Charter

Veterans Health Administration/Bar Code Resource Office

Indian Health Service/Office of Information Technology

BCMA Interagency Cross-Functional Team Charter

1. Purpose

The purpose of the Department of Veterans Affairs (VA), Veterans Health Administration (VHA)/Bar Code Resource Office (BCRO) and the Indian Health Service (IHS)/Office of Information Technology (OIT) Inter-Agency Cross-Functional Team (CFT) is to convene cross organizational decision makers, advisors, and subject matter experts to guide implementation and operational use of Bar Code Medication Administration (BCMA) in IHS and tribal healthcare facilities.

The CFT is linked to management through its voting members and the VA-IHS Interagency Liaison for Health IT Sharing, and is guided by the 2010 Memorandum of Understanding Between the Department of Veterans Affairs and Indian Health Service. Successful achievement of the CFT mission is supported through strong collaboration involving multiple components of both VA and IHS. (See Appendx on CFT membership.)

The interagency, collaborative, multidisciplinary CFT provides guidance, as well as centralized leadership and strategic direction, to the IHS BCMA work effort when establishing priorities, considering enhancements, assessing field facility needs, and evaluating applicable technologies. The CFT ensures that IHS/VA interagency BCMA initiatives and projects are considered within an integrated framework and sponsorship-wide perspective.

2. Authority

A. Memorandum of Understanding between the Department of Veterans Affairs (VA) and IHS, dated October 1, 2010
B. Memorandum of Understanding between VA and IHS on Health Information Technology Sharing dated September 26, 2008

3. **Responsibilities**

A. INITIAL IMPLEMENTATION

- Identify / assemble each organization's SME / service line collaborating counterparts and form subgroups necessary to carry out implementation activities. ("the right participants given the tasks")
- Identify / establish the requirements to be levied on IHS "services" (e.g., Nursing, Pharmacy, Information Technology) in order to implement BCMA. ("what needs to be done by whom")
- Establish the working mechanisms (organizational structures or teams and proceses) for implementing BCMA within IHS.
- Establish the working mechanisms (organizational structures or teams and proceses) for ongoing operation of BCMA within IHS.
- Provide input to development of the IHS BCMA project plan in general. Specific deployment plans will be the responsibility of the IHS implementation project team[s], but might be reviewed as "second set of eyes" by the CFT.
- Facilitate the IHS BCMA "rollout". (Which will consist of multiple deployments.)

B. ONGOING

The CFT provides advice and guidance for the system-wide use of BCMA and related clinical applications in IHS and Tribal facilities. The CFT also provides strategic direction to address clinical and operational needs. Overall, the CFT:

- Provides the IHS RPMS Investment Manager and CIO with consensus input and recommendations on priorities and/ or enhancements and field facility needs;
- Reviews and approves change requests, reviews and approves project deliverables and milestones, and resolves conflicts.
- Develop performance measures that align with IHS strategic goals and objectives; recommends additions/changes for the IHS based upon alignment with IHS and VA strategic requirements;
- Engages and interacts with the IHS managers of the suite of applications with which BCMA is interdependent;
- Reviews and endorses resources and time lines for IHS BCMA activities;
- Provides guidance regarding practices and standards needed to guarantee that hardware, software, and other resources are aligned where interdependent;
- Assists IHS in ensuring that BCMA-related activities undertaken are consistent with technology forecasts and deployment plans;
- Considers and provides recommendations on requests to be made to VA for enhancements to BCMA;
- Supports the IHS/VA BCMA SPA and IAA activities; and
- Develops content for the annual IAA that funds VA compensated support to IHS.

4. Co-Chairs

The VHA BCRO and the IHS OIT are responsible for designating their organization's respective co-chair to represent the VHA and IHS on the Team. The co-chairs will provide program overview, strategic support, issue identification, and resolution management. Co-Chairs will vote in the event of a tie. Co-Chairs will act as facilitators for CFT meetings as necessary and work with that individual to develop meeting agendas.

5. Membership

CFT membership will include the following:

A. Voting Members (4). The VA/VHA and IHS will each have two voting members. Responsibilities include:
   (1) Attend all meetings.
   (2) Act as a decision making body, with decision-making authority conferred by their respective organizations.
   (3) Provide input to, review and approve all documents and the overall work effort.
   (4) Identify required review processes for documents and decisions.

B. Standing Members. The VHA and IHS will identify each organization's standing members. Responsibilities include:
   (1) Attend meetings as requested.
   (2) Provide advice and work effort to the CFT in their areas of expertise.
   (3) Act as strategic links to appropriate programs and teams.

C. Ad hoc Members/Subject Matter Experts. Each organization will make other staff available on an as needed basis to participate in the BCMA project. Responsibilities include:
   (1) Attend meetings as requested.
   (2) Provide subject matter expertise to the CFT members.

Appendix A lists CFT participants by name, position, and organization and will be updated as needed.

6. Meetings

The CFT will meet in person or by audio and/or web conference as needed to carry out its responsibilities. If funds are available, the CFT will initially meet in-person after the charter is approved and will meet by audio and/or web conferencing on an accelerated scheduled

basis (which may be as often as weekly) as determined by the co-chairs thereafter until such time the co-chairs determine less frequent meetings are required.

The IHS will manage the organization and documentation of CFT meetings. This will include:

(1) Arranging teleconferences.
(2) Taking meeting notes.
(3) Distributing draft meeting notes to the CFT members and incorporating corrections.
(4) Coordinating review/approval of notes by the co-chairs and the CFT.
(5) Maintaining a repository of meeting notes.

7. Charter Review

The BCMA CFT will review its charter annually from the date of approval or sooner if needed to evaluate overall effectiveness and incorporate any improvements. All changes to the CFT charter must be approved by the approving officials listed below.

8. Supersedure

None.

9. Effective Date

This charter becomes effective on the date of signature of both parties.

10. Approvals

X /Theresa Cullen MD/

Theresa Cullen MD
Director, Health Informatics, VA/VHA/OIA

X George H. Hays Jr
Digitally signed by George H. Hays Jr
DN: c=US, o=U.S. Government, ou=HHS, ou=IHS, ou=People, cn=George H. Hays Jr, 0.9.2342.19200300.100.1.1=2000386253
Date: 2012.09.25 12:00:05 -04'00'

Howard Hays MD
Acting CIO, Indian Health Service, HHS

X Vanessa J. Davis
Digitally signed by Vanessa J. Davis
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Date: 2012.09.25 13:55:50 -04'00'

Vanessa Davis
Director, Product development / Product supp...