Society of Hospital Medicine
Hospitalists. Transforming Healthcare.
Revolutionizing Patient Care.

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Information Technology Committee

REPORTS TO: Board of Directors

COMPOSITION: Chair (appointed by President of SHM)
6-10 members at large

TERMS: Chair shall serve for two years, with possible reappointment once (maximum 4 years). Members shall serve for one year, with possible reappointment up to four (4) times (maximum 5 years). All terms begin and end one week prior to the Annual Meeting.

CHARGE:

The Charge of the Information Technology Task Force is to develop initiatives and programs to provide education and promote best practices for hospitalists engaged in hospital and health IT related initiatives. The Task Force will make recommendations on the SHM hospital and health information technology agenda to the SHM Board. The Task Force will look for opportunities to encourage family practice hospitalists to become active SHM members.

GOALS:

1. Develop programs specific for health IT hospitalists for Annual Meetings
2. Create an online resource of content (articles, best practices, etc.) and a community of hospitalists on the SHM Website
3. Provide ideas and content of interest to hospitalists engaged in hospital & health IT initiatives for *The Hospitalist*
4. Develop opportunities for SHM and hospitalists to be represented at national and regional hospital & health IT organizations (e.g. HIMSS)
5. Provide liaison to other SHM committees on hospital & health IT issues
6. Develop opportunities for members engaged in hospital & health IT initiatives to participate in SHM committee, meetings, and leadership.

RESPONSIBILITIES:
<u>Chair</u>

- With assistance from staff, develop the agenda for meetings
- Assign responsibilities for committee members
- Set deadlines for completion or update of committee activities
- Present reports and recommendations to the Board of Directors
- Communicate to the entire committee on actions and decisions of the SHM Board
- Coordinate meeting dates with staff
- Oversee the development and approval of minutes

<u>Committee Members</u>

- Attend and participate in all committee meetings and teleconferences
- Prepare for meetings by reviewing agenda and reading any background materials
- Actively participate on committee listserv
- Complete all assignments in a timely fashion