

**SNOMED International Advisory Group Nomination Form**

## Instructions

Thank you for your interest in nominating someone to serve as a member of a SNOMED International Advisory Group. Self-nominations are acceptable.

Please note: This nomination form is for standard nominations as described in section 4 of the SNOMED International Advisory Group Manual. Nominations for Member-based nominations (i.e. all of the positions on the Content Managers Advisory Group, all of the positions on the Tooling User Advisory Group, and most of the positions on the E-Learning Advisory Group) are handled by email. Please contact ag@snomed.org if there are any questions.

If nominating someone for more than one Advisory Group, please submit separate nomination forms, i.e. each nomination package should focus on one nominee for one Advisory Group. Although individuals may be nominated for more than one group, they are only permitted to participate in one group at a time.

When complete, please name the documents in the following format:
Nominee’s name-Advisory Group name-Document type

For example, Larry Page-TRAG-Nomination Form, or Larry Page-TRAG-CV.

Then submit the documents, preferably in PDF format, by email to ag@snomed.org.

**The deadline for nominations is: Friday June 15th, 2018**

Decisions on membership will be made in June. Nominees will be informed about the decisions by the end of June.

*Note on terms: These Advisory Groups are new. Terms are for two years, with the possibility of being reappointed for one additional two-year term. In order to stagger the terms to ensure some continuity, approximately half of the Advisory Group members selected in 2015 will be assigned one-year terms and the others will be assigned two-year terms. The length of the term assigned in no way reflects the qualifications of the individual; it is merely to create the foundation for staggered terms. Those assigned one-year terms will be eligible for two additional terms, for a maximum of 5-years. Please see the Advisory Group Manual section 3.5 for more information about Terms of Advisory Group Members.*

*Note on travel expenses: These positions are voluntary and unpaid. SNOMED International will offer reimbursement for travel expenses for approved face-to-face meetings or other events to those Advisory Group members who are selected through this standard nomination process. Individuals appointed to Advisory Groups to represent the interests of a Member through the Member-based nomination process are ineligible for SNOMED International-supported travel. Such expenses are assumed to be the responsibility of the Member country.*



## Select the Name of the Advisory Group

Only one per nomination form. Content Managers Advisory Group and Tooling User Advisory Group are not listed because those nominations are handled through the Member-based nomination process (i.e. by email). Anyone using this form for a position on the E-Learning Advisory Group should be nominating someone for one of the two Expert Advisor positions only. All other E-Learning Advisory Group positions are Member-based and therefore do not use this form.

From the drop-down menu, please choose one of the following: E-Learning Advisory Group, SNOMED CT Editorial Advisory Group, Modeling Advisory Group, Software Development Advisory Group, or Terminology Release Advisory Group.

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## Nominee (Person being nominated or applying)

|  |  |
| --- | --- |
| Name |  |
| Organization |  |
| Address |  |
| Country |  |
| Phone |  |
| Email Address |  |

**Nominator (Person making the nomination, if different from above)**

|  |  |
| --- | --- |
| Name |  |
| Organization |  |
| Address |  |
| Country |  |
| Phone |  |
| Email Address |  |

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## Declaration of Interests

Members of SNOMED International Advisory Groups have a range of professional, employment, and financial interests. Their diverse interests and experiences, both within and outside SNOMED International, benefit the organization and global terminology development efforts, but they may also create potential conflicts of interest. Potential conflicts may, but need not necessarily, relate to financial considerations. They could also relate to the varying interests of different standards development organizations, professional associations, and academic bodies.

Those nominees who are selected to be members of Advisory Groups will be required to submit a complete Conflict of Interest declaration, as outlined in the Advisory Group Manual. Nominees must submit an initial declaration of interest as outlined below.

To start a new line below, press Shift-Enter.

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Dates** |
| Current and recent (<3 years)employment |  |  |
| Appointments (voluntary or otherwise) |  |  |
| Membership of professional and academic bodies, including standards bodies |  |  |
| Partnerships and other forms of significant financial interest |  |  |
| Other, particularly interests that may lead to conflicts of interest |  |  |

## Mini-Curriculum Vitae (separate attachment)

Please attach a mini-curriculum vitae, no more than 3 pages.

## Statement of Interest (separate attachment)

The nominee should describe why he or she is interested in serving on the Advisory Group and why he or she should be selected to do so (no more than one page).

## Statement by the Nominator (if any) (separate attachment)

If this nomination is not a self-nomination, the nominator may describe what the nominee would bring to the Advisory Group (optional, no more than one page).

**Thank you! Please refer back to the instructions on page 1 for information on how to submit the documents.**

# SNOMED International Advisory Group Position Profile

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# 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 SNOMED International in its vision statement, as articulated in the Articles of Association in section 2.1
* SNOMED International’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 SNOMED International products and services.

Scope

The E-Learning Advisory Group supports the work plan of SNOMED International. 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 SNOMED International E‑Learning products and services to address the needs of SNOMED International 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 SNOMED International E‑Learning resources with and between SNOMED International Members, in particular, enabling Members to reuse and translate SNOMED International E-Learning resources
* Sharing information between SNOMED International, 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 Product Support, and in their absence, a nominated member of the Education and Product Support team.

**Member Representatives**

Group membership will be primarily based on nominations from Member countries using the “Member-Based” nomination process described in the SNOMED International 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 SNOMED International 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 SNOMED International 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 SNOMED International E-Learning efforts (e.g. local provision of qualified mentors to support students from a Member country taking an SNOMED International E-Learning course)
* Practical reuse and adaptation of SNOMED International E-Learning materials by Members to address specific needs within their countries
* Translation of SNOMED International E-Learning materials by Members to meet needs of students and other stakeholders in their countries

Needs Assessment for Member Representatives

Individuals serving as Member representatives on the E-Learning Advisory Group should be able to knowledgeably and authoritatively provide input on that Member country’s SNOMED CT education and training priorities and be able and willing to facilitate sharing and reuse of SNOMED International E-Learning materials within the Member country. It would also be an advantage for the Member representative to have participated in at least one of SNOMED International’s courses, and to have experience in either using or providing training in SNOMED CT.

Skills Matrix for Expert Advisors

A desirable skills matrix has been developed for the role of Expert Advisor on the E-Learning Advisory Group’s Expert Advisors. All nominees for Expert Advisor 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.

The matrix indicates the approximate minimum percentage of expert advisor members who will have a certain skill set. These are intended to provide guidelines to those nominating or voting, but are not strict requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Detailed knowledge of SNOMED CT demonstrated either through successful involvement in an SNOMED International training scheme (e.g.Consultant Terminologist Program, SNOMED CT Implementation Course) 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 SNOMED International E-Learning materials. | 100% |

# SNOMED International Advisory Group Position Profile

Modelling Advisory Group

Please provide a self-assessment based on

•   0 for no or limited experience

•   1 for basic experience

•   2 for skilled experience

•   3 for expert experience

|  |  |  |  |
| --- | --- | --- | --- |
| Experience and understanding of SNOMED CT content representation and ontology design. |   | Registered Consultant Terminologist (or equivalent training and experience) |   |
| Professional clinical experience (current or past) |   | Recognized higher qualification or experience in information- management/ computer science/ linguistic-related subject |   |
| Experience and understanding of using Description Logic / OWL. |   | Evidence of participation in peer- reviewed research in clinical terminology development and implementation |   |