

**Purpose, Composition and Job Description for the  
ISHLT Standards and Guidelines Committee  
May 6, 2020**

**Committee Purpose**

As part of its mission, ISHLT engages in the regular development of Professional Practice Guidelines and Consensus Statements, Health Policy Guidance Statements, Standards Statements, and Public Comments regarding professional practice matters and the care of patients with advanced heart and/or lung disease.

**Committee Composition**

The ISHLT Standards and Guidelines (S&G) Committee shall consist of the following:

- Chair
- Past Chair
- Vice-Chair
- Associate Chair for Mechanical Circulatory Support
- Associate Chair for Pulmonary Vascular Disease
- Associate Chair for Advanced Heart Failure and Transplantation
- Associate Chair for Advanced Lung Failure and Transplantation
- Three At Large members appointed to ensure diversity on the Committee
- JHLT Editor in Chief (advisory)
- Chair of the Publications Oversight Committee (advisory)
- ISHLT CEO or other staff member

The Vice-Chair shall be appointed by the Board, upon recommendations from the Publications Oversight Committee, for a one (1)year term, rotating into the position of Chair and Past Chair.

The Chair shall rotate into the position from the Vice-Chair position and shall serve a two (2)year term.

The Past Chair shall rotate into the position from the Chair position and shall serve as one (1)year term.

The Associate Chairs shall be appointed by their respective Interdisciplinary Network Steering Committees for a three (3)year term each.

The At-Large members shall be appointed by the S&G Committee Chair, and approved by the Executive Committee, to ensure diversity of perspective on the committee; they shall each serve one (1)year term, which may be renewed twice.

**Committee Chair Responsibilities**

- Provide initiative, leadership, and guidance to the Standards and Guidelines (S&G) Committee members to accomplish their responsibilities as outlined in this document and in the S&G Document Development Policies and Procedures, and any additional responsibilities assigned by the Publications Oversight Committee (POC) or the Board of Directors
- Work effectively with ISHLT staff, the S&G Committee, the POC, and the Board
- Provide reports to the POC and the Board as requested, to include a summary and status update of S&G projects underway or completed
- Work with the assigned staff member to develop the agendas for all S&G Committee meetings and conference calls
- Lead all S&G Committee meetings and conference calls

## **Associate Chair Responsibilities**

- Work with your respective Interdisciplinary Network (IDN) Steering Committees to:
  - Conduct the annual Identification of Need process as outlined in the S&G Document Development Policies and Procedures
  - Facilitate the completion and submission of Initial Applications for identified S&G documents
  - Work with your IDN Steering Committee to submit a proposal for their development under the S&G Committee

## **Overall Committee Responsibilities**

- Understand all ISHLT policies, procedures, and applications relevant to the development and publication of S&G Documents
- Annually evaluate ISHLT's portfolio of S&G Documents and identify those within the purview of each Interdisciplinary Network that are in need of being updated, rewritten, or retired, and work with the Interdisciplinary Network (IDN) Steering Committees to submit a proposal for their development under the S&G Committee.
- Regularly assess and bring to the attention of the Standards and Guidelines (S&G) Committee, the Publications Oversight Committee (POC), and your IDN Steering Committee any standards and guidelines documents developed or under development by other organizations that overlap with existing or planned ISHLT S&G Documents.
- Provide assessments and make recommendations to the POC regarding S&G projects to be pursued each year
- Provide guidance to members of your IDN Steering Committee regarding S&G policies, procedures, and applications
- Review and approve Initial and Follow-up Applications for S&G Documents
- Work with Project Leaders to ensure projects that are running behind are brought back on schedule
- Work with the POC to investigate projects that are more than three (3) months behind schedule and provide course correction as needed
- Review and approve final document drafts
- Engage in the development, review, and approval of health policy documents as outlined in the S&G Document Development Policies and Procedures
- Engage in the endorsement process for S&G Documents as outlined in the S&G Document Development Policies and Procedures
- Respond promptly and by the deadline to all assigned tasks
- Come prepared and participate actively in all conference calls and meetings
- In collaboration with staff, review the S&G development policies, procedures, and applications every March and identify areas that need to be revised, updated, added

## **Staff Responsibilities**

- Oversee and manage the implementation of the S&G Document Development Policies and Procedures and handle all responsibilities assigned therein to staff
- Coordinate all communications between the Standards and Guidelines (S&G) Committee and the Publications Oversight Committee (POC), and the S&G Committee and the Interdisciplinary Network (IDN) Steering Committees
- Ensure that the policies and procedures for S&G document development are adhered to by all parties and notify the S&G Chair and the POC Chair when issues of non-compliance arise
- Oversee and manage the operational aspects of S&G document development, including inviting, and confirming writing committee members and expert reviewers; collecting and collating COI from contributors; monitoring the progress of S&G Documents through the review and approval process; scheduling conference calls; handling routine committee communications; drafting committee minutes
- Maintain a spreadsheet regarding the status of each S&G project, from application through to publication

- Develop and revise, in collaboration with the S&G Committee, policies and procedures governing the development and publication of ISHLT S&G Documents
- Coordinate with the Director of Communications regarding external distribution/public awareness of ISHLT standards and guidelines
- Coordinate with the JHLT publisher to ensure all S&G Documents are made available as free access on the JHLT site
- Make arrangements for the translation of identified S&G Documents into other languages and their availability on the JHLT site as free access
- Draft, negotiate, and oversee compliance with all Memoranda of Understanding (MOU) with other organizations regarding jointly developed S&G Documents
- Communicate with the Education Oversight Committee regarding new S&G Documents for use in developing educational activities to disseminate information/training about them

### **Qualifications/Skill Set Required of Committee Chair**

- Leadership, organizational skills, and responsiveness commensurate with chairing a Committee
- Knowledge of / experience with the policies, procedures, and project types under the purview of the Standards and Guidelines (S&G) Committee
- Knowledge of / experience with evaluation of evidence and development of standards / guidelines recommendations
- Willingness and ability to assume responsibility for communicating with committee members, project leaders, staff, the Board of Directors, and others as described above in a timely proactive fashion
- Willingness and ability to assume responsibility for explaining and enforcing adherence to policies and procedures by S&G Committee members, project leads, and those interested in submitting applications for an S&G project
- Willingness and ability to assume responsibility for motivating project leaders to facilitate the completion of projects in a timely manner

### **Key Interactions/Communications**

- ISHLT staff member
- Interdisciplinary Network Steering Committees
- S&G Project Leaders

### **What Success Looks Like**

- Timely processing, decision-making, and feedback on S&G applications
- Progress on all S&G projects in accordance with the approved timelines
- Completion of all S&G projects by the approved deadlines
- Publication in the appropriate vehicle of the final, approved S&G Document and/or the Executive Summary and associated translations by the approved deadlines
- Awareness of the status of active S&G projects and any associated problems / delays requiring resolution, and the plan for such resolution
- Timely preparation of requested reports to the Board of Directors
- Full engagement of all Standards and Guidelines (S&G) Committee members on their assigned tasks and responsibilities
- ISHLT status as the leader in standards / guidelines / consensus topics related to advanced heart failure and transplantation, advanced lung failure and transplantation, mechanical circulatory support, and pulmonary vascular disease
- Effective cooperation and collaboration with the Publications Oversight Committee (POC) and staff