

Terms of Reference for SNOMED CT Editorial Advisory Group

The SNOMED CT Editorial Advisory Group will operate under the Policies and Processes outlined in the Advisory Group Manual. These include the Advisory Group Recruitment Process, Conflict of Interest Guidelines and Procedures and Advisory Group Ways of Working.

Purpose

The purpose statement for the SNOMED CT Editorial Advisory Group is guided by

- the stated objectives of IHTSDO in its vision statement, as articulated in the Articles of Association in section 2.1
- IHTSDO's five strategic priorities set to 2020

The main purpose of the SNOMED CT Editorial Advisory Group is to provide IHTSDO with advice and guidance on issues related to the editorial policy underpinning development and maintenance of SNOMED CT content.

Scope

The SNOMED CT Editorial Advisory Group supports the work plan of IHTSDO. Therefore its activities will reflect the current priorities and objectives identified in that plan.

The scope of the SNOMED CT Editorial Advisory Group includes:

- Investigating, analyzing and providing consensus advice and guidance on editorial issues related to SNOMED CT content development and maintenance which could be not resolved by the SNOMED CT Editorial Panel¹ or have been assigned as issues on the IHTSDO Content tracker that are of high priority.
- Investigating, analyzing and providing consensus advice and guidance on editorial issues related to SNOMED CT derivative development and maintenance which could be not resolved by the SNOMED CT Editorial Panel.
- Upon request by the SNOMED CT Editorial Panel, providing a second opinion on any decision that the panel has reached.
- Upon request by the Content Managers Advisory Group, reviewing and, if necessary, updating documentation associated to item(s) on the Content projects tracker so that the Content Managers Advisory Group has accurate information to use for prioritization
- Reviewing and providing updates to the SNOMED CT Editorial Guide
- Creating and monitoring task and finish subgroups to support investigation of any complex editorial issues which cannot be resolved by discussion during scheduled meetings

¹ The SNOMED CT Editorial Panel is an internal group within IHTSDO. It meets weekly to consider and resolve content issues referred to it by the authoring team and/or the mapping team.

- Providing external review of Content Development inception and elaboration documents that have significant impact on existing content and the content model, at the request of the Head of Terminology.

Not in scope:

- SNOMED CT content development prioritization (included in the scope of the Content Managers Advisory Group)
- SNOMED CT derivative development prioritization (included in the scope of the Content Managers Advisory Group)
- Tooling for SNOMED CT content development and release

Membership

The SNOMED CT Editorial Advisory Group will be chaired by the Head of Terminology.

The Group will comprise four external Consultant Terminologists (or individuals of similar standing and experience), appointed through the Recruitment Process outlined in the Advisory Group Manual. Each appointed member will serve a term of two years, and a maximum of two consecutive terms. Every year, two members will complete their term and two new members will be appointed through the recruitment process. An exception will be made during the Advisory Group set-up period in 2015/2016, when half the members will be given 3-year terms; their maximum term will be 7 years by being eligible for appointment for two additional full two-year terms.

If a Group Member leaves without completing his or her term, a replacement will be appointed, but only during the next recruitment cycle. If a replacement member is appointed for one year, then the maximum term will be five years by being eligible for appointment for two additional two-year terms.

The IHTSDO Editorial Panel will be ex-officio members of the Editorial Advisory Group, which will be the source of a substantial portion of the business of this Advisory Group.

Other members of the IHTSDO content team may be invited to attend as presenters or observers to receive feedback from Group members.

Meeting Frequency

- Face-to-face meetings will be held approximately two times a year
- Monthly conference calls will be scheduled:
 - Timing of the calls will be determined based on the time zones of all the Group members
- Meeting agenda will be made available at least three working days before the meeting
- If no agenda items are available for discussion, then the conference call will be cancelled by the Chair at least three working days in advance

- Meeting minutes will be produced within seven (7) working days after the meeting.

Time Commitment

Each member of the SNOMED CT Editorial Advisory Group must expect to spend at least three hours each month on activities related to the Group.

Responsibilities

- Group members must make every effort to participate in all conference calls and face-to-face meetings
- Group members must mutually work out a way of determining which of them will take the lead on any open editorial issue
- Group members must aim to arrive at a consensus on open editorial issues
- Group members must divide review tasks equitably amongst themselves

Critical Success Factors

The success of the SNOMED CT Editorial Advisory Group will be measured annually against the following criteria:

- Consensus advice on open editorial issues during next available meeting
- Consensus advice when second opinion is sought during next available meeting
- Reviewing and if necessary updating documentation associated to item(s) on the Content projects tracker within one month of being requested by Content Managers Advisory Group
- Reviewing updated sections of the SNOMED CT Editorial Guide within two weeks of it being available for review

Skills Matrix

A desirable skills matrix has been developed for the SNOMED CT Editorial Advisory Group. It indicates the approximate minimum percentage of members who will have a certain skill set. These are intended to provide guidelines to those nominating or voting, but are not strict requirements.

Experience and understanding of SNOMED CT content representation and working	100%	Registered Consultant Terminologist (or equivalent training and experience)	100%
--	------	---	------

Professional clinical experience (current or past)	75%	Recognized higher qualification or experience in information-management/ computer science/ linguistic-related subject	75%
Experience and understanding of interactions and interrelations between SNOMED CT and other health data standards (e.g. mapping and harmonization)	50%	Experience in International health information standards development	50%
Professional experience in clinical information systems development and installation and/or in clinical information systems use	25%	Evidence of participation in peer-reviewed research in clinical terminology development and implementation	25%

The original Terms of Reference of this Advisory Group was approved by the IHTSDO Management Board on 16 June 2015.