



## CALL FOR NOMINATIONS TO PERSON AND FAMILY CENTERED CARE STANDING COMMITTEE

### BACKGROUND

Ensuring person and family-centered care is a core concept embedded in the National Quality Strategy priority of ensuring that each person and family is engaged as partners in their care. Person and family-centered care encompasses patient and family engagement in care, including shared decision-making and preparation and activation for self-care management, and the outcomes of interest to patients receiving healthcare services, including health-related quality of life, functional status, symptoms and symptom burden, and experience with care. This project will primarily focus on patient-reported outcomes (PROs), but also may include some clinician-assessed functional status measures. NQF's [2012 project on PROs](#) in performance measurement provides a basis for reviewing PRO-based performance measures, referred to as PRO-PMs.

NQF has identified 40 endorsed measures that are due for endorsement maintenance. Given the number and complexity of endorsed measures to review as well as an expectation of additional measure submissions, NQF will undertake this project in two phases. Phase 1 will examine experience with care measures and Phase 2 will review measures of functional status (clinician and patient-assessed) and health-related quality of life. The second phase will begin immediately after the first phase.

### COMMITTEE CHARGE

A multi-stakeholder Standing Committee will be established to evaluate newly submitted measures and measures undergoing maintenance review and make recommendations for which measures should be endorsed as consensus standards. This Committee will work to identify and endorse new and previously endorsed performance measures for accountability and quality improvement that specifically address person and family-centered care, including PRO-based performance measures (PRO-PM) in the domains of experience with care including engagement, shared decision-making, and communication; health-related quality of life including functional status and clinician assessed function; and symptom/symptom burden such as pain. The Committee will evaluate consensus standards previously endorsed by NQF under the endorsement maintenance process as well as new measures.

The Standing Committee's primary work is to evaluate the submitted measures against NQF's standard [measure evaluation criteria](#) and make recommendations for endorsement. The Committee will also:

- oversee the portfolio of measures for person- and family-centered care
- identify and evaluate competing and related measures
- identify opportunities for harmonization of similar measures
- recommend measure concepts for development to address gaps in the portfolio

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- provide advice or technical expertise about the subject to other committees (i.e. cross cutting committees or the Measures Application Partnership)
- ensure input is obtained from relevant stakeholders
- review draft documents
- recommend specific measures and research priorities to NQF Members for consideration under the Consensus Development Process (CDP).

To learn more about the work of NQF's CDP Standing Committees, review our [Committee Guidebook](#).

### STANDING COMMITTEE

This Committee will be seated as a standing committee comprised of 20-25 individuals, with members serving terms that may encompass multiple measure review cycles.

#### *Terms*

**Standing Committee members will initially be appointed to a 2 or 3-year term.** Each term thereafter would be a 3-year term, with Committee members permitted to serve two consecutive terms. After serving two terms, the Committee member must step down for one full term (3 years) before becoming eligible for reappointment. For more information, please reference the [Standing Committee Policy](#).

**Participation on the Committee requires a significant time commitment. To apply, Committee members should be available to participate in all currently scheduled calls/meetings.** Over the course of the Committee member's term, additional calls will be scheduled or calls may be rescheduled; new dates will be set based on the availability of the majority of the Committee.

Each measure review cycle generally runs about 7 months in length.

#### **Committee participation includes:**

- Review measure submission forms during each cycle of measure review
  - Each committee member will be assigned a portion (1-5) of the measures to fully review (approximately 1-2 hours/measure) and provide a preliminary evaluation on a workgroup call
  - Each committee member should familiarize themselves with all measures being reviewed (approximately 15-30 minutes per measure)
- Participate in the orientation call (2 hours)
- The option to attend one of two NQF staff-hosted measure evaluation Q & A calls (1 hour)
- Review measures with the full Committee by participating in one of 4 workgroup calls (2 hours each); workgroup assignments will be made by area of expertise;
- Attendance at initial in-person meeting (2 full days in Washington, DC);
- Complete measure review by attending the post-meeting conference call (2 hours);
- Attend conference call following public commenting to review submitted comments (2 hours)
- Complete additional measure reviews via webinar
- Participate in additional calls as necessary

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- Complete surveys and pre-meeting evaluations
- Present measure evaluations and lead discussions for the Committee on conference calls and in meeting

**Table of scheduled Phase 1 meeting dates (confirmation availability required)**

Meeting	Date/Time
<b>Orientation Call (2 hours)</b>	March 19, 2014, 2:00-4:00pm ET
<b>Measure Evaluation Q &amp; A</b>	March 26, 2014, 2:00-3:00pm ET April 2, 2014 3:00-4:00pm ET
<b>Workgroup Calls (2 hours)</b>	April 28, 2014, 1:00-3:00pm ET April 29, 2014: 12:00-2:00pm ET April 30, 2014, 1:00-3:00pm ET May 1, 2014, 12:00-2:00pm ET
<b>In-person meeting (2 days in Washington, DC)</b>	May 21-22, 2014
<b>Post-meeting Conference Call (2 hours)</b>	June 4, 2014, 2:00-4:00pm ET
<b>Post Draft Report Comment Call (2 hours)</b>	August 13, 2014, 1:00-3:00 ET

**Table of tentative Phase 2 meeting dates (confirmation availability NOT required; these dates are subject to change)**

Meeting	Date/Time
<b>Orientation Call (2 hours)</b>	N/A
<b>Measure Evaluation Q &amp; A</b>	N/A
<b>Workgroup Calls (2 hours)</b>	October 27, 1-3 2014, 1:00-3:00pm ET October 28, 2014: 12:00-2:00pm ET October 29, 2:00-4:00pm ET October 30, 2014, 1:00-3:00pm ET
<b>In-person meeting (2 days in Washington, DC)</b>	November 19-20, 2014
<b>Post-meeting Conference Call (2 hours)</b>	December 4, 2014, 2:00-4:00pm ET
<b>Post Draft Report Comment Call (2 hours)</b>	February 26, 2015, 1:00-3:00 ET

### ***Preferred Expertise & Composition***

Standing Committee members are selected to ensure representation from a variety of stakeholders, including consumers, purchasers, providers, professionals, plans, suppliers, community and public health, and healthcare quality experts. Because NQF attempts to represent a diversity of stakeholder perspectives on committees, a limited number of individuals from each of these stakeholder groups can be seated onto a committee. **However, due to the focus of this topic area, NQF seeks to appoint a substantial number of patients and consumers or their advocates to this committee.**

Nominees should possess relevant knowledge and/or proficiency in process and outcome quality measurement, patient-reported outcomes, person- and family-centered care, and/or related clinical

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expertise across multiple care settings. NQF is seeking nominees with a variety of clinical experience, including patients, clinicians and providers whose performance is measured, health plans and purchasers, as well as methodologists.

Please review the NQF [Conflict of interest policy](#) to learn about how NQF identifies potential conflict of interest. All potential Steering Committee members must disclose any current and past activities prior to and during the nomination process in order to be considered.

### CONSIDERATION AND SUBSTITUTION

Priority will be given to nominations from NQF Members when nominee expertise is comparable. Please note that nominations are to an individual, not an organization, so “substitutions” of other individuals from an organization at conference calls, meetings, or for voting is not permitted. Committee members are encouraged to engage colleagues and solicit input from colleagues throughout the process.

### 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 Steering Committee, please submit the following information:

- a completed [online nomination form](#), including:
  - a brief statement of interest
  - a brief description of nominee expertise highlighting experience relevant to the committee
  - 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 pages*
- a completed disclosure of interest form. This will be requested upon your submission of the nominations form for Committees actively seeking nominees.
- confirmation of availability to participate in currently scheduled calls and meeting dates. Committees or projects actively seeking nominees will solicit this information upon submission of the online nomination form.

### DEADLINE FOR SUBMISSION

All nominations *MUST* be submitted by **6:00 pm ET on January 30, 2014**.

### QUESTIONS

If you have any questions, please contact Lauralei Dorian, at 202-783-1300 or [pfcc@qualityforum.org](mailto:pfcc@qualityforum.org). Thank you for your interest.