NAHQ Teams 2021

Below are NAHQ's teams that are seeking new members in 2021 and a brief description of how they contribute to the growth and success of NAHQ and the profession.

Abstract Review Task Team

Assist NAHQ’s Conference Planning Team to review session and poster abstracts for the NAHQ Next Conference.

Responsibilities:

- Develop an understanding of NAHQ’s conference history and financial, operational, and educational trends from which to make decisions about the conference.
- Review abstracts keeping overall conference and content goals in mind.
- Serve as judges for poster contest, as well as perform any additional duties as conference volunteers.

Criteria:

- Must be a NAHQ member in good standing.
- Adheres to deadlines.

Meeting Requirement:

- Meetings shall be conducted as needed within budgetary allowances, and as stipulated in the specific team structure. This typically includes three one-hour conference calls.
- All other meetings shall be conducted by conference call and/or by mail unless approved by the NAHQ board.

Anticipated Time Commitment:

- 20-30 hours during Q1.

Awards Team

The Awards Team reviews applications and selects the best candidates for NAHQ awards.

Objective:

- Review applications and select the best candidates for NAHQ’s awards.

Responsibilities:

- Encourage applicants and nominations for all awards.
• Review applications and select the best candidate.

Criteria:

• Must be a NAHQ member in good standing.

Anticipated Time Commitment:

• 8 to 12 hours during the year, primarily July-August and November-December.

Conference Planning Team

The Conference Planning Team plans NAHQ Next the only annual conference designed exclusively for the profession.

Objective:

• Develop and plan NAHQ’s Annual Educational Conference and integrate it with NAHQ’s strategic goals

Responsibilities:

• Accountable for the overall success of the annual conference.
• Collaboratively plan the theme of the meeting with the Education Team and ensure that the content offered at conference maps to the CPHQ and HQ Competency Framework.
• Develop a comprehensive understanding of NAHQ’s conference history and financial, operational, and educational trends from which to make decisions about the upcoming meeting.
• Develop conference content and invite speaker subject matter experts.
• Establish criteria for, review and select speaker abstract proposals.
• Report to the Education Team.

Criteria:

• Must be a NAHQ member in good standing.
• Adheres to deadlines.

Meeting Attendance:

• Meetings shall be conducted as needed within budgetary allowances, and as stipulated in the specific team structure. This typically includes one all-day conference call in Q1 and approximately 10 additional one-hour conference calls throughout the year.
• Attendance at the annual conference.
• All other meetings shall be conducted by conference call and/or by mail unless approved by the NAHQ board.
Anticipated Time Commitment:

- 30-40 hours during the year.
- Most of these hours will be in Q1 to review abstracts.

Fellowship Review Team

The Fellowship Review Team reviews and selects qualified candidates for NAHQ Fellowship, coordinates Fellow Mentorship Program, and promotes Fellowship.

Objective:

- Review and select qualified candidates for NAHQ Fellowship based on established and board approved criteria; coordinate the Fellowship Coaching Program to allow for more long-term development of potential candidates; promote the fellowship.

Responsibilities:

- Review the Fellowship Coaching Program annually; promote program; select and match potential fellows/fellowship coach pairs and follow up as needed.
- Assist the team leader to provide information regarding the Fellowship Program and Fellowship Coaching Program throughout the year.
- Encourage fellows to promote the program to potential fellows.

Criteria:

- Must be a NAHQ member in good standing.
- Must be an active NAHQ Fellow.

Meeting Attendance:

- Meetings shall be conducted as needed by conference call.

Anticipated Time Commitment:

- 12–20 hours during the year.

Finance Team

The Finance Team assures the appropriate oversight of all financial matters of the association.

Objective:

- As delegated by the NAHQ Board, the Team assures the appropriate oversight of all financial matters, including the Member Organization and Healthcare Quality Foundation. Specifically, it develops and recommends policies and provides periodic
monitoring of: the annual budget, audit, investments, and other related financial issues as they arise.

Responsibilities:

- Review quarterly financial statements.
- Annually review the budget and make recommendations prior to board approval.
- Annually review audit report.
- Annually review investment portfolio and financial advisor report.

Criteria:

- Must be a NAHQ member in good standing.

Meeting Attendance:

- Meetings shall be conducted as needed by conference call.

Anticipated Time Commitment:

- 12-15 hours during the year.

Healthcare Quality Certification Commission (HQCC)

The HQCC is the certifying arm of NAHQ and establishes policies, procedures, and standards for certification and recertification in the field of healthcare quality.

Objective:

- The Healthcare Quality Certification Commission (HQCC) was established by the National Association for Healthcare Quality (NAHQ) to (a) promote excellence and professionalism in the field of healthcare quality and safety, (b) to encourage professional growth and development among healthcare quality practitioners, and (c) to recognize individuals who demonstrate an acquired minimal core competency in those areas by awarding of the Certified Professional in Healthcare Quality (CPHQ) credential.
- The Healthcare Quality Certification Commission (HQCC) will work to ensure that the healthcare quality profession is strengthened by NAHQ’s certification and recertification programs which are based on industry standards of certifying bodies.

Responsibilities:

- Understand NAHQ's strategic plan and bylaws within the framework of the policies and procedures
- Review and understand the purpose and charges of the commission
- Review relevant material prior to calls. Prepare to make contributions and voice opinions concerning issues and activities
• Participate actively on all conference calls and in meetings
• Offer ideas and respect the perspectives of others
• Accept and complete assignments as requested
• Respond promptly to correspondence and information requests from the chair, staff liaison and other commission members
• Ask for clarification as needed from chair or staff liaison
• Inform the chair and staff liaison if personal or professional circumstances change to the extent that they cause disruption in your ability to perform the above listed responsibilities
• Serve as Operational/Task Team Chair as appointed

Criteria:

• A healthcare quality professional.
• Demonstrates leadership within the profession of healthcare quality, either through previous participation on a NAHQ team or through a previous leadership role with another national level organization
• Must comply with the NAHQ Code of Ethics in spirit and action
• All commission members, with exception of the public member, must maintain active CPHQ certification.
• May not be a current CPHQ Review Course instructor or participate in the development of CPHQ preparation materials outside of the Self-Assessment Exam during service on the commission or for 3 years after.

Meeting Requirement:

• Meetings shall be conducted as needed within budgetary allowances.
  - Participate in 1-2 face-to-face onsite meetings annually, 2-3 days (Most likely, due to COVD, in 2021 all meetings will be virtual).
  - Participate in a minimum of 3 conference calls throughout the year, 1.5-2 hours
  - Additional meetings may be required during years in which a job analysis occurs.

Anticipated Time Commitment:

• Approximately 5 to 10 hours per month; except for months when there is an onsite commission meeting.

Healthcare Quality Foundation Grants Team

Review applications and select the best candidates for HQF’s grants.

Responsibilities:

• Encourage applicants and nominations for all grants
• Review applications and select the best candidate.
Meeting Attendance:

- Meetings shall be conducted as needed by conference call.

Anticipated Time Commitment:

- 8 to 12 hours during the year, primarily July-August and January-February.

Item Writing Work Group

Responsible for writing items for inclusion in the Certified Professional in Healthcare Quality (CPHQ) test item bank.

Responsibilities:

- Review/develop potential new questions for inclusion in exam, which are consistent with the job analysis.
- Members will be required to write 3 items (with references & explanations) per quarter for a total of 12 items a year.

Criteria:

- Must be a NAHQ member in good standing.
- While no prior item writing experience is required, should have advanced expertise in the healthcare quality field and an interest in item writing and test development.
- May not be a current CPHQ Review Course instructor.
- Must comply with the NAHQ Code of Ethics in spirit and action.
- Must agree to participate and collaborate as a “team player”.
- Must commit to attend all meetings and to complete assignments in a timely and diligent manner.
- Must maintain full confidentiality of all test questions written and reviewed and Test Development Team meetings.
- Complete the webinar, Secrets of Competency Writing, before the first assignment.

Meeting Attendance:

- Phone calls and trainings will be scheduled approximately 4 times throughout the year to review item assignments.

Anticipated Time Commitment:

- An average of 2 hours per month, with additional hours needed on months when meetings are conducted. CPHQ CE credit will be awarded if all participation requirements are met.
Journal for Healthcare Quality Peer Reviewer

Serve as peer reviewer for papers as requested.

**Responsibilities:**

- Accept and complete manuscript review assignments on a timely basis per guidelines.

**Criteria:**

- Minimum of a master’s degree required.
- Experience as a peer reviewer for a scholarly journal preferred.
- Experience as a published author required.
- Deep knowledge of healthcare and healthcare quality.
- Proficient knowledge of technology to review articles through the online system.

**Meeting Requirement:**

- None

**Anticipated Time Commitment:**

- 1-2 hours a month.

**Recognition of the Profession Commission**

The Recognition of the Profession Commission will help NAHQ identify the key themes and proof points needed to advance a quality agenda that leverages workforce competencies as a key leaver to deliver on quality, safety and value.

**Objective:**

- The Recognition of the Profession Commission will work to ensure that healthcare quality professionals and their employers understand and recognize the value of the profession. The commission will carry out the objectives as outlined in the strategic plan in order to support the defined mission and vision for NAHQ.

**Responsibilities:**

- Understand NAHQ's strategic plan and bylaws within the framework of the policies and procedures
- Review and understand the purpose and charges of the commission
- Review relevant material prior to calls. Prepare to make contributions and voice opinions concerning issues and activities
- Participate actively on all conference calls and in meetings
• Offer ideas and respect the perspectives of others
• Accept and complete assignments as requested
• Respond promptly to correspondence and information requests from the chair, staff liaison and other commission members
• Ask for clarification as needed from chair or staff liaison
• Inform the chair and staff liaison if personal or professional circumstances change to the extent that they cause disruption in your ability to perform the above listed responsibilities

Criteria:

• A healthcare quality professional.
• Demonstrates leadership within the profession of healthcare quality, either through previous participation on a NAHQ team or through a previous leadership role with another national level organization.
• Must comply with the NAHQ Code of Ethics for Healthcare Quality Professionals in spirit and action.
• Must have knowledge of healthcare quality across the continuum.
• Must have good organizational skills and past event planning experience.

Meeting Requirement:

• Meetings shall be conducted as needed within budgetary allowances.
  - Participate in 1-2 face-to-face onsite meetings annually, 2-3 days (Most likely, due to COVD, in 2021 all meetings will be virtual).
  - Participate in a minimum of 3 conference calls throughout the year, 1.5-2 hours

Anticipated Time Commitment:

• Approximately 2 to 4 hours per month; except for months when there is an onsite commission meeting.

Test Development Team

The Test Development Team is tasked each year to review the current Certified Professional in Healthcare Quality® exam, analyze the questions, and ensure that the test fully encompasses the knowledge needed to be a CPHQ.

Objective:

• Responsible for writing and approving items for inclusion in the Certified Professional in Healthcare Quality (CPHQ) test item bank and for developing new test forms. The team also assists with other duties as needed such as developing/revising the CPHQ Practice Exam and participating in activities related to periodic job analysis.

Responsibilities:
• Participate in review of examination items prior to the test administration.
• Review examination items, in conjunction with psychometrics services staff, from the
data bank after test administration.
• Review/develop potential new items for inclusion in exam, which are consistent with the
job analysis.
• Assist with review/refinement of the CPHQ Practice Exam and the job analysis as
needed.

Criteria:

• Must be a NAHQ member in good standing.
• While no prior item writing experience is required, should have advanced expertise in the
healthcare quality field and an interest in item writing and test development.
• May not be a current CPHQ Review Course instructor.
• Must comply with the NAHQ Code of Ethics in spirit and action.
• Must agree to participate and collaborate as a “team player”.
• Must commit to attend all meetings and to complete assignments in a timely and diligent
manner.
• Must maintain full confidentiality of all test questions written and reviewed and Test
Development Team meetings.
• Complete the webinar, Secrets of Competency Writing, before the first assignment.

Meeting Attendance:

• In-person meetings held twice each year. Phone calls or meetings may be necessary
during test development or job analysis. An additional in- person meeting will be
required in the year when the job analysis is being conducted (Most likely, due to COVD,
in 2021 all meetings will be virtual).

Anticipated Time Commitment:

• An average of 2 hours per month, with additional hours needed on months when
meetings are conducted and/or there are additional item review or job analysis tasks to
complete. CPHQ CE credit will be awarded if all participation requirements are met.