



COLORADO STROKE ALLIANCE

Data committee

December 2008

Colorado Stroke Alliance Data Committee Charter

Purpose: The CSA data committee serves to assist the CSA and the CSA Officers/Board of Directors with items specific to the Colorado Stroke Alliance GWTG-Stroke data.

The CSA data committee offers recommendations to CSA, the CSA Officers and/or CSA Board of Directors regarding data use for publication and presentation. This includes electronic and print formats.

The final decision to proceed with potential publication or presentation of CSA data will be made by the CSA Officers and/or Board of Directors after the CSA data committee's recommendation(s) have been reviewed.

Participation: Participation on the CSA Data committee is open to any individual with an interest in CSA data.

Chair responsibilities for Data committee: When possible, the CSA Data committee will have three persons as chairs:

- CSA Medical Advisor (representing CSA Board of Directors and CSA Officers)
- 2 individuals that will be determined by the CSA Board of Directors and/or CSA officers

Responsibilities may include and may not be limited to:

- Determine location, date, time for Data committee meetings
- Facilitate the Data committee meetings
 - o CSA will coordinate conference call/webinar options
- Take notes during the Data committee meetings
- Provide leadership to the Data committee
 - o Lead brainstorming sessions regarding Data committee activities to support CSA operations
- Attend CSA business meetings and provide updates on Data committee activities
- Correspond with the CSA Executive Director and/or Board of Directors regarding Data committee activities
- The chairs are encouraged to collaborate to determine which of the above activities each will assume

Chair candidates: Aside from the CSA Medical Advisor, candidates interested in chairing the Data committee will be an individual that is directly involved in, or has a working knowledge of, data use in healthcare settings specific to stroke.

- Candidates may include Emergency Medical Technicians, nurses, nurse practitioners, physician assistants, physicians, or post acute rehabilitation therapists.

Chair selection: The CSA Board of Directors, and/or CSA Officers, CSA Executive Director, and CSA Medical Advisor will collaborate in selecting co-chairs.

CSA recognizes each participating member as an equal. This also applies to the CSA Data committee. Individuals that are involved in the Data committee either as chairs will be expected to:

- Maintain neutral positions on any CSA topics not limited to: EMS, healthcare system market share, healthcare system product/program offerings, healthcare system referral patterns, or any data use including and not limited to data publication and presentations.

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- When attending meetings on behalf of CSA, represent themselves as a citizen of Colorado and not a representative of any specific organization or company.

If it is perceived that the a chair position is being utilized to promote or benefit any one hospital or healthcare system over another entity, the CSA Board of Directors and/or CSA Officers will ask the involved individual to discontinue their role as a chair.

Term of chair position: The anticipated term is 12 months from the initial date of appointment. Extension or modification of the term may be granted by the CSA Executive Director, CSA Officers, or CSA Board of Directors.

Resignations, Removals and Vacancies: Resignation as a Data committee Chair should be in writing and provided to a member of the CSA Officers and/or the Executive Director. A Chair may be removed by a majority of the Board or Officers when the action is deemed in the best interest of the organization. When a vacancy exists, an election may occur to fill the vacancy only to the end of the particular Chairs term that left to create the vacancy.

Compensation: No compensation will be provided to the chairs.

Oversight: The CSA Medical Advisor and the CSA Executive Director will provide oversight and support to the chairs. The Executive Director and/or Medical Advisor will provide updates to the CSA board of directors regarding the status of the chair positions and overall Data committee activities.

Data committee Meetings: CSA Data committee meetings are held on an as-needed-basis.

- Meeting duration will be determined when the need for a meeting is identified.
- Meetings can be attended in person or by conference call.
- There is no minimum meeting attendance requirement for participation on the Data committee.
- Chairs will attend each Data committee meeting either in person or by conference call.
 - o If a chair is unable to attend, they will notify the second chair of their scheduling conflict.
 - o If the second chair is also unable to attend, the meeting will be cancelled and rescheduled

Data committee Meeting locations: When possible, Data committee meetings will occur in a non-hospital or campus location.

- Examples of ideal meeting locations include: city/county buildings, private ambulance offices, fire/rescue stations.
- Hospital or medical campus meeting locations may be used if alternative options are not available
 - o If hospitals/medical campuses are used, the location will rotate when possible (resources and logistics will be considered)

Funding: The executive director of CSA will provide oversight regarding any monies used for CSA Data committee activities.

- Prior to any monies being spent for Data committee activities, a chair will present the need for funding to the CSA Executive Director
- No financial commitments shall be made to any entity by the chairs unless approval has been received in writing from the CSA executive director and/or the CSA Board of Directors

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CSA Data Committee Formation:

- CSA will announce the formation of the CSA Data Committee by email. The email will be sent to CSA sites and through the CSA EMS distribution list using blind carbon copy (BCC)
- Individuals interested in participating in the CSA Data Committee will forward their contact information to the CSA Executive Director.
- The CSA Executive Director will create a distribution list and will begin to coordinate the first CSA Data Committee meeting.
 - As of December 17, 2008, it is anticipated that the first Data Committee meeting will be held in the first quarter 2009.
- Once a date and time for the CSA Data Committee has been identified, a meeting invitation will be sent by email to the individuals that have expressed an interest in participating on the committee.
 - During the first CSA Data Committee meeting CSA will coordinate efforts to select chair positions.
 - As of December 17, 2008, the structure of the Chairs will be:
 - CSA Medical Advisor
 - Open
 - Open

Chair selection process:

- CSA will announce the vacancy to CSA sites by email.
- Individuals interested in being a chair will submit their resume to CSA.
- The CSA Officers, Medical Advisor, and Executive Director will review the resumes that are received to select the chairs
- Applicants selected to be a chair will be contacted by CSA

Individuals interested in submitting their resumes:

- Individuals interested in submitting their name and resume in consideration for a Data committee Chair position should email pmurphy@coloradostroke.org
- Please include "CSA Data Chair" in the subject line.
- Resume submissions will be accepted until Wednesday, January 14, 2009 at 12 PM MST (Denver)
- On Wednesday, January 14, 2009, CSA will begin the review process as described above.

This information is intended to provide an overview of the CSA Data committee and CSA Data committee chair positions. This should not be considered to be all-inclusive and may be modified as needed by CSA.

For additional information specific to the CSA Data committee, please contact pmurphy@coloradostroke.org