

Terms of Reference for E-Learning Advisory Group

The E-Learning 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 E-Learning 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 E-Learning Advisory Group is to facilitate delivery of E-Learning products and services that address requirements of Members and other stakeholders for development of knowledge and skills related to SNOMED CT and other IHTSDO products and services.

Scope

The E-Learning 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 Content E-Learning Advisory Group includes:

- Informing, contributing to, supporting and reviewing the development of IHTSDO E-Learning products and services to address the needs of IHTSDO Members and other stakeholders (review of these products and services will be supported by usage information and feedback collected during or following use)
- Advising on, supporting and encouraging use of effective approaches to sharing of IHTSDO E-Learning resources with and between IHTSDO Members, in particular, enabling Members to reuse and translate IHTSDO E-Learning resources
- Sharing information between IHTSDO, its Members and other stakeholders about relevant educational materials and activities at national and regional levels
- Advising on Member educational priorities, such as the need to train key groups to facilitate national initiatives (for example, training those who will train others at a national level)

Not in scope

- Tooling or services used for E-Learning development and delivery
- Matters relating to progress, assessment and outcomes of individual students

Membership

The E-Learning Advisory Group will be chaired by the Head of Education.

Member Representatives

Group membership will be primarily based on nominations from Member countries using the “Member-Based” nomination process described in the IHTSDO Advisory Group Manual. In accordance with the “Term of Advisory Group Members” section of the Advisory Group Manual, each appointed Advisory Group Member serves on the group for a period of two years and may be reappointed once. An Advisory Group member may not serve for more than five years cumulative across the Advisory Groups unless granted approval by the CEO and Management Board.

There is no obligation on a Member country to nominate a representative to the Group, and a Member should not nominate a person who does not meet the stated criteria for filling that role. If a Group member leaves his or her position with the Member country or otherwise decides to end participation in the E-Learning Advisory Group, then the Member country will be invited to nominate someone else to replace the Group member.

Expert Advisors

In addition to the Member representatives, there will be a maximum of two Expert Advisors appointed in accordance with standard nomination process outlined in the Advisory Group Manual. As with Member Representatives, in accordance with the “Term of Advisory Group Members” section of the Advisory Group Manual, each appointed Advisory Group Member serves on the group for a period of two years and may be reappointed once. An Advisory Group member may not serve for more than five years cumulative across the Advisory Groups unless granted approval by the CEO and Management Board.

Meeting Frequency

- Face-to-face meetings will be held approximately two times a year
- Conference calls will be scheduled at intervals determined by the status of the work of the group.
 - Timing of the calls will be determined based on the time zones of all the Group members and, where appropriate, a second meeting with the same agenda may be held to ensure widest possible engagement of Member representatives
- Meeting agenda will be made available at least one week before the meeting
- Meeting minutes will be produced within one week after the meeting

Time Commitment

Each member of the E-Learning Advisory Group must expect to spend at least six hours each month on activities related to the Group, excluding any time spent developing learning

materials. A higher level of input may be required at some times where new learning materials need input and review.

Responsibilities

- Providing an effective link between IHTSDO E-Learning activities and educational requirements and activities in Member countries
- Ensuring that the Member Forum representatives of the Member countries represented on the Group are kept informed about prioritization and other advice on E-Learning given by the group
- Reviewing and providing constructive feedback on new E-Learning materials and regularly revisiting existing materials to identify areas where changes are needed
- Facilitating effective sharing and reuse of materials by IHTSDO and Members to enable translation and localization while maintaining international consistency
- Advising the Management Team and Management Board during the annual budget process by identifying priorities for revisions and additions to E-Learning courses and other material designed to enhance awareness, knowledge and understanding of SNOMED CT and development of related skills

Critical Success Factors

The success of the E-Learning Advisory Group will be measured annually against the following criteria:

- Timely identification of high priority additions to E-Learning courses at a sufficient level of specificity to allow relevant decisions to be made and development to proceed
- Timely provision of feedback from members of the Group to enable enhancement to E-Learning materials without delaying course delivery
- High-level of satisfaction with E-Learning courses amongst students and those utilizing the knowledge of skills of those trained
- Member collaboration with IHTSDO E-Learning efforts (e.g. local provision of qualified mentors to support students from a Member country taking an IHTSDO E-Learning course)
- Practical reuse and adaptation of IHTSDO E-Learning materials by Members to address specific needs within their countries
- Translation of IHTSDO E-Learning materials by Members to meet needs of students and other stakeholders in their countries

Skills Matrices

A desirable skills matrix has been developed for the E-Learning Advisory Group's Expert Advisors. The matrix 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.

There is no corresponding skills matrix for Member representatives. IHTSDO is seeking individuals who can knowledgeably and authoritatively provide input on that Member country's education and training priorities and be able and willing to facilitate sharing and reuse of IHTSDO E-Learning materials within the Member country.

Skills Matrix for Standard Advisory Group Members on the E-Learning Advisory Group

All nominees for standard advisory group member positions on the E-Learning Advisory Group should have at least four of the following characteristics. Between them, two expert roles should cover all these characteristics.

Detailed knowledge of SNOMED CT demonstrated either through successful involvement in an IHTSDO training scheme (e.g. Consultant Terminologist Program or SNOMED CT Implementation Advisor Scheme) or through recognized excellence demonstrated through application of this knowledge in a working role	50%	Formal training and qualifications related to education followed by practical application of those skills in an academic or commercial environment (e.g. university, training organization, etc.)	50%
Practical experience of working in a role that involves the effective management and/or use of clinical information (e.g. clinical practice, health information analysis or clinical system design)	50%	An exceptional perspective, skill or expertise that is likely to substantially enhance the effectiveness of the group in meeting its objectives	100%
Proven ability to plan and/or deliver effective education and/or training in a field relevant to the domains in which SNOMED CT may be used	50%	A recognized ability to undertake effective quality review of educational materials and willingness to apply this ability to support the enhancement of IHTSDO E-Learning materials.	100%

This Terms of Reference document was approved by the IHTSDO Management Board on 16 June 2015.