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)

Healthcare Information Technology Standards Panel

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

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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;

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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;

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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

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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.

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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;

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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

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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

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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.

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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

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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.

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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

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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

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