



# Healthix Research Committee – Charter

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## Overview

Healthix has focused on facilitating the coordination of care and secure exchange of patient information among disparate providers and care team members to improve clinical outcomes, promote efficiency and reduce healthcare costs. As the breadth and depth of data in the HIE grows, Healthix is expanding its capabilities to support new and innovative use cases, including clinical and population health research. Healthix is restructuring the Healthix Research Committee as outlined in this Charter to fulfill its mission to:

- Promote the use of Healthix data for research purposes
- Facilitate the review of research applications in accordance with Healthix Policy.

## Committee Purpose

The strategic direction and activities of the Healthix Research Committee (“the Committee”), designated by the Healthix Board, will be to review applications to use Healthix data for research purposes, and approve or deny applications in accordance with Healthix Policy. Healthix Policy defines “Research” as the systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Research may focus on informatics, population health, clinical trials, or other dimensions.

## Roles

The Committee will consist of three defined roles: Chair, Member, and Liaison. The responsibilities of each role are listed below under “Responsibilities of Each Role.”

- The Chair serves a two-year term. The Chair may be reinstated once the term has ended.
  - The Chair is appointed by the Board of Directors, which may appoint Co-Chairs.
- Members serve a four-year term, join the Committee voluntarily, and are approved by the Chair. Members may be reinstated once the term ends.
  - Best practice is for the Members to include the immediate past Chair and the prospective future Chair. The Chair may collaborate with these two Members in particular as an “Executive Committee” to recommend policies and practices for the Committee, plan meetings, and prepare agendas.
- The Liaison is a member of the Healthix management team who supports the Chair.

The Chair and Liaison will be responsible to present proposals to the Committee and serve as a liaison between the Committee and Healthix staff.

## Responsibilities

The following functions and responsibilities are set forth as a guide for fulfilling the Committee’s purpose, with the understanding that the Committee’s activities may adapt as appropriate given the circumstances. The Committee is authorized to carry out these responsibilities, and to take any actions reasonably related to the mandate of this Charter.

Committee responsibilities include:

- Making decisions that are in the best interest of Healthix and its Participants and their patients, and not for individual gain
- Planning succession and orienting new Committee members
- Systematically seeking input and feedback on Committee performance
- Applying best practice with regard to balancing the facilitation of research and protecting privacy

### **Responsibilities of Each Role**

#### **Chair**

- Guide the Committee in accomplishing the mission and objectives detailed in the Charter and in accordance with Healthix Policy
- Ensure all Committee members are fully oriented on the Committee objectives, deliverables and roles/responsibilities
- Work toward building a sense of trust, productivity, and camaraderie within the Committee
- Develop a process and workflow in coordination with the Liaison that will allow the Committee to effectively and efficiently discharge its responsibilities
- Approve meeting agendas, in coordination with the Liaison
- Conduct meetings of the Committee and direct the communication for Committee matters
- Facilitate the productive and thorough review of research proposals by the Committee, and voting process
- In coordination with the Liaison, work to ensure that meeting notes capture consensus agreement items and follow-up actions of the Committee
- Assign tasks among the Committee members, as necessary
- Promote consistent participation and address non-productivity within the Committee
- Work with the Liaison to develop final reports, proposals and supporting documentation for Healthix and that the material presented to Healthix accurately reflects the work of the Committee and is submitted in a timely fashion
- Work with the Liaison to review the Charter annually and recommend updates to the Committee
- Transition the incoming Chair into the role

#### **Liaison**

- Support accomplishing the mission and objectives of the Committee
- Work in coordination with the Chair to efficiently discharge the responsibilities of the Committee
- Work in coordination with the Chair to develop agendas, meeting materials, set meeting dates and locations, and communicate meeting requirements to the Committee
- Work in coordination with the Chair to capture notes that reflect consensus agreements and follow-up actions, including a meeting schedule
- Work in coordination with the Chair to ensure all reports, proposals, supporting documentation are developed in a professional and timely manner
- Ensure that communication with Healthix staff is established and maintained and that Committee documents are appropriately archived
- Coordinate and deploy any approved external communications

#### **Member**

- Have a commitment to Healthix's mission
- Attend at least three (3) of the four (4) planned Committee meetings each year
- Participate via email or WebEx/teleconference in reviewing research proposals as the Committee receives them

- Actively participate and have sufficient time to devote to the Committee, including the thorough review of applications, participation in meetings, and voting
- Participate in initiatives to promote the use of Healthix data in research
- Participate in the development of criteria to determine which research applications to support

## Membership

The membership of the Committee reflects the diversity of Healthix's Participants. Members were selected based on their experience working with HIEs, EHRs, population health, health informatics, clinical trials, or other types of research studies. Some members of the Committee will have primary experience in privacy and compliance as it relates to research.

## Meetings

The Committee meets at least quarterly. The Chair will also convene the Committee as needed to review research applications via email or WebEx/teleconference.

## Governance Structure of the Committee

- If multiple members participate from a given Participant organization, the Participant will designate one of its members as its "lead", who will vote on behalf of the Participant"
- The Liaison is not a voting member
- Healthix Management may attend Committee sessions as non-voting members
- The Committee will adhere to NIH Conflict of Interest rules for reviewers. A Committee member may submit an application and respond to questions if requested by the Committee, but will not otherwise participate in the review of an application with which he/she has a conflict, and will recuse her/himself from voting on the application.

## Application Review Process

The Committee is responsible for reviewing applications as outlined in Healthix Policy. To request Healthix approval to use Data for a Research purpose, the researcher will submit an application to Healthix. After receiving the application, the Liaison will promptly coordinate Healthix review to confirm apparent compliance with the guidelines in Healthix Policy and to determine feasibility of providing the Data. If deemed apparently compliant and feasible, the Liaison will forward the application to the Chair for review by the Committee.

- Proposals that are not approved by the Committee will be returned to the applicant with a brief explanation of the reason(s) that the proposal was not approved. The applicant may submit a revised proposal.
- All proposals that are approved by the Committee will be managed by the Liaison to coordinate scoping, contracting, and project scheduling with Healthix staff.