



Public Health Surveillance Community (PHSC) Terms of Reference

Purpose

To define the Terms of Reference of the Public Health Surveillance Community (PHSC) in support of immunization related SNOMED CT-CA work.

Context

Canada Health Infoway (Infoway) is re-establishing the Public Health Surveillance Community on InfoCentral, to engage with all key stakeholders working on Immunization projects in Canada. The members of the PHSC will convene, discuss, determine, and ensure the proper SNOMED CT encoding of immunization related vaccines for use or recording in Canada.

Infoway is leading and hosting this Community.

Objective

The objective of the PHSC is to provide a forum to share progress on immunization related content development of SNOMED CT for use in Canada.

The PHSC will also provide input on business requirements for priority setting of immunization related SNOMED CT content to support immunization interoperability in Canada and may be asked to provide advice on complex issues that may arise in the creation of or updates to vaccine concepts.

Scope

The scope for the PHSC includes new and revised SNOMED CT CA encoded immunization related content and subsets required to support provincial / territorial / jurisdictional immunization registries and digital health projects. This includes immunization record keeping, adverse events following immunization (AEFI) reporting, immunization status and vaccine inventory management.



Activities

Members will:

- Identify a representative that will submit Requests for Changes (RFCs) to Infoway to support provincial / territorial / jurisdictional immunization registries and digital health projects.
- Provide input on additions and changes to the existing pan-Canadian immunization terminology content to support updates to both the terminology and the pan-Canadian subsets as part of their regularly scheduled maintenance releases.
- Participate in discussions about immunization RFCs submissions, as required.
- Provide input on existing or future subset requirements.
- Provide expert advice on complex issues that may arise in the creation or updates to vaccine concepts.
- Propose additional agenda items related to immunization terminology, including advance notice for anticipated products / changes for future requirements.
- Review materials /prepare for the discussion in order to reach resolution during meetings.
- Engage others from their organizations to gather input and feedback, if required.
- Contribute to Quality Assurance (QA) related to immunization concepts and subsets, if required.
- Discuss / provide feedback on content development, editorial guidelines and process challenges.

Organization

Infoway will chair the community meetings and provide secretariat support for the meetings. The chair will:

- Schedule the meetings and Zoom sessions
- Add the meetings on the InfoCentral Events calendar
- Post meeting agendas on the Infoway InfoCentral PHSC Forum prior to meetings
- Prepare / post the discussion materials, meeting minutes
- Facilitate agreement amongst members on direction to broaden stakeholder collaboration
- Provide updates to the members on the current status of immunization RFCs
- Document RFC decisions in the appropriate RFC InfoRMS tickets

Membership:

The following membership is recommended to ensure the SNOMED CT CA content meets clinical and business requirements:

- Health Canada vaccine SME (mandatory)



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- NACI representative
 - VVWG representative
 - CIRC representative
 - Jurisdictional public health stakeholders / SNOMED CT end users
 - System implementers, from the public or private sector

PHSC membership is open to any interested participants, including jurisdictions across Canada, technology vendors, and immunization system implementers.

Meetings and Communication

- Monthly teleconference / Zoom meetings will be held.
- Meetings will be 60 minutes in length, unless otherwise indicated.
 - PHSC documents (meeting agenda, minutes, supporting materials, etc.) will be provided to members via Infoway's InfoCentral [Public Health Surveillance Community forum](#). Access to the forum is free and publicly available, though members are required to register for a user id to access content.