Summary of Expectations for Facilitators of HL7

Modeling and Methodology Facilitators

These facilitators are the primary methodology and message design support to the group they are associated with. In general, you need to become familiar with the HL7 Development Framework, the messaging design methodology and use of the HL7 Design Tools. One of the most important responsibilities is to be aware of and participate in the various activities that harmonize models across domains. In particular, attendance at the Sunday pm Modeling and Methodology sessions is strongly encouraged to get the most up to date information on methodology and tooling. Facilitator orientation is generally scheduled Monday Q1 and a Facilitator round-table session summarizing the each committee's accomplishments and modeling issues is scheduled for Thursday evening.

Publishing Facilitators

These facilitators are responsible for the submission of content to the HL7 Publishing committee to be published on behalf of a committee or realm. In general, your role is to act as a liaison between your Work Group and the Publishing Committee. Specific tasks include sharing issues, questions, decisions, schedules and deadlines from the Publishing Committee to your Work Group and vice versa. Also you will ensure content from your Work Group is submitted to Publishing in the correct format using the proper tooling in a timely manner.

Vocabulary Facilitators

These facilitators are the primary vocabulary and terminology support to the group they are associated with. In general, you need to be very familiar with vocabulary and good vocabulary practices. This is to be accomplished by attending all of the vocabulary tutorials offered by HL7 as well as Practical sessions during vocabulary facilitator's meetings. Attendance at vocabulary facilitators meetings held during regular Working Group Meetings is required. Facilitators are also encouraged to attend their designated Domain Work Group when vocabulary issues are discussed as well as RIM Harmonization meetings.

Project Facilitators

These facilitators assist Work Groups in managing projects. This typically includes completing project scope statements and facilitating the project approval process. Project facilitators also track project progress in HL7s project management tool Project Insight. The Project Facilitator role often requires coordination with other work group leaders. Familiarity with the HL7 publishing process and the Governance and Operations manual is desired. Project Insight training is provided by Webinar. For additional information refer to the HL7 Project Facilitator Responsibilities or contact the Project Services Work Group.

Candidate Consideration

In order to be considered as a facilitator candidate, the following conditions must be fulfilled.

- Attend Facilitator's orientation session
- Attend Facilitator's round table meeting
- Attend Harmonization meeting or a WGM

If more details on facilitators' roles and responsibilities are needed, contact the co-chair of the committee for which you will be facilitating or HL7 Headquarters for more information.