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**CCIO Leaders Network - Terms of Reference**

**Introduction**

The CCIO Leaders Network is a best practice and collaboration Network dedicated to promoting the development of current and future clinical information leaders across all healthcare organisations.

The Network is being developed as a membership-based network and community comprised of individual clinical information leaders. The Network aims to provide members with the tools and resources to support their development as clinical information leaders, through a combination of knowledge resources, events and online community and collaboration tools.  The Network is hosted by Digital Health Intelligence.

**Network Aims**

*The central aims of the CCIO Leaders Network are to ‘promote and develop current and future clinical information leaders’, to help ensure the full potential of clinical IT and informatics, and the benefits they offer to patients, are realised in UK healthcare*. Promotion will include campaigning activities.

Linked to the above aims the Network has set encouraging the appointment of more CCIOs and equivalent roles to CCGs and other commissioning bodies as a priority.

**Eligibility criteria**

Membership is by invitation or application and open to doctors, nurses, therapists and technicians with a recognised clinical qualification and current clinical registration.

Membership of the Network is open to all health informatics clinical leaders performing a CCIO-like role. The criterion is that they should have a component of their professional role focused on health informatics and information leadership, which is recognised by their employer.

There will an opportunity for trainees and aspiring CCIOs to become members. They will need to be nominated by an existing member and approved.

Membership is open to all clinicians working for health and social care provider and commissioning bodies, together with academics, regulators, arms-length bodies. Industry membership is restricted to CCIO representatives of the network sponsors (see below).

The main focus is the UK but membership of the network is also open to CCIOs from outside the UK.

In any cases of doubt the Chair shall adjudicate on membership.

**Membership benefits**

Membership of the network will not be charged for (the position to be reviewed bi-annually) and shall be considered to run for as long as members are clinicians with an active registration with a professional body and active role in health informatics. Membership of the CCIO Network will confer the following benefits:

* Opportunity to vote in elections and elect advisory panel members.
* Opportunity to attend the network AGM’s that are organised.
* Invitation to attend regional and national events - including the Summer School and Leadership Summit.
* Exclusive access to the private collaboration community.
* Access to the online database of CCIO Network Members.
* Exclusive access to network surveys and research.
* Opportunity to work with national senior figures to influence regional and national strategy.
* Opportunity to set policy and priorities for the future development of the network.
* Opportunity to improve profile visibility within the network.

**The Advisory Panel**

The Advisory Panel is a panel of clinicians and current CCIOs which meets (virtually) monthly, to set policy and priorities and for the future development of the network.

Membership of the advisory panel is by direct election (see election process below) with elected advisory panel members then electing the chair and vice-chair from among their numbers.  The exception to this rule is sponsors’ representatives (see sponsors below) who get a place on the advisory panel but who may not stand for election to chair or vice-chair.

Digital Health will have Jon Hoeksma, CEO, Digital health, as representative on the advisory panel he may not stand for office.

Membership of the advisory panel shall be published online and contact details will be kept updated making it easy for network members to contact advisory panel members through Digital Health.

Advisory panel members serve on a bi-annual term on a voluntary basis and are asked to participate in monthly advisory panel calls and attend x2 in-person meetings per year - including an annual general meeting.

Meetings are held monthly, using online meeting tools with agendas prepared and distributed in advance. All minutes and papers are posted on Discourse where they are accessible to other members of the network.

Decisions of the advisory panel shall be considered binding. If circumstances arise in which any decision should have to be set aside Digital Health will provide a written explanation as to the reasons.

Advisory Panel members, the chair or vice-chair, may not without written prior agreement enter Digital Health or the Network into legally binding agreements.

**Elections**

The Network will elect the advisory panel by the following process:

* Members of the network asked to stand for election to advisory panel - initially for up to 12 places.
* A list of prospective advisory panel members will be published, and network members invited to vote online.
* Advisory panel election results announced at the annual Summer School event.
* Advisory panel elects chair and vice chair elected by new advisory panel.

**Chair and vice-chair**

All meetings of the advisory panel should be chaired by the chair or the vice-chair.  If, however, neither of these are available the Digital Health representative will deputise.

The chair and vice-chair are encouraged to invite individuals to join the advisory panel as non-elected and non-voting members. The chair and vice-chair should encourage advisory panel members to be active participants, both in meetings and via the online collaboration platform.

The chair and vice-chair are encouraged to be actively involved in Digital Health events, editorial and speaking opportunities.

We encourage our advisory panel to be an active community member on the Discourse platform. This involves engaging with fellow members on a regular basis by posting discussion topics, replying to threads, and sharing your knowledge and expertise. As an advisory panel member, you are the face of the networks and are encouraged to help new members to collaborate.

**Confidentiality**

The network’s events and online collaboration platform operate under the Chatham House rule, to encourage open debate and discussion.

*When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed. - See more at:* <http://bit.ly/1T3ISSX>

Any breaches of this rule must be reported to the advisory panel or its officers who may choose to suspend members.

This confidentiality requirement applies to individual members, sponsors, and Digital Health as the host organisation.

**Code of conduct**

In addition to respect the Chatham House Rule members of the network are expected to show respect to fellow members of the network at meetings and in online discussions and avoid conduct or language which is likely to cause offence. The central aim is to foster a collaborative and highly inclusive community that encourages open discussions, in which the contributions of all are valued and in which all members of the network are actively encouraged to contribute and share their views, accepting that there will be honest disagreements.

Community guidelines will be published within the online community. <http://bit.ly/2qdGHFH>

**Suspending members**

In the cases of reported breaches of Confidentiality or Code of Conduct the chair may from time-to-time suspend individuals from either participating in the network by suspending their membership.  Such instances must be reported to the next meeting of the advisory panel for review.

Any individual who is suspended may appeal to the advisory panel to the next meeting of the advisory panel.

**Funding**

The network is delivered on a commercial basis relying on funding from sponsorship and paid for attendance at events.

**Foundation sponsors**

Annual foundation sponsorships of the CCIO Leaders Network are sold. Sponsors get benefits including branding, presence, and participation in network leadership events (including webinars) and Summer School, and a representative on the advisory panel who also may participate in the Discourse collaboration community.

**Hosting of the Network**

Digital Health will continue to host the network for the next two years.  Arrangements will be reviewed on a rolling bi-annual basis.