidelines document

   – Maintained by Technical Committee Leadership

❑ HITSP Process Guide & Organizational Guide

   – Maintained by Internal Review Team (IRT) and Program Management (PM) group, respectively, at this point

   – PRC has reached out to see if PM/IRT needs any assistance

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Thank you to

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If you or someone from your organization wishes to join the Process Review committee, please submit your contact information to Alison Ziegler (aziegler@ansi.org)

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