

## Purpose

A Certification Technical Panel (CTP) is activated when the need for specialty certification is identified. The purpose of the CTP is to provide clinical guidance on the development of specialty programs.

## Function and Scope of Work

The CTP will provide guidance, in the design of certification products while aiming to achieve the following:

- Assuring evidence based best practices and clinical standards are adopted in the development and review of specialty programs.
- Analyzing utilization patterns, data and metrics to identify opportunities to develop/revise standards aimed at improving patient care.
- Evaluate and monitor industry trends that impact or improve specialty care.
- Support the development and revision of specialty education programs in the form of webinars, e-learning or industry presentations.

## Composition and Structure

Membership on the CTP is intended to be specific to program specialties. The panel will consist of 10 to 15 members with the following composition:

- a. AAAHC representation, at least:
  - i. one physician with education and or experience, currently practicing in specialty
  - ii. one registered nurse with education and or experience, currently practicing in specialty
  - iii. one board representative (focus on certification process, excluded from content review)
- b. AAHHS/HFAP representation, at least:
  - i. one physician with education and or experience, currently practicing in specialty
  - ii. one registered nurse with education and or experience, currently practicing in specialty
  - iii. one board representative (focus on certification process, excluded from content review)
- c. Two non-related clinicians board certified in specialty, at least:
  - i. One specialty society clinician
  - ii. One data specialist (if applicable)

## Meetings

The meeting schedule will be developed according to the CTP member availability in order to meet agreed project timeline requirements.

## Minutes

Minutes of each meeting will be kept. The minutes of the meetings shall be reviewed and approved at the next regular CTP meeting and shared with the Survey Procedures and Standards, and other committees as necessary.

## Confidentiality

Members should be aware of the need for confidentiality and discretion related to AAAHC specific business. Members shall not report discussions expressed in meetings outside the committee. Each panel member will be required to sign the "The Confidentiality/Work Product Agreement: Certification Technical Panel" Document.

## Conflict of Interest

It is recognized that CTP members and the organizations they represent may be personally, professionally, and financially impacted by the decision of the CTP. Transparency in sharing potential conflicts of interest is essential to ensure the integrity of the Panel's decision making. CTP members are required to disclose any potential conflicts of interest by completing a conflict of interest declaration form, submitting it to the assigned staff project lead and updating as necessary.

## Date Chartered

November 12, 2016

## Confidentiality/Work Product Agreement: Certification Technical Panel

### Work Product

It is understood and agreed that while serving on a Specialty Program Technical Panel (“Panel”) for (insert AAAHC, AAHHS/HFAP) (“Organization”) I may, independently, or in conjunction with Organization, develop information, produce work product, or achieve other results for Organization. I agree that such information, work product, and other results, systems and information that I develop in connection with such service (hereinafter referred to collectively as the “Work Product”) shall, to the extent permitted by law, be a “work made for hire” within the definition of Section 101 of the Copyright Act (17 U.S.C. § 101), and shall remain the sole and exclusive property of Organization. To the extent any Work Product is not deemed to be a work made for hire within the definition of the Copyright Act, I hereby assign, and agree to assign, to Organization all right, title and interest in and to such Work Product, including but not limited to copyright, all rights subsumed thereunder, and all other intellectual property rights, including all extensions and renewals thereof. I further agree to provide all assistance reasonably requested by Organization, both during and subsequent to the Term of this Agreement, in the establishment, preservation and enforcement of Organization’s rights in the Work Product. I also agree to waive any and all moral rights relating to the Work Product, including but not limited to, any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use, and subsequent modifications.

### Confidentiality

Through my performance on the Panel, I may have access to certain confidential and proprietary information concerning Organization, its employees, members, and otherwise, including but not limited to, information concerning Organization’s structure, business and marketing plans, financial data, the identity of present and prospective members of Organization, Organization’s current and prospective contracts, and policies, standards, procedures, and practices of Organization (hereinafter referred to collectively as “Confidential Information”). I acknowledge that the use of Confidential Information for the benefit of any person or entity other than Organization and the disclosure of such information to any person or entity outside of Organization would cause severe competitive and financial damage to Organization.

Therefore, unless expressly authorized by Organization, I agree not to use Confidential Information for my own benefit or for the benefit of anyone or any entity other than Organization. I also agree not to disclose such information to anyone outside of Organization. I agree to use all reasonable efforts to keep this information confidential during my term on the Panel. I also agree to keep all trade secrets confidential until such time that such trade secrets become publicly known. I further agree to keep any other information confidential for five (5) years after the date upon which my service on the Panel ceases.

On the date on which my service on the Panel terminates, or at any time upon the request of Organization, I agree to return to Organization all printed, audio- visual and electronic documents, data and other materials, including all originals, copies and extracts thereof, containing or referencing any Confidential Information or otherwise relating to Organization and its operations, and all other property of Organization then in its possession or in the possession of its directors, officers, employees, or other representatives.

I, \_\_\_\_\_, acknowledge and agree to the above:

\_\_\_\_\_  
Name of Technical Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Specialty Qualification/Certification

\_\_\_\_\_  
Date

### Acknowledged:

\_\_\_\_\_  
President / CEO

\_\_\_\_\_  
Signature