

Apperta Foundation CIC

Terms of Reference

Open Platform Committee Terms of Reference

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0.1	Susan Veitch	Draft for review	October 2019
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1. Purpose

The Open Platform Committee is a group of clinicians and experienced professionals from appropriate specialities and backgrounds. The Committee includes representatives from England, Scotland, Northern Ireland and Wales.

The purpose of the Open Platform Committee is to drive and influence the development and quality improvement of open and shared clinical content and curate the architecture of open platforms for eHealth projects via a collaborative community. The Committee will encourage and facilitate their use in real world implementations.

They will provide the technical tools, plus professional support and assurance to those responsible for and involved in projects where clinical content is a factor.

The Committee will promote open systems and standards for digital health and social care. They will support the aim to make the data, information and knowledge within IT systems open, shareable and computable. This will facilitate the creation of innovative digital services to transform the delivery of health and social care.

The Committee will ensure exemplar open platform is maintained, based on the “Defining an Open Platform” publication for use in development, test and demonstration of digital health solutions; it will provide professional support and assurance to those involved in digital health and care projects.

The Committee is jointly chaired by a qualified and practising health professional and a non-clinical health informatics professional. The Committee consists of members with the appropriate skills and experience to enable them to contribute to the development of the Open Platform agenda and influence how it progresses on behalf of the health and care system.

2. Responsibilities and Function

The Open Platform Committee is responsible for guiding and encouraging the continued development of the clinical content maximal data sets, promoting the use of platform components based on open standards, including facilitating and supporting others contributing to the same agenda.

The Open Platform Committee provides their function by:

- Complying with and actively promoting the 8 principles outlined in the document titled 'Defining an Open Platform' published by the Apperta Foundation
- Providing appropriate tooling to enable collaborative development of clinical content archetypes
- Providing appropriate tooling to enable multiple users to contribute to multiple iterations of reviews of the clinical content
- Building capacity & capability for clinical modelling to ensure sustainability of the creation and maintenance of clinical content; this will be achieved by facilitating learning events and developing/obtaining learning assets
- Coordinating reviews and guiding communities to access the correct level of clinical input into the e-health projects
- Facilitating the development of the appropriate skills to enable clinicians and others to contribute towards the development of the Open Platform Agenda
- Facilitating the links to resources, services and providers that are willing and able to work with the data models
- Providing guidance / act as mentor to others that want to be involved
- Work with the Committee and Apperta to influence national agendas towards collaborative development of these data models
- Showcasing Open Standard Software that uses Open Clinical Content with the aid of real successful implementations, whilst demonstrating the benefits of doing so. This will take place within the National and International Arena

- Work with international partners where appropriate to further progress the aims and objectives of both the Open Platform Committee and Apperta Foundation CIC
- Work in partnership with the Apperta Professional Partner(s)
- Ensure products are developed and implemented to the appropriate standards, in particular DCB0129 and DCB0160 clinical safety standards
- Ensure the projects stay within budget
- Provide progress reports to the Apperta Board of Directors via the agreed channels.
- Store the agreed minimum documentation set within the electronic document management instance
- Ensure Apperta policies and procedures are adhered to
- Provide assurance that products are developed to the principles defined in the Apperta “Develop in the Open” publication.

3. Membership

The Open Platforms Committee is a group of clinicians, professionals and such other Committee members as the Chair may from time to time determine. The Open Platforms Committee will include representatives from England, Scotland, Northern Ireland and Wales.

4. Frequency

The Open Platforms Committee will meet virtually at least every 2 months and face to face at least every 6 months.