

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	• 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 ◦ 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: ◦ 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	• Hosts monthly HL7 Canada meetings and facilitates additional webinars as required
Required deliverable	• Grow awareness and engagement in HL7 related standards and work
Required deliverable	• 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](#)