

Michigan Hospital Medicine Safety (HMS) Data, Design & Publications Committee **Abstractor** Expectations

HMS Data, Design & Publications Committee

The primary objectives of the HMS Data, Design, & Publications (DDP) subcommittee includes the following;

- 1) Review and approval of data collection methods, processes and variables for all HMS initiatives.
- 2) Review and approval of external use of collaborative wide data, infrastructure, etc (i.e. external funding, etc).
- 3) Review and approval of HMS performance index scorecards submitted to BCBSM and site specific performance measure assessment.
- 4) Review and approval of data analysis methods for performance measures, outcome measures and other areas of interest.
- 5) Review and approval of quality improvement materials (i.e. tools, reports, etc).
- 6) Review and approval of abstracts and manuscripts (prior to manuscript preparation) based on HMS collaborative-wide data to ensure they are consistent with the goals of the CQI and to manage any potential conflicts that may arise.

Role of the Elected Abstractor

An abstractor representative will be elected to the HMS Data, Design & Publications subcommittee with the purpose of providing feedback from the abstractor perspective. The elected abstractor will adhere to the following;

- 1) Provide input, if applicable, related to the topics presented related to the abstractor's role in data collection and quality improvement.
- 2) Act as a resource for abstraction related questions that may arise related to the topic of discussion.
- 3) All data abstraction questions, typically sent via the HMS ticketing system (i.e. Zendesk), will not be asked during the meeting. The only exception is if the abstraction question relates to one of the topics discussed during the meeting.
- 4) Provide communication back to abstractors, as requested by the Coordinating Center, regarding participation on the committee and select topics of discussion. Additionally, some topics discussed during the meeting can be sensitive in nature. These topics will not be shared with fellow abstractors until the Coordinating Center has discussed the topic collaborative wide either at a collaborative wide meeting, during an abstractor conference call and/or email communication.
- 5) Questions and/or suggestions related to database design and/or layout should be inputted into the HMS ticketing system (i.e. Zendesk).

Appointment

The abstractor representative will be elected by the HMS abstractors through a majority vote. If only one individual chooses to participate that individual will automatically be selected as the abstractor representative. Every 2 years the role will be reassessed to allow other abstractors an opportunity to participate. If no additional abstractors choose to participate the current abstractor can continue as the abstractor representative. There is no term limit for an individual abstractor. The abstractor representative will not receive a case reduction or additional free cases for their participation.