

SCIENTIFIC & CLINICAL DOCUMENTS COMMITTEE CHARGE

Number of Members 15-18

Composition

Members shall consist of a Chair, a Vice Chair, physicians, and Allied Professionals from diverse healthcare environments, including the consideration of an international member and an Early Career Professional, with a comprehensive knowledge and interest in clinical documents. Consideration is also made for members with experience in a variety of related fields such as pharmacology, regulatory health, health policy, or research science. The Chair may invite guests as needed to expedite information sharing, such as a representative from a collaborative document or other committees.

Method of Appointment

The Committee Chair, Vice Chair, and members shall be appointed by the President-Elect, in consultation with the President and the Chief Executive Officer.

Term of Office

One year. Reappointment for three additional consecutive terms of one year is permissible.

Key Relationships

Reports to: Board of Trustees

Key relationships: Executive Committee, Education Council, Health Policy and Regulatory Affairs Committee, Heart Rhythm Program Committee, Communications Committee, Ethics Committee, Chairs of document writing groups.

Purpose

To oversee the development and endorsement of clinical documents relevant to the needs of heart rhythm professionals.

Responsibilities

- Utilize needs assessment and other data resources to identify and prioritize topics for future clinical documents and document updates.
- Facilitate the initial development, revision, and/or endorsement of clinical documents, including maintaining and enhancing effective operating procedures.
- Maintain proactive communications with relevant committees about in-process and planned documents to provide sufficient time for planning, collaboration, and leveraging of documents for maximum impact.

- Review requests for document collaboration/participation submitted by external organizations and make recommendations to the Executive Committee and Board.
- Recommend individuals for appointment to writing groups for Society and external entities' documents.
- Review and make endorsement decisions on external entities' documents and communicate endorsements to the Board.
- Collaborate with the Education Council to develop tools to promote knowledge and implementation of HRS consensus documents.

Decision-Making Authority

- Establish committee procedures.
- Recommend document topics to the Executive Committee and Board.
- Recommend document chairs to the Executive Committee and Board.
- Recommend writing group members to the Executive Committee and Board.
- Recommend action on external organizations' collaboration requests to the Executive Committee and Board.
- Make document endorsement decisions on external entities' documents and communicate endorsements to the Board.

Meeting Frequency

One annual face-to-face meeting at Heart Rhythm, monthly teleconferences and additional meetings as needed.

Estimated Time Commitment

Up to 5 hours per month

Busiest Times of the Year

The estimated time commitment is greater when clinical document topics are identified and prioritized; published documents (5 years post-publication) undergo currency review, and internal/external documents are submitted for peer review/endorsement.

Other

The SCDC plays an integral role in the HRS clinical document development process. SCDC members are expected to respond in a timely manner to requests for review and when asked for recommendations.