



## 2022 USCIPP Advisory Council & Subcommittees Charter

### NCHL Mission

NCHL is dedicated to advancing healthcare leadership and organizational excellence by building diverse, inclusive, and collaborative relationships in the US and abroad. NCHL is widely recognized as the premier source for evidence-based healthcare leadership practices, cultivating communities for peer collaboration across organizations, and collectively developing industry models and benchmarks to improve healthcare.

### USCIPP Purpose

USCIPP fosters peer-to-peer learning and organizational improvement through collaborative initiatives and the continuous and open sharing of knowledge and industry best practices. USCIPP's activities include:

- Collection of benchmarking data on international patient programs
- Business intelligence and market research on global healthcare markets
- The facilitation of business development opportunities for members, including in-person and virtual international trade events
- Networking, collaboration, and the dissemination of information among US hospitals through webinars, an annual conference, and other initiatives
- Engagement with external stakeholders and industry leaders on international patient programs at US hospitals

### USCIPP Advisory Council & Subcommittees Purpose

USCIPP is committed to operating as a member-driven program with a shared and participatory advisory and oversight structure. Benefits of membership include opportunities for members to participate in guiding the strategic direction of the program by serving on the Advisory Council and/or one of the USCIPP subcommittees. The Advisory Council oversees the Benchmarking & Research Subcommittee, the Global Market Development Subcommittee, and the External Relations Subcommittee.



### Advisory Council

**Purpose:** Provides overall strategic oversight to USCIPP staff and to lead USCIPP to its next level of maturation.

### *Roles and Responsibilities*

1. Advise USCIPP staff on the structure, strategic direction, and growth of the USCIPP program
2. Assist in positioning USCIPP in the broader context of international healthcare services
3. Collectively make decisions on industry issues that help to set the agenda for USCIPP and the field
4. Collectively make decisions on external relationships that may be beneficial to USCIPP
5. Collectively make decisions on organizations seeking to join USCIPP based on the appropriate membership categories
6. Serve as a lead on one of USCIPP's formal subcommittees or lead a special interest group/committee
7. Attend Advisory Council conference calls and meetings
8. Provide timely responses to email threads when relevant and pressing questions/issues are posed

### **Benchmarking & Research Subcommittee**

**Purpose:** Ensure that the USCIPP annual benchmarking survey evolves to optimally yield the highest-quality results and inform the field of the most relevant and up-to-date trends. Provide oversight and guidance for USCIPP's business intelligence (BI) research and data collection initiatives.

### *Roles and Responsibilities*

1. Identify and advise on survey questions and data demands of highest interest to USCIPP members
2. Provide guidance on the strategic direction and administration of the benchmarking survey
3. Review and test the survey before it is released
4. Must complete USCIPP annual survey with best attempt at submitting volume and revenue information
5. Identify and advise on research projects of interest and international market intelligence needs
6. Offer guidance on the strategic direction of USCIPP's BI initiatives
7. Attend calls
8. Provide timely responses to email threads when relevant and pressing questions/issues are posed

### **Global Market Development Subcommittee**

**Purpose:** Provide guidance to USCIPP regarding international trade activities and initiatives, international business development, and networking opportunities that support and advance USCIPP's and its members' position in the healthcare industry.

### *Roles and Responsibilities*

1. Provide guidance and strategic direction to USCIPP staff on international business development and trade activities in which USCIPP and its members should participate
2. Advise on the development of events organized by USCIPP in partnership with entities domestically and abroad, including the selection of markets, partners, and scope of activities
3. Identify potential international partner organizations that have the capacity and are willing to support USCIPP's international market visibility and trade initiatives
4. Identify industry events/conferences that are USCIPP staff and/or USCIPP members should participate in
5. Attend calls
6. Provide timely responses to email threads when relevant and pressing questions/issues are posed

### **External Relations Subcommittee**

**Purpose:** Provide insights and guidance to USCIPP regarding relationships with key stakeholders and partners – including governmental entities in the US and internationally, professional societies and associations, nonprofits, media and marketing organizations, academic institutions, and others – and help prioritize strategic external engagements that

advance the needs and interests of the consortium's organizational members.

### *Roles and Responsibilities*

1. Provide leadership and guidance on issues affecting international healthcare services at US hospitals
2. Offer advice and direction regarding awareness building initiatives and public communications campaigns
3. Help USCIPP prioritize relationships with various collaborators and identify key areas of focus for external engagement
4. Attend calls
5. Provide timely responses to email threads when relevant and pressing questions/issues are posed

### **Terms & Conditions**

- The Advisory Council will be composed of up to 12 delegates from different USCIPP member organizations.
- Subcommittees will be composed of up to 12 delegates, including members of the Advisory Council and representatives from the general membership.
- USCIPP Subcommittees must include members from the USCIPP Advisory Council.
- Advisory Council delegates must serve as on a subcommittee or working group/initiative.
- Advisory Council appointment terms are for two years. Advisory Council delegates may not serve more than four years consecutively.
- Subcommittee appointment terms are for one year. Subcommittee delegates may not serve more than four years consecutively.
- Advisory Council delegates will be assigned staggered terms so that half the delegates rotate off or are renewed each year.
- All delegates are expected to be active participants, which includes meeting attendance, idea creation, and brainstorming. Every effort will be made to represent diversity and a variety of geographic locations in the US on the committee.
- Advisory Council members must serve as a chair on a subcommittee or be involved in leading an ad-hoc task force, initiative, or project
- The renewal of a one or two-year term will be considered for those members who regularly attend the committee meetings and actively contribute to and participate in the committee's activities.
- Advisory Council and subcommittees will meet at least once a quarter (minimum five times per year). Ad hoc meetings may be added if needed to accomplish special projects.
- Nominations will be received from the USCIPP membership via survey and reviewed by the chair and NCHL staff.
- Regular meeting attendance is a crucial factor in determining eligibility to remain on or be renominated, and temporary substitutions, while sometimes necessary due to staffing transitions within an organization, are highly discouraged and should be the exception rather than the rule.
- Appointments are made on behalf of the organization rather than the individual.
- Terms cannot be transferred to other individuals at the member's organization. If an individual is no longer able to carry out the appointment, the organization should recommend a permanent replacement for the remainder of the term.
- Confidentiality of any discussions that involve sensitive matters and/or proprietary information is required.