

NASA Electronic Health Record System Task Force Charter

TERMS OF REFERENCE

I. Official Designation

Task Force to review current NASA health information management, advise on implementation of an Electronic Health Record System, and promote cooperative acceptance and ownership by all stakeholders.

II. Purpose and Scope

A. *Purpose* – The purpose of the Task Force is to assess the current manner in which NASA manages health information in order to recommend a standard health care information management methodology common to each of the Agency’s fourteen Centers and Facilities. This standard methodology will be founded upon an Electronic Health Record System, designed to operate in compliance with the recommendations of the Task Force. Furthermore, this Task Force will guide and facilitate the implementation of a new system and culture of standard health care delivery at each Center through training, acceptance, and promotion.

Scope – The Task Force will address respective Center needs and interests in relation to overall Agency needs and interests while performing the activities of the broad topics described below. The Task Force will serve at least until the Electronic Health Record System “goes live”. Its service may be extended or adjusted if the Chief Health and Medical Officer deems its continuation of material benefit. The Task Force will perform the following tasks:

1. Assist in gathering needed information, particularly from respective Centers
 - a. Describe the current workflow process of patient management
 - b. Assimilate media currently used to record health information
 - c. Determine staffing numbers and individual roles within the respective clinics
 - d. Inventory current hardware and future needs
 - e. Identify external support sources required by respective clinic
 - f. Identify unique practices of respective clinics
 - g. Understand the IT practices and requirements of the respective Centers and clinic contracts
 - h. Detail electronic or computerized medical information management practices currently used

2. Consider relevant information as supplied by the Project Lead, determine best course toward unification and standardization, and make recommendations for decisions by senior management
 - a. Make recommendations on matters of standard health care delivery, patient data management approaches, standard medical terminology selection, biomedical instrument selection, and selection of scheduling and patient communication and tracking modules
 - b. Recommend the end user interface and function of the EHR
 - c. Formulate the user level access to information and the methods of assuring information security
3. Work closely with selected EHR vendor to assure that all requirements of the RFP are met
4. Develop Agency standards for future Occupational Health practice
 - a. Advise on work flow processes
 - b. Recommend standard nomenclature for NASA specific procedures that are not addressed by selected terminology
 - c. Recommend archiving formats for digital, celluloid and paper media
5. Recommend the core variables for Agency use
 - a. Assist in the development of a standard data set to be used to measure the health of the NASA workforce
 - b. Recommend data to be collected/highlighted for the development of accurate metrics that measure clinic and health care delivery performance
6. Be a major conduit for two-way information exchange of status and direction between Agency Occupational Health management and the respective Center Occupational Health services
7. Promote ownership and proficient operation of the new EHR system
 - a. Develop training models to be used in familiarization and training of the new system
 - b. Gather feedback from all users regarding implementation and use of system and address and constructively resolve any issues which may have adverse impact
8. Determine realistic additional uses of the EHR system, e.g., Occupational Health epidemiological research, inclusion of Industrial Hygiene modules, etc.

III. **Membership**

- A. The Chief Health and Medical Officer will designate at least fourteen (14) representatives to the Task Force. Membership will reflect those individuals who have expressed an avid interest in pursuit of an improvement in health information management, standardization of health care delivery among NASA Centers, and promotion of health services research.

- B. The Task Force shall comprise a representation of medical, administrative, IT, and occupational health personnel from each of the fourteen Centers.
- C. Membership will include civil servants and contractors.

IV. Meetings and Procedures

- A. The Task Force will begin activities during the fall of 2003. An initial two-day plenary session will be held at the Kennedy Space Center before the end of the calendar year. The Agency Project Lead (Occupational Health Support Office) will announce the date, time, and location of each meeting in advance. After the initial two-day meeting, the Task Force will plan further sessions, as necessary, with a minimum of two general meetings per year.
- B. In addition to the bi-annual meetings, the Task Force will participate in regularly scheduled ViTS conferencing and use of e-mail communications.
- C. Approval for members to participate on the Task Force has been given by their respective supervisors/managers for this service. This service is in addition to their present position assignments, but should interfere minimally with those responsibilities.
- D. Representatives to the Task Force will receive no additional pay, allowances, or benefits by reason of their service on the Task Force. However, while away from their regular place of business and in performance of service for the Task Force, travel expenses and per diem will be provided by respective NASA Centers.
- E. The Agency Project Lead (Occupational Health Support Office) will prepare and distribute to all members a summary of each meeting. Summaries of each Task Force meeting, tasks completed, recommendations adopted, and copies of all reports issued by the Task Force will be available for inspection on the Occupational Health Program Website as well as in regular electronic communications to the Centers, and for review and copying at the following location:
EHR Project Lead
Mailcode: DYN-4
Kennedy Space Center, FL 32899
- F. *Authority* --The Task Force supports the implementation of the Electronic Health Record System Project directed by the Office of the NASA Chief Health and Medical Officer, dated 01 October 2003. The Task Force reports to the NASA Occupational Health Support Office that operates contractually under the Office of the NASA Chief Health and Medical Officer, Code AM.

V. **Products**

- A. Regular reporting of project progress to all Center clinics.
- B. A compilation of Task Force meeting summaries and special reports.
- C. Implementation of the EHR.