

Terms of Reference for Modeling Advisory Group

The Modeling 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 Modeling 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 purpose of the Modeling Advisory Group is to advise the IHTSDO Management Team (MT) on clinical knowledge and information modeling.

The Modeling Advisory Group ensures that by engaging with experts drawn from the Community of Practice, IHTSDO has access to the latest techniques and science related to the representation of clinical knowledge and clinical information modeling. By managing the Group membership according to the skills matrix, IHTSDO will ensure a credible, practical mix of skills. The Group will provide balanced advice, taking account of science, technology and business considerations.

Scope

The Modeling 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 Modeling Advisory Group includes:

- Clinical knowledge in various clinical domains, and SNOMED's relation to other controlled vocabularies, medical terminologies and classifications.
- The representation of knowledge using description logic and other forms of representation.
- Algorithms for normalizing representations, classifying data and generating inferences.
- Advice on the implications of representing knowledge in one way or another.
- Data distribution and consumption considerations.
- Information modeling, model binding, and the practical use of SNOMED CT in the health industry, and in relation to other health standards.

Not in scope

- The addition of content in SNOMED CT.
- The resolution of specific content issues.
- Advice on clinical domain coverage in SNOMED CT.

- The use of SNOMED CT with specific clinical systems.

Membership

The Modeling Advisory Group will be chaired by the Digital Product Architect.

Membership will be skills-based.

The Group will have twelve members, drawn from relevant domains as follows (see skill matrix for further information):

- Clinical domain (2)
- Logic/scientific domain (2)
- Information modeling domain (2)
- Software vendor community (2)
- IHTSDO Staff (4)

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
- Meeting agenda will be made available at least one week before the meeting
- Meeting minutes will be produced within one month of the meeting

Time Commitment

Each member of Modeling Advisory Group must expect to spend 1 hour each month for meetings, plus additional time in subgroups, for which the amount of time would vary depending on the task. Group members will volunteer for tasks based on whether they had the time.

Responsibilities

- Advisory role to assist the MT on the science and technologies involved in clinical knowledge representation and clinical information representation and consumption in health software systems.
- To provide independent, informed opinions and advice on the agenda topics, based on personal knowledge and experience, to assist IHTSDO in delivering terminology products that meet the needs of all IHTSDO Members and consumers equally.
- To attend and participate freely and consistently in meetings, both face to face and by teleconference.

- To avoid individual and organizational bias.

Volunteer-based task-and-finish subgroups might be formed to report to the Group on specific well-defined topics. Some independent work might be required. Volunteers are expected to manage their commitments such that they volunteer only if they are able to donate the required time and resources.

Critical Success Factors

The success of Modeling Advisory Group will be measured annually against the following criteria:

- Individual Group members are sufficiently experienced and knowledgeable to offer advice on the in-scope topics;
- Group members are available and willing to participate in meetings and discussions;
- Group members are motivated to help IHTSDO and Management Team succeed in its mission;
- Group members are able to "form" as a team to work together to provide consensus advice base on their individual experience, which IHTSDO could generalize to formulate decisions that would improve its products for all Members and consumers.

Skills Matrix

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

<p>Experience as a clinician</p> <ul style="list-style-type: none"> • Professional clinical experience; • Experience and understanding of SNOMED CT, content representation knowledge and practical, working knowledge; • Experience and understanding of SNOMED CT. 	25%
<p>Experience as a software vendor</p> <ul style="list-style-type: none"> • Professional experience of running national/large enterprise information systems/data quality programs/risk management programs; • Professional experience in clinical information systems development and installation and in clinical information systems use; • Professional experience in clinical data production, organizational or software risk management or quality management. 	25%
<p>Experience as a logician</p> <ul style="list-style-type: none"> • Experience and understanding of interactions and interrelations between 	25%

<p>SNOMED CT and other health data standards (e.g. mapping and harmonization);</p> <ul style="list-style-type: none">• Evidence of participation in peer-reviewed research in information and knowledge representation quality;• Recognized higher qualification in information-management/computer science/linguistic/logic-related subject.	
<p>Experience in information modeling</p> <ul style="list-style-type: none">• Professional experience in clinical information systems development and installation and in clinical information systems use;• Professional experience in information data processing (entry, encoding, cleansing, analysis, validation, aggregation);• Experience and understanding of SNOMED CT - technical knowledge, and development tooling knowledge.	25%

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