Co-Chair Info Meeting

HL7 Workgroup Meeting
May 2019

Karen Van Hentenryck
Congratulations on your election!

Thank you for your willingness to serve.
Why We’re Here

- Review how HL7 is organized
- Review of co-chair responsibilities
- Direct you to helpful resources
- Answer any burning questions
## HL7 Work Groups Color Coded by Steering Division

### Administrative SD
- Attachments
- Electronic Health Record
- Financial Management
- Imaging Integration
- Orders and Observations
- Patient Administration

### Clinical SD
- Anesthesiology
- Biomedical Research & Regulation
- Clinical Decision Support
- Clinical Genomics
- Clinical Interoperability Council
- Clinical Quality Information
- Community Based Care and Privacy
- Emergency Care
- Health Care Devices
- Learning Health Systems
- Patient Care
- Pharmacy
- Public Health

### Infrastructure SD
- Arden Syntax
- CIMI
- Conformance & Guidance for Implementation/Testing
- FHIR Infrastructure
- Implementable Technology Specifications
- Infrastructure and Messaging
- Mobile Health
- Modeling and Methodology
- Security
- Services Oriented Architecture
- Structured Documents
- Templates
- Vocabulary

### Organizational Support SC
- Electronic Services / Tooling
- Process Improvement
- Project Services
- Publishing

### Board or TSC Appointed
- Architecture Review Board
- CDA Management Group
- Education Advisory Council
- FHIR Management Group
- Governance and Operations
- International Council
- Leadership Development & Nomination Committee
- Policy Advisory Committee
- Recognition & Awards
- Terminology Authority
- US Realm Steering Committee
- V2 Management Group

**KEY**
- Administrative Steering Group
- Clinical Steering Group
- Infrastructure Steering Group
- Organizational Support Steering Division
- Board or TSC Appointed/Other

Updated: 09/19/2018
This group supports the HL7 mission to create and promote its standards by:

- **Overseeing and coordinating the technical efforts** contributed by the HL7 participants, who make up the HL7 Working Group, and assuring that the efforts of the Working Group are focused on the overall HL7 mission.

- The Technical Steering Committee and the HL7 Working Group operate in such a way so as to:
  - respect the contributions and ideas of the talented individuals who make up the Working Group;
  - maintain an effective focus on the goals of HL7;
  - assure that the all major decisions are based on consensus of the stakeholders;
  - maximize sharing and "re-use" of work products between elements of the Working Group;
  - use project management to assure that project goals are articulated and met;
  - reduce competition and conflict between the elements of the Working Group; and
  - assure that HL7 standards are developed on a solid architectural foundation that assures consistency and interoperability.
TSC Structure

- **Technical Steering Committee** -
  - 11 elected voting representatives, 1 appointed voting members, 2 ad hoc members
  - TSC-elected Chair (Austin Kreisler)
  - CTO (Wayne Kubick) is an ex-officio co-chair
  - ARB Chair (Tony Julian, Lorraine Constable is the backup)
  - Two hoc members (Ken McCaslin and John Roberts)
  - 2 Affiliates representatives (Jean Duteau & Giorgio Cangioli)
  - Infrastructure Steering Division (Russ Hamm & Paul Knapp)
    - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
  - Administrative Steering Division (Riki Merrick & Mary Kay McDaniel)
    - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
  - Clinical Steering Division (Melva Peters & Floyd Eisenberg)
    - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
  - Organizational Support Steering Division (Sandra Stuart & Virginia Lorenzi)
    - 2 Elected SD Co-Chairs plus Co-Chairs of work groups in SD
Challenges

- Volunteer workforce
- Constituency changes meeting to meeting
- Limitations (budgets, resources, tools)
- Diverse membership
- Organizational archetypes
- HL7’s organization
- The day job
Strengths

- Passionate, dedicated people working toward a common goal
Co-Chair Responsibilities

- Effectively manage the Administrative items
  - Announce meetings, post minutes, etc. according to your work group’s decision making practices
- Effectively manage projects process
- Effectively manage the ballot development/reconciliation processes
Administrative Duties

- Announce WG meetings
- Post minutes to webpage or Confluence (do not use wiki going forward)
- Pay attention to messages on co-chairs and your steering division listservs
- Attend co-chairs dinner meeting at WGMs
- Submit room request for next WGM
Co-Chairs’ Dinner Meeting

- Not ALL co-chairs of a work group must attend this meeting. You may send one (1) as a representative.
- When registering for the meeting, you must log on to the HL7 website using your username and password to enable you to register for the TSC Meeting (otherwise will not display).
- You must register for the dinner meeting on the HL7 Registration Form to ensure a space and a dinner.
Room Requests for WGMs

- **Current Procedure**
  
  - For the September 2019 WGM, work group co-chair must go online to the designated URL ([http://www.hl7.org/events/meetingprep/](http://www.hl7.org/events/meetingprep/)) and complete the form and request meeting room space.
Various items are tracked and reported on a work group health report card. The TSC Chair usually announces healthiest groups at the general session and during the Monday evening co-chairs dinner.

Health Metrics

- Active Projects
- Mission/charter (reviewed every 2 years)
- Project health (not red)
- SWOT (updated every 3 years)
- Ballot presence
- Minutes posted since last WGM
- Listserv activity
- Harmonization participation
- WG conference calls scheduled since last WGM
- SD conference call participation (50%)
- TSC/SD election participation
- WG rep at SD WGM
- Presence at WGMs
- Co-chair WGM tasks completed
Projects

- Most work groups create ballot documents, which are tracked as a project
- Projects are
  - Approved by the sponsoring WG, then in parallel by
    - The co-sponsoring WG (if any)
    - The Family Management Group (CIC, CD, FHIR, V2, V3)
    - US Realm task force (if applicable)
    - ARB, if applicable
  - Then Steering division and Standards Governance Board (if needed)
  - The TSC

‘Investigative’ projects can use the “PSS-Lite” sections of the Project Scope Statement (PSS) which requires a limited sub-set of information to charter the project
Projects

- Find the Project Scope statement on Confluence https://confluence.hl7.org/

- Find the searchable project database on the HL7 homepage under Discover/HL7 Project Database

- Contact Dave Hamill (staff) should you have questions about completing the project scope statement and to update the status of your projects
Balloting

- Publishing Schedule found on the HL7.org website under Resources/Balloting
- Notice of Intent to Ballot site found under Resources/Work Groups
- Ballots always announced 30 days in advance
- Ballots are typically 30 days long
Balloting Responsibilities

- Ensure ANSI compliance (as outlined in the HL7 Essential Requirements)
- Ensure integrity of the standard
- Recognize ballot contributions of reviewers
- Strive to achieve consensus … ultimately produces the fastest progress and best serves HL7’s stakeholders
Ballot Rules

- HL7 adheres to ANSI’s Essential Requirements (you can find these on the HL7 website under Resources/Procedures/ANSI Essential requirements)
- Our specific procedures are documented in the Governance and Operations Manual (GOM) and the HL7 Essential Requirements (HL7 ER). Both are found on the HL7 website under Resources/Procedures.
- Rules for non-normative ballots are provided in the GOM while the HL7 ER documents rules for normative ballots
- Contact Karen Van Hentenryck (staff) for questions related to ANSI; Karen or Lynn Laakso can answer questions related to ballot processes.
**Persuasive**

- Means that your WG agrees that the negative baloter has a persuasive argument and will agree to the change
- May require a substantive change to the standard and thus a re-ballot
Non-Persuasive

- Use with discretion
  - Attempt to contact the voter before you declare their vote non-persuasive
  - Correcting a problem (e.g. typo) in effect makes the negative vote non-persuasive
  - In all cases, the voter must be informed of the WG’s action
  - Use the web ballot workspace to track progress and notify all balloters (and HQ) simultaneously of the outcome
Means that the WG believes that the negative comment is outside the scope of the current document or ballot
Ballot Desktop – Tally Tab

http://www.hl7.org/ctl.cfm?action=ballots.home
Review highlights to manage follow up

- **Red highlight** means that the person is negative voter who has not withdrawn and who has not yet been notified of the status of their negative vote.

- **Yellow highlight** means the person has withdrawn but has not been notified of the disposition of the negative vote. Send them an email and copy Karen VanHentenryck and Lynn Laakso.
Notification and Withdrawal
PBS Metrics Reports

- Are provided to allow WGs to track the status of their ballots and keep work moving forward
- Go to the work group’s page on the website and click on Reports (let’s look at Orders and Observations)
Other Resources

- Co-Chair handbook
- HL7 Ballots - Voting Made Easy
- GOM
- HL7 Essential Requirements
Other Things to Think About

- Avoid U.S. centricity... HL7 has an International Scope (and a growing number of International Affiliates).
- Recognize cultural differences and diversities
  - Country
  - Role (technical vs. clinical vs. academic vs. etc.)
- Everybody has a point of view and reasons for that point of view. Strive to understand before you react.
Staff

- Check out the staff at:
  http://www.hl7.org/about/hl7staff.cfm
How can we help you do your job?