

# **SNOMED Clinical Terms**

## **National Release Centre of Ireland**

Terms of Reference, Constitution and Operation

September 2017



## Document Management

### Document Control

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### Revision history

The following changes have been added to the document on the dates listed:

Version	Date	Summary of changes
0.1	10/08/2017	Update following Governance Meeting

### Glossary of terms and abbreviations

The following terms and abbreviations are used throughout this document:

Term	What it stands for
<b>NRC</b>	National Release Centre
<b>TOR</b>	Terms of reference

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## Contents

<b>Document Management</b> .....	<b>3</b>
<b>About this document</b> .....	<b>5</b>
<b>1 Aims of the Governance Board</b> .....	<b>6</b>
<b>2 Responsibilities of the Governance Board</b> .....	<b>7</b>
<b>3 Governance Board obligations to SNOMED International</b> .....	<b>8</b>
<b>4 Guidelines for establishing sub-structures</b> .....	<b>9</b>
<b>5 Constitution of the Governance Board</b> .....	<b>10</b>
5.1 Membership .....	10
5.2 Voting Rights.....	10
5.3 Communication.....	10
5.4 Meeting occurrence.....	11
5.5 Quorum .....	11
5.6 Pre-meeting preparation.....	11
5.7 Standing agenda items.....	12
5.8 Conflicts of Interest.....	12
5.9 Voting.....	12
5.10 Record of Governance Board meetings .....	12
<b>6 Full Responsibilities of the Governance Board</b> .....	<b>14</b>
<b>Appendix A – Role of Governance Board member</b> .....	<b>16</b>

## About this document

**Note.** This document has been adapted from the Terms of Reference, Constitution and Operation of the Governance Board of the United Kingdom Terminology Centre (UKTC).

### Purpose

This document outlines the terms of reference, constitution and operation of the Governance Board of the SNOMED Clinical Terms (SNOMED CT) National Release Centre of Ireland.

### Audience

All those with an interest in the governance and management of the SNOMED CT National Release Centre of Ireland and of SNOMED CT products and services in Ireland.

### Background

The SNOMED CT National Release Centre of Ireland has been set up to meet Ireland's responsibilities to administer the national license for SNOMED CT, as outlined by the International Health Terminology Standards Development Organisation (IHTSDO), which trades as SNOMED International. These responsibilities include:

- Manage the licensing and distribution of the SNOMED CT International Edition in the Ireland
- Manage the relationship with SNOMED International and other member countries.
- Support the development, implementation, and use and maintenance of SNOMED CT products and services within Irish health and social care.

### Scope

This document is intended to describe the role, constitution and operation of the Governance Board of the SNOMED CT National Release Centre of Ireland. It does not cover the resourcing or financing of the centre.

## **1 Aims of the Governance Board**

The Governance Board of the SNOMED CT National Release Centre of Ireland is responsible for providing strategic oversight to the SNOMED CT National Release Centre of Ireland:

- agreeing and defining the strategy and annual work plans, and verifying performance against these,
- advising it on maintaining its products and services to meet national and international commitments, and
- supporting the Irish responsibilities and obligations to SNOMED International.

The Governance Board is expected to maintain and operate within its terms of reference.

## 2 Responsibilities of the Governance Board

The Governance Board will undertake the following activities:

- Provide strategic advice and guidance to the SNOMED CT National Release Centre of Ireland.
- Ensure business planning of SNOMED CT National Release Centre of Ireland.
- Ensure that the performance of the SNOMED CT National Release Centre of Ireland is reported against the agreed business plan.
- Approve appropriate policies for the SNOMED CT National Release Centre of Ireland.
- Ensure that risks are identified and mitigations are put in place.
- Provide strategic advice and guidance on the scope of the products and services of the SNOMED CT National Release Centre of Ireland.
- Review the terms of reference of the Governance Board after one year.

### **3 Governance Board obligations to SNOMED International**

The Governance Board will provide advice and guidance on the SNOMED CT National Release Centre of Ireland engagement with international groups and governance bodies. This section describes the obligations that the Governance Board of the SNOMED CT National Release Centre of Ireland has to SNOMED International. :

- Seek to ensure effective Irish contribution to the strategic direction of the SNOMED International by confirming nominations to SNOMED International governance structures, including standing committees and the management board.
- Ensure effective Irish engagement at strategic and operational level by confirming representation to the SNOMED International General Assembly (GA) and Member Forum (MF) including the provision of alternates.
- Provide advice and guidance to support the Irish delegates to the SNOMED International General Assembly and Member Forum.
- Provide advice and guidance for the General Assembly delegates on the selection of the Irish-nominated representatives to the SNOMED INTERNATIONAL Standing Committee.
- Ensure conformance with all the regulations of the SNOMED International as expressed in the Articles of Association and other relevant SNOMED International policies and procedures.
- Approve Irish contribution to the SNOMED International annual report.
- Provide advice and guidance on policies and procedures for the management of Irish representation and participation in those bodies outlined above and in terms of any working group activity.

## 4 Guidelines for establishing sub-structures

The Governance Board may also set up sub-structures to support its work within these guidelines:

- Determine the scope, term, and responsibilities of any sub-groups to support its responsibilities.
- Agree terms of reference and appoint members of such groups.
- Receive reports and assure deliverables.

## 5 Constitution of the Governance Board

This section describes the constitution of the Governance Board of the SNOMED CT National Release Centre of Ireland.

### 5.1 Membership

The Governance Board will comprise:

- **Two representatives** from the services who are consumers of the terminology products and services from within health and social care.
- **Four officers** from the SNOMED CT National Release Centre of Ireland, proposed by the officer responsible for the products and services provided by the terminology teams in the SNOMED CT National Release Centre of Ireland. This membership should remain consistent and individuals would be responsible for each of the following areas:
  - **Business**
  - **Quality**
  - **Editorial**
  - **National and international liaison, engagement and implementation**
- **Chair** who will be confirmed by the members of the Governance Board. The Chair must be impartial and in a position to fully the use of terminology within health and social care within Ireland.
- **Deputy Chair** who will be confirmed from the members of the Governance Board.
- **Chairs of sub-committees**, including the Chair of the SNOMED CT National Release Centre of Ireland.
- **Up to two other appointees**, as determined appropriate by the Governance Board.

### 5.2 Voting Rights

All members of the Governance Board or their alternatives will have an equal vote

### 5.3 Communication

All formal communications not related to actions from the minutes or other standing instructions shall be routed through the Chair.

All responses to communications to Governance Board on actions related to the minutes or standing instructions should be routinely sent to all Governance Board members.

Decisions on items raised outside the formal business meetings should be recorded as an addendum to the official minutes at the next meeting.

Any additional communications to Governance Board members should clearly state in what capacity that communication is issued – for example, whether the response should be as a member of the Governance Board or as a formal representation of a country view.

Standard templates will be used for agenda, minutes, action log and reports.

## 5.4 Meeting occurrence

The Chair of the Governance Board of the SNOMED CT National Release Centre of Ireland will ensure that, except in cases of urgency, that all members receive a **minimum of 6 weeks prior written notice** of Governance Board meetings.

Additionally:

- Meetings should be arranged annually in advance.
- Meetings should take place at least four times per year, with two of these meetings to be scheduled for the week before the six-monthly SNOMED International business meetings.

Extraordinary meetings may take place when requested by two members of the Governance Board or as frequently as the Chair of the Governance Board considers appropriate.

## 5.5 Quorum

The quorum of the Governance Board will be when half of its members are present at the meeting, either physically or virtually.

## 5.6 Pre-meeting preparation

The Chair and an executive officer will agree the agenda such that it may be sent out **one week in the advance of the meeting**.

On receipt of papers, if they have not done so previously, Governance Board members should notify the secretariat and the Chair, if they are unable to attend and whether they intend to send an alternate.

Members wishing to attend virtually should confirm this to the secretariat.

Members are invited to send written comments on the papers to the secretariat for onward circulation to other Governance Board members.

## 5.7 Standing agenda items

The Chair will ensure that all aspects of the Governance Board's responsibilities are considered when determining meeting content. Reports from any persons not present at the meeting may be submitted in writing in advance and considered by the Governance Board.

Agenda items will routinely include:

- Conflicts of Interest
- Agreement of the proposed agenda\*
- Items for decision
- Items for interest
- (\*Any other business, if agreed above)

## 5.8 Conflicts of Interest

Each member will be obliged to disclose fully and fairly through the Chair of the Governance Board any real or potential conflict of interest such participant has, or may have, with respect to any matter or item being considered, discussed, or addressed by the Governance Board.

## 5.9 Voting

If required, business transacted by the Governance Board shall be determined by a simple majority of the votes cast at a meeting at which there is a quorum.

Where the Chair has a dual role, they may vote in their Governance Board member role and separately have a casting vote in a situation where there is a tie in the voting.

All other full or alternate members shall have one vote on each item or resolution presented and voted upon by the participants at a meeting. The sequence of voting will be:

- Those in favour
- Those against
- Those abstaining

The result of any vote will be recorded and published in the meeting minutes.

## 5.10 Record of Governance Board meetings

The Chair of the Governance Board of the SNOMED CT National Release Centre of Ireland, with support from the secretariat, will ensure that:

- Formal minutes are recorded, circulated to Governance Board members in draft within two weeks of the meeting. The minutes will be discussed, amended as necessary, agreed at the next meeting of the Governance Board and signed off by the Chair.

**SNOMED CT NATIONAL RELEASE CENTRE OF IRELAND**

- The minutes contain a record of all members present either physically or by alternative means.
- The minutes contain a record of any votes which have taken place and their outcome. Any member who does not agree to a resolution at the time it is made by the Governance Board is entitled to have their dissenting views recorded in the minutes.
- A formal record of actions is agreed and progress against the actions is maintained.
- A formal record of process agreements is maintained.
- Documentation related to the business of the Governance Board is published on the SNOMED CT National Release Centre of Ireland Website, except those parts of the minutes that include information or materials that are of a confidential nature.

## 6 Full Responsibilities of the Governance Board

The SNOMED CT National Release Centre of Ireland provides products and services to support the release of SNOMED CT in Ireland. It shall:

- Develop, maintain, license and distribute the Irish release of SNOMED CT.
- Provide the necessary advice and consultancy to support the adoption and implementation of all its products.
- Maintain the necessary infrastructure to support maintenance of SNOMED CT National Release Centre of Ireland terminology products.
- Specify, commission and/or directly provide the services necessary for undertaking and/or supporting the development and maintenance of SNOMED CT National Release Centre of Ireland terminology products.
- Manage its operations in accordance with the Purpose, Objects and Principles of SNOMED International.
- Ensure the availability of the SNOMED CT National Release Centre of Ireland terminology releases to customers by managing its ongoing maintenance and distribution of regular national releases.
- In line with obligations to Cominssioners, SNOMED International and Irish health and social care, recommend a release schedule for SNOMED CT releases in Ireland.
- Produce, manage and share all documentation as required by health and social care bodies and SNOMED International, in line with specific stated requirements detailed in SNOMED International Articles, regulations and agreed policies and procedures.
- Provide up-to-date documentation of SNOMED CT National Release Centre of Ireland terminology products in line with specific products and procedures.
- Arrange and support meetings of experts through SNOMED CT National Release Centre of Ireland standing committees and working groups – for example, the implementation forum.
- Ensure the mechanisms are in place to govern the content of SNOMED CT National Release Centre of Ireland terminology products in the form of an Editorial Committee.
- Provide a public Website on which current activities, documents, products and processes are published.
- Take any action required to protect the rights, assets and property of Irish national and international Standard development organisation in relation to their terminology products, trademarks and any other of their intellectual property.

**SNOMED CT NATIONAL RELEASE CENTRE OF IRELAND**

- Act as the primary point of the liaison with SNOMED International and other members and Irish Affiliates with regard to all aspects of the management of the International Release of SNOMED CT in Ireland.
- Provide a secure, online collaboration facility to support any national standing committee and working group activities and development of the SNOMED CT National Release Centre of Ireland terminology products – for example, for the Editorial Committee and Implementation Forum.
- Ensure an effective mechanism is in place to track licensees of its products in Ireland, which allows access to other national and international Standards development organisation and governing bodies, where this is required.

## Appendix A – Role of Governance Board member

Each member of the Governance Board of SNOMED CT National Release Centre of Ireland should:

- Understand the statutory role of the Governance Board of SNOMED CT National Release Centre of Ireland and related Standards bodies.
- Ensure that they are satisfied that plans and strategies are in place to enable compliance with these obligations and with any non-statutory obligations in respect of SNOMED CT.
- Ensure that they understand their obligations as members of the Governance Board and required progress against plans, and are satisfied that those expectations are being met.
- Ensure that significant risks and issues are tracked and managed, and that appropriate mitigation is planned, and, where appropriate, escalate them.
- Maintain the strategy and business plan for the area, and track and report on progress.
- Ensure reporting on the operational delivery of SNOMED CT products and services, and answer queries as required by the Governance Board.
- Ensure that documentation is available in a timely ways to support the Board in meeting its obligations.
- Raise risks and issues that significantly affect the ability of the area to deliver against obligations and manage the mitigation of those risks and issues.