

Beth Israel Deaconess community hospitals
Clinical Informatics Committee Charter

Name	Clinical Informatics Committee (CIC)
Purpose	<p>The Clinical Informatics Committee, as designated by Medical Executive Committees of BID-Milton, BID-Plymouth, and BID-Needham, will oversee the governance of the electronic health record (“EHR”) for the Beth Israel Deaconess community hospitals. The CIC is charged with developing strategic plans; establishing clinical IT priorities, policies and procedures; and identifying improvement opportunities through the appropriate use of clinical informatics.</p> <p>The EHR is designed to support the organizational goals of:</p> <ul style="list-style-type: none"> • Improving clinical quality and safety of patient care • Standardizing content and processes to the extent possible to improve efficiency and create consistent provider, staff and patient experiences • Optimizing communication among stakeholders (patients, caregivers, administration, communities) • Promoting usability of the EHR, workflow efficiency, and effective data consumption
Ownership	System
Scope of Governance	All hospital staff
Reports to	Executive Committee Medical Executive Committees (MEC) at BID-Milton, BID-Needham, and BID-Plymouth Hospitals
Duties	<p>Clinical Quality Assist in incorporating best practice into order sets and clinical workflows Review and approve new clinical decision support tools and upgrades Monitor adverse events Meet national safety and quality standards and reporting requirements</p> <p>Electronic Health Record Oversee the design and implementation of clinical applications Create, update, and approve policies and procedures related to EHR use Review, approve, and prioritize requests to the EHR Evaluate and make recommendations regarding EHR orientation, training, and optimization Monitor provider satisfaction with the EHR Recommend and monitor metrics to evaluate the success of the EHR as this relates to patient outcomes and provider satisfaction Communicate changes to the EHR to medical staff Promote a process for the development of standardized clinical content for BID community hospital members including order sets, provider documentation, and clinical decision support</p> <p>IT Work in conjunction with operational support to maximize utilization of technology Assist in the prioritization of IT initiatives Recommend and prioritize clinical process redesign initiatives that require significant IT support</p>

Guiding Principles to Support Decision Making	<ul style="list-style-type: none"> • The committee will strive for balance between system quality, regulatory compliance, and usability. • Standardization of clinical workflows should be sought whenever possible, as necessitated by a single EHR, defined IT resources to support end users, and evidence-based practices that support reduced care variation. • Interdisciplinary input should be sought during the development and implementation of new EHR • Configuration and design choices should be made within the context of the user's workflow • Usability and principles of human factor engineering should be considered when designing interventions. • Providers will be treated equally, and facility and specialty support will be fairly provided with consideration of institutional and regional differences such as patient population. • Metrics will be defined based upon clinical quality and efficiencies, rather than cost savings. • Impact of decisions should be monitored and feedback should be obtained. • Best practices will be identified within each specialty and supported by evidence and clinical practice
Chair Selection Process	<p>The Community CIO, in consultation with the hospital CEOs, appoints the chair and vice chair.</p>
Chair Responsibility	<p>The Chair is responsible for reporting ongoing decisions and IT recommendations to the MEC.</p>
Vice Chair Responsibility	<p>The Vice Chair is responsible for conducting meetings and making interim decisions in the event that the Chair is unable to do so.</p>
Membership Selection Process	<p>The MECs will inform and approve committee membership.</p>
Membership	<p>Membership shall consist of the following members: representatives from Medical Administration, Nursing Administration, Nursing leadership, Quality, Pharmacy, IT clinical analysts, clinical representatives, HIM, Legal, Compliance.</p>
Member Responsibilities	<p>Core membership is expected to attend meetings at a regular basis. Additional representation will be solicited when topics are applicable.</p>
Committee Type	<p>Standing</p>
Frequency of Meetings	<p>Monthly</p>
Meeting Practices	<p>Meeting minutes will be recorded following each meeting Standing agenda items include:</p> <ul style="list-style-type: none"> • Status report from Clinical Management Committee • Status report from major taskforces established by the CIC • Topics for the next monthly meeting <p>Task force and project committee meetings will be established as necessary for stakeholder involvement</p>
Authorities Delegated	<ul style="list-style-type: none"> • Create and enforce policies governing the comprehensive electronic health record • Approve and prioritization of order sets • Send monthly communication to medical staff on clinical informatics improvements
Charter Review	<p>This charter will be reviewed every 2 years.</p>

Charter Approval:

Beth Israel Deaconess-Milton
Medical Executive Committee Chair

Date

Beth Israel Deaconess-Needham
Medical Executive Committee Chair

Date

Beth Israel Deaconess-Plymouth
Medical Executive Committee Chair

Date