

HL7 Canada Chair Role Description

HL7 Canada Affiliate Chair

Date: January 2020

Purpose

- To clearly articulate the roles, responsibilities and suggested deliverables of the HL7 Affiliate chair working with Canada Health Infoway on behalf of Canadians

Context – Background

This document outlines the role, responsibilities and suggested deliverables associated with the HL7 Affiliate Chair role with Canada Health Infoway to ensure better two-way communications with Health Canada and all interested Canadians stakeholders.

Roles, Responsibilities and Deliverables

Role	HL7 Affiliate Chair
Responsibilities	<ul style="list-style-type: none">• Effective involvement in SDO meetings• Practical and effective leadership of the HL7 Community through InfoCentral• Willing and able to devote time to the International and domestic work as required• Technical knowledge to bring forward decisions and recommendations based on consultation with Canadian stakeholders• Fluent speaker and writer to express effectively the Canadian position• Chair of the HL7 Canada Council<ul style="list-style-type: none">◦ Facilitates and ensures Canadian votes are cast on HL7 ballots as required◦ Schedules and leads HL7 community and Canada Council meetings and ensures that all Canada Council members comply with their responsibilities• Represents HL7 International to the InfoCentral HL7 community• As HL7 Canada representative to the HL7 International Council:<ul style="list-style-type: none">◦ represents Canadian community priorities and needs to HL7 International◦ participates in International Council meetings (and related participation in HL7 Board Meeting at Working Group Meetings (WGMs)◦ provides HL7 Canada activity synopsis for WGM meeting slideshow◦ provides HL7 Canada high level updates at every WGM, and periodically provides more in-depth updates depending on country presentation rotation• Facilitates and ensures cross communication with other InfoCentral communities and workgroups as required• Ensures that Canadians are aware of the work being done at HL7 (v2, v3, CDA, FHIR, Terminology etc.) and their views are heard and expressed to this SDO as required• Contributes and reports on the identification of new standards needs and new business domains• Reports on international meeting activity and outcomes and provides status reports• Ensures that Canadians are aware of the work being done at HL7 International• Ensures that Canadian views are heard and expressed to HL7 International as required and reports back on the outcomes of any discussions and/or decisions
Required deliverable	<ul style="list-style-type: none">• Hosts monthly HL7 Canada meetings and facilitates additional webinars as required
Required deliverable	<ul style="list-style-type: none">• Grow awareness and engagement in HL7 related standards and work
Required deliverable	<ul style="list-style-type: none">• Trip Reports

Infoway Support

- Funding international travel and participation at HL7 International Working Groups

Time and Effort Expectations

- Work Group Meeting (WGM) Attendance: 15 days
- WGM preparation: 3 days
- WGM report preparation: 1.5 days

- Chair Council meetings: 1.5 days
- Council prep: 3 days (2 hours prep / reminder / after meeting posting for every hour facilitation)
- Chair Canada Community meetings: 1.5 days • Community meeting prep: 3 days (same a prep above)
- Affiliate Agreement Review and Contribution: 1 day of effort total across iterations
- Annual Report Review and Contribution: 1 day da of effort total across iterations
- Travel time between WGM: 10 days

[HL7 Canada Council Working Group](#)