



## BACKGROUND

The Consensus Standards Approval Committee (CSAC), appointed by the NQF Board of Directors, is responsible for reviewing and endorsing proposed consensus standards, and periodically assessing and making recommendations regarding enhancement to NQF's Consensus Development Process. The CSAC includes individuals with broad breadth and depth in performance measurement. **This CSAC call for nominations is intended to fill an interim purchaser seat from May 1, 2018-September 30, 2018.**

## COMMITTEE STRUCTURE

### *Terms*

**The candidate appointed to the committee will serve for an interim term from May 1, 2018-September 30, 2018. The committee member will be appointed to serve as an individual, not as a representative of an organization.**

**Participation on the Committee requires a significant time commitment.**

The CSAC meets in person three times per year in Washington, DC and by monthly conference calls. It is critical that members regularly participate in CSAC meetings and conference calls. The individual selected will begin their term on May 1, 2018.

### Table of scheduled meeting dates for 2018 for interim seat

Meeting	Date/Time
May 2018 conference call	May 8, 2018, 3-5pm ET
June 2018 In-person meeting at the NQF Office	June 4-5, 2018, all day
July 2018 conference call	July 10, 2018, 3-5pm ET
August 2018 conference call	August 14, 2018, 3-5pm ET
September 2018 conference call	September 11, 2018, 3-5pm ET

## PREFERRED EXPERTISE & COMPOSITION

The CSAC consists of 17 members, with a simple consumer/purchaser majority. Members of the CSAC are drawn from a diverse set of stakeholder perspectives and clinical disciplines, as well as individuals with expertise in measure development, implementation, and public reporting. There is one open interim seat at this time. NQF is specifically seeking one purchaser to serve on the CSAC from May 1, 2018 to September 30, 2018.

Please review the NQF [Conflict of Interest Policy](#) to learn about NQF's guidelines for actual or perceived conflicts of interest. All potential Committee members must complete a Disclosure of Interest form in order to be considered for CSAC service.

NQF will require CSAC members who have a conflict of interest with respect to a particular measure to recuse themselves from discussion and any voting associated with those measures. A potential or current CSAC member may not be seated on the CSAC if the conflict of interest is so pervasive that the member's ability to participate would be seriously limited. For purposes of this Policy, the term "conflict of interest" means any financial or other interest that could (1) significantly impede, or be perceived to impede, a potential or current member's objectivity, or (2) create an unfair competitive advantage for a person or organization associated with a potential or current Member.

## CONSIDERATION & SUBSTITUTION

In appointing nominees to the CSAC, consideration will be given to individuals who meet the following criteria:

- measurement expertise, including measure development and use of measures;
- experience serving on NQF Standing Committees or technical advisory panels; and
- availability for in-person and conference call meetings.

Priority will be given to nominations from NQF Members when nominee expertise is comparable. Please note that nominations are for an individual, not an organization, so "substitutions" of other individuals from an organization at conference calls or meetings is not permitted.

## APPLICATION REQUIREMENTS

Self-nominations are welcome. Third-party nominations must indicate that the individual has been contacted and is willing to serve.

To be considered for appointment to the CSAC, please send the following information:

- a completed [online nomination form](#), including:
  - a brief statement of interest;
  - a brief description of nominee expertise highlighting experience in the field of performance measurement and improvement;
  - a short biography (maximum 100 words), highlighting experience/knowledge relevant to the expertise described above and involvement in candidate measure development;
  - curriculum vitae or list of relevant experience (e.g., publications) *up to 20 page*;
- a completed disclosure of interest form, which will be requested upon your submission of the nominations form for Committees actively seeking nominees; and
- confirmation of availability to participate in currently scheduled calls and meeting dates.

## DEADLINE FOR SUBMISSION

All nominations *MUST* be submitted by **Thursday, April 12, 2018 at 6:00 pm ET**.

## QUESTIONS

Materials should be submitted only via online application. If you have any questions, please contact [nominations@qualityforum.org](mailto:nominations@qualityforum.org) with the subject line "CSAC Nominations." If you have any general questions about the CSAC, please contact NQF CSAC staff at [CSAC@qualityforum.org](mailto:CSAC@qualityforum.org).