



IHTSDO Implementation and Innovation Committee

Terms of Reference



IHTSDO IMPLEMENTATION AND INNOVATION COMMITTEE

Approved: July 2009

Terms of Reference

From the Articles of Association April 2009, Section 9.7.2:

The Implementation and Innovation Committee will be responsible for and will advise the Management Board on mechanisms to accelerate and improve the implementation of SNOMED CT and the Association's other Terminological Products and the Association's capacity and capability to support it both now and in the future.

Purpose

Accelerating and improving the implementation of SNOMED CT, both now and in the future, is IHTSDO's central focus. The Implementation and Innovation (I&I) Committee supports the mission of the IHTSDO by advising on how best to move towards this goal, enabling the effective practical implementation of SNOMED CT by widely used software applications in ways that aid the management of clinical information and assist clinical decision making. While all Committees have a focus on implementation issues within their specialist domain, the I&I Committee is the focal point within the Committee structure for addressing implementation barriers and general advice about implementation. Similarly, while all Committees will address education and research issues for their specialist domain, the I&I Committee is the focal point within the Committee structure for providing advice on pan-organisational education and research issues including policies and procedures. Encouraging greater collaboration among the community of practice and establishing transparent and inclusive mechanisms for broad participation in I & I initiatives will be key to success.

Scope

The Implementation and Innovation Committee supports the work plan of the IHTSDO. Therefore its activities will reflect the current priorities and objectives identified in that plan. The scope of work of the committee includes:

- Implementation Issues: Supporting the Implementation SIG & Affiliate Forum, providing advice on and contributing to appropriate proposal generation for work plans related to high priority implementation initiatives, and identification of main implementation barriers and proposed innovations needed to overcome them.
- Education: Providing advice and assistance with respect to curricula development, implementation of the curricula, certification of individuals, accreditation of organisations
- Research: Focal point for research issues, including evaluating the usability of the terminology and approaches to implementation by end users, reliability of coding, and representation. Also provides advice on establishing and promoting broader links with the research community, e.g. potential future partnerships, sponsorship, external funding for Fellowships, Studentships and research projects and programmes.



Responsibilities

- Advisory role to assist the Board in terms of prioritization of IHTSDO activities related to the Committee's scope, identifying emerging opportunities and predictable difficulties, and reviewing project outputs as required.
- Provide advice and assurance that the IHTSDO standards and recommendations are fit for purpose and meet the needs of the broader community of interest.
- Advise on design issues and impacts, including developing proof of concept demonstrations.
- Advise on implementation strategies including consideration of normative examples and compliance and conformance issues.
- Advise other Committees, Project Groups and Special Interest Groups on Implementation and Innovation initiatives; monitor priority and progress of identified work program items being addresses by Project Groups.
- Identify and manage potential overlaps with the work of other Committees.
- Establish and maintain effective communications with internal (IHTSDO) and external stakeholders relevant to the Implementation and Innovation Committee scope, including vendors, academic researchers, other relevant Standards Organisations and the broader community of practice.
- Contribute to other aspects of the IHTSDO's mission and work plan as appropriate.

Principles

From the Articles of Association June 2007, Section 1.3.1:

The Association will seek to govern itself and conduct all of its activities in accordance with principles of openness, fairness, transparency and accountability to its Members.

The IHTSDO is based on openness. Openness implies transparency, communication and accountability. Transparency cannot exist with a purely one-way communication – and it requires dialogue and participation to be involved in a democratic process.

The intention should basically be to be open in both the planning process and the execution of the meetings. The experts around the world are only few, and all the persons with knowledge are needed and should feel invited to flow into the committees and working groups.

Participation in Meetings

According to the principles mentioned above, the standing committees should operate as follows:

1. Committees should be open to non-members who should be known as observers.
2. Approval to attend or invitation of observers should be brought through the Chair of Committee, so that suitable logistical arrangements can be made – if at all possible.
3. Observer contributions are at the discretion of the Chair of the Committee.
4. Observers cannot vote and should respect the need for the Committee to reach conclusion in the discussions.
5. Seating arrangements at physical meetings are at the discretion of the Chair of Committee. The Chair will ensure that all the Committee members will have full access to facilities to undertake their duties.
6. Attendance policies will be established by the Management Board.¹

¹ The General Assembly has agreed as follows: beginning in 2009, if a member has been absent from at least 50% of meetings held during the year, the Implementation and Innovation Committee Chair would typically contact the member to



Membership

From the Articles of Association April 2009, Section 9.7.3:

The Implementation and Innovation Committee will comprise the following members selected as follows:

- (a) the Management Board shall appoint one Director to be member of the Implementation and Innovation Committee as its Chair, and if reasonably possible such Director will possess an appropriate and relevant background to the functions of the Implementation and Innovation Committee;*
- (b) the Management Board may appoint one member, who can be any individual regardless of their prior association with the Association, of the Implementation and Innovation Committee as its Vice Chair, and if reasonably possible such member will possess an appropriate and relevant background to the functions of the Implementation and Innovation Committee; the person appointed must be approved by the majority of the members of the Implementation and Innovation Committee;*
- (b) the Implementation and Innovation Officer;²*
- (c) a representative of Affiliates in accordance with clause 9.11;*
- (d) up to twelve members of which at least one member is elected for and on behalf of, but not necessarily resident in, each of the Geographical Constituencies. These members will be nominated and elected as follows:*
 - i. Each Member will be entitled to nominate up to three candidates on behalf of such Member's Geographical Constituency.*
 - ii. Each Member will be entitled to vote for up to twelve nominees, provided that in no event will a Member be entitled to cast more than one vote for any nominee.*
 - iii. The nominees elected will be the nominees who receive the highest number of votes among all the nominees. The nominee from each Geographical Constituency which receives the highest number of votes of the nominees from that Geographical Constituency, however, shall always be elected.*
 - iv. In the event that any member resigns from the Committee or otherwise ceases to be a member before the end of her term as a member, the vacancy resulting there from may be filled by an appointment of a successor member by the Management Board, with such successor member being a person representing the same Geographical Constituency as the person who resigned or ceased to be a member.*

NOTE: Members do not represent Geographical Constituencies; they bring their individual expertise to the work of the Committee.

A full list of current members of the Implementation and Innovation Committee can be found on the IHTSDO Website

<http://www.ihtsdo.org/about-us/standing-committees/>

discuss the situation. Except in extenuating circumstances, he/she would then recommend to the Management Board that the member in question be deemed to have resigned and would notify the member of this recommendation. In such cases of persistent non-attendance, the General Assembly has the option at the next Committee elections to elect an individual to fill the vacancy caused by this resignation.

² This position may also be filled by an Executive Officer of the IHTSDO assigned responsibility for Implementation and Innovation (as appropriate).



Ways of working

Face to face meetings will be held at least two times a year. Monthly conference calls will be scheduled so that business may be addressed more rapidly if required.

Members will respond in a timely manner to requests from the Chair for input to decisions that are required between meetings.

The IHTSDO principles of openness and collaboration will underpin the Committee's working methods, with the support of technical/communications infrastructure for the sharing and management of documents and for consultation with others.

In keeping with IHTSDO policy, members will declare potential or actual conflicts of interests with Committee agenda items and these will be managed by the Chair.

The Committee will uphold the Articles of Association and conform to the IHTSDO Regulations, Policies and Procedures where they apply to the Committee activities.

The Meeting Minutes from each Committee will be published on the IHTSDO web site and notified to and/or posted on the Collaborative Space.

The Committee will periodically review these Terms of Reference and will revise them as necessary and appropriate. This will ensure that Committee responsibilities accurately reflect the IHTSDO work plan, and the activities, interests and contributions from Members and the community of interest.

The Chair will take responsibility for taking the Committee's recommendations to the Management Board and providing members with feedback on the outcomes of their contribution.

The Chair will work with Chairs of the other Committees to ensure co-ordination across Committees, Project and Interest Groups and effective joint working when appropriate.

During face to face meetings, parallel sessions cannot be avoided. The Committee is keen to promote joint meetings with other Committees, particularly on areas of joint interest.

Skills Matrix

A desirable skills matrix has been developed for each of the IHTSDO Committees. Each skills matrix indicates the approximate minimum percentage of Committee members who will have a certain skill set. These are intended to provide guidelines to the General Assembly and Affiliate Forum when nominating or voting, but are not strict requirements. The General Assembly has approved the following skills matrix for the Implementation and Innovation Committee:

SNOMED CT Concept Design, Content Development, and/or Research on SNOMED CT Design and Implementation Issues	33%	Research/Experience in Semantic Interoperability and Semantic Data Mining	25%
Systems Architecture and Integration	25%	Research Management and Funding	17%
Software Design, Development and Implementation	42%	SNOMED CT, Biomedical Ontologies, and/or Health terminologies Education /teaching	33%
Implementation and use of SNOMED CT and/or other terminologies in Health Information Systems, including clinical or	66%	Education Management and Certification/Accreditation	17%

■ INTERNATIONAL HEALTH TERMINOLOGY
STANDARDS DEVELOPMENT ORGANISATION



health services research systems			
Implementation of clinical messaging or document standards	50%	Public Relations	20%
Research and Development of Biomedical Ontologies and Health Terminologies other than SNOMED CT	25%	Ability to influence implementation by key stakeholders	50%