

# Role Description



## IHE Canada Chair

Date: February 2024

### Purpose

The purpose of this document is to clearly articulate the internal and external roles, responsibilities, and deliverables for the position of the IHE Canada Chair. The IHE Canada Chair will represent Canada on the IHE International Board and will function as the InfoCentral IHE Community leader working with Canada Health Infoway to promote interoperability and standards. The IHE Canada Chair will collaborate with Canada Health Infoway to jointly develop Canada’s position on IHE Board topics and work items, will represent Canada’s position to the IHE Board, and accordingly cast Canada’ vote. The IHE Canada Chair will regularly brief Infoway regarding matters of interest before the IHE Board, regarding matters that deserve IHE Board attention and should be brought forward by Canada, and regarding important decisions that have been made at meetings. Overall, the IHE Canada Chair serves as a key figure in advancing healthcare interoperability and standards both nationally and internationally, requiring a combination of strategic leadership, diplomatic engagement, and collaborative partnerships with stakeholders across various sectors of the healthcare ecosystem.

### Context – Background

This document outlines the role, responsibilities, and suggested deliverables associated with the role of the IHE Canada Chair to promote effective communications and adoption with IHE International, Health Canada, and all interested Canadian stakeholders.

### Roles, Responsibilities, and Deliverables

- The IHE Canada Chair must have the technical knowledge and experience to actively participate and must be willing to commit the time to ensure effective engagement.
- Two-year term reporting to Canada Health Infoway
- Expected time commitment:
  - IHE Board activities: ~5-10 hours per month



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- InfoCentral Community: ~5-10 hours per month
  - Hosts community meetings
  - Provide updates on activities at IHE International
  - Promotes IHE profiles for use in Canada
  - Participate, as appropriate, in cross-community and cross-SDO meetings
- IHE Annual Report: 8 hours per year

## Role Descriptions

Role	IHE Canada Chair
Responsibilities	<ul style="list-style-type: none"> <li>• Active participation in IHE International Board meetings to represent Canada’s priorities and needs</li> <li>• Ability to consult with a broad range of Canadian stakeholders</li> <li>• Fluent speaker and writer to express effectively the Canadian position</li> <li>• Liaise with industry and others to enable the adoption and use of IHE profiles</li> <li>• Schedule and lead IHE community meetings on InfoCentral</li> <li>• Represent IHE International to the InfoCentral IHE community</li> <li>• Facilitate and ensure cross-communication with other InfoCentral communities and workgroups as required</li> <li>• Provide quarterly reviews and feedback to keep InfoCentral IHE standards pages current and relevant</li> <li>• Reports on international meetings actively and outcomes and provides status reports</li> <li>• Complete and submit the IHE Annual Report with Infoway to IHE International</li> <li>• Promote adoption and uptake of IHE profiles in Canada, including at appropriate conferences</li> <li>• Provide guidance and assistance in raising Canadian</li> </ul>

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	profiles and requirements with IHE International
Deliverable	<ul style="list-style-type: none"> <li>IHE Canada Report to IHE International (annual report)</li> </ul>
Deliverable	<ul style="list-style-type: none"> <li>Provide quarterly updates to Infoway and the InfoCentral IHE community to raise awareness and promote the adoption and use of IHE profiles</li> </ul>
Deliverable	<ul style="list-style-type: none"> <li>Host at least four webinars on Canadian priority standards work (one per quarter)</li> </ul>
Deliverable	<ul style="list-style-type: none"> <li>Grow awareness and engagement in IHE profiles and work</li> </ul>
Deliverable	<ul style="list-style-type: none"> <li>Trip Reports</li> </ul>
Deliverable	<ul style="list-style-type: none"> <li>Suggested updates and edits to the IHE standards pages on InfoCentral</li> </ul>

## Infoway Support

Funding for the IHE Canada Chair to attend the face-to-face meetings of the IHE International Board, Infoway’s annual Partnership Conference, and other such meetings as may be mutually agreed, subject to prior approval by Infoway on a meeting-by-meeting basis.