THE NATIONAL QUALITY FORUM

CALL FOR NOMINATIONS
COMMON FORMATS EXPERT PANEL

NQF is seeking nominations for members of an existing Expert Panel for an NQF project to request and receive comments from stakeholders and provide input to the Agency for Healthcare Research and Quality (AHRQ). NQF, on behalf of AHRQ, is coordinating a process to obtain comments from stakeholders about the Common Formats authorized by the Patient Safety and Quality Improvement Act of 2005 (Patient Safety Act). The term "Common Formats" refers to the common definitions and reporting formats that allow healthcare providers to collect and submit standardized information regarding patient safety events. The scope of Common Formats applies to all patient safety concerns including incidents, near misses or close calls and unsafe conditions. This is not a consensus development (CDP) project, though elements of the CDP are used.

BACKGROUND: The Patient Safety Act contains several major elements, one of which establishes a framework that hospitals, physicians, and other healthcare providers can use to improve healthcare quality in a protected legal environment of specially designated patient safety organizations (PSOs). The Patient Safety Act also authorizes the Secretary of HHS to determine Common Formats for reporting patient safety events.

To date NQF has collected comments on Common Formats for acute care hospitals in 0.1 Beta, Version 1.0, Version 1.1 and it continues to collect comments on Version 1.1. It recently closed commenting periods for the Beta version of Skilled Nursing Facilities Common Formats and the new beta version Common Format for Venous Thromboembolism (VTE) which includes Deep Vein Thrombosis (DVT) and Pulmonary Embolism (PE). Other future versions of the Common Formats will be developed for additional care settings, such as ambulatory surgery centers, and physician and practitioner offices. As with all the Common Formats, the newest – VTE – includes an event-specific event description, a data collection form, a sample aggregate report, and technical specifications.

The Common Formats forms provide for collection of basic information about all events and more granular information for the most commonly-occurring types of events. Event descriptions provide specific delineation of the information to be captured for each type of patient safety event. The sample reports give examples of the types of reports that will be available to Common Formats users. The technical specifications promote standardization by ensuring data collected by PSOs and other entities are clinically and electronically comparable.

The complete set of Common Formats, including generic and event-specific Common Formats, can be found at http://www.psoppc.org/web/patientsafety.

EXPERT PANEL: The Expert Panel will meet as required in person or via conference call to complete review of the public comments, provide input on the proposed Common Formats, and provide specific suggestions for improvement to AHRQ. The Expert Panel will be comprised of individuals who represent a wide variety of healthcare settings and who have a background and

expertise in patient safety, patient safety taxonomy/event types and classification, patient safety data elements, data collection and aggregation and/or patient health records including electronic formats. ***In addition to individuals with expertise in the aforementioned topic areas, NQF is specifically seeking individuals with knowledge of venous thromboembolism, the nursing home environment, obstetrics and gynecology, hospital medicine (hospitalist), and pediatric patient safety issues.***

Expert Panel members should not have a vested interest in the development of the common formats. You should reveal if you are an employee or contractor of common format developers; a member of workgroups that developed the common formats; and a member of committees that approved the common formats, or direct or set policy for their development. Please see the NQF website for additional information about the conflict of interest policy. All potential Expert Panel members must disclose any current and relevant past activities during the nomination process.

As with all NQF projects, the Expert Panel will work with NQF staff to develop specific project plans, provide advice about the subject, ensure input is obtained from relevant stakeholders, review draft products, and recommend specific suggestions for AHRQ.

TIME COMMITMENT: ***The Expert Panel will meet in person for a one-day meeting on January 10, 2012, in Washington, DC***. Committee members must be available to attend the meeting. Nominees must be available to attend up to two, two-day, in-person meetings in Washington, DC and participate on monthly conference calls. Follow-up e-mail communications may occur throughout the process.

CONSIDERATION AND SUBSTITUTION: Priority will be given to nominations from NQF members to the extent that nominees meet the background and expertise requirements noted above. Please note that nominations are to an individual, not an organization, so "substitutions" of other individuals from an organization at meetings or conference calls are not permitted.

MATERIAL TO SUBMIT: 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 Expert Panel, please send the following information:

- a completed nomination form (attached);
- confirmation of availability to attend the in-person meeting on January 10, 2012
- a 2-page letter of interest and a short biography (750 characters), highlighting experience/knowledge relevant to the expertise described above and involvement in candidate measure development;
- Curriculum vitae and/or list of relevant experience (e.g., publications) *up to 20 pages*; and
- a completed conflict of interest form.

Nominations Due By Friday, December 9 2011 6:00 PM ET

DEADLINE FOR SUBMISSION: All nominations MUST be submitted by 6:00 p.m. ET on Friday, December 9, 2011.

QUESTIONS: If you have questions, contact Melinda Murphy at 202-531-0550 or mlmurphy@qualityforum.org. In advance, thank you for your interest in this project.