

Technical Expert Panel (TEP) Charter

Project Title: Patient Safety Structural Measure

TEP Expected Time Commitment and Dates:

The Technical Expert Panel (TEP) nomination period opens on November 22, 2022 and closes on December 21, 2022. Yale New Haven Health Services Corporation – Center for Outcomes Research and Evaluation (CORE) anticipates holding a webinar-based meeting in February of 2023. Members will also be expected to participate in a second follow-up webinar meeting in early 2023. Webinar-based meetings will last between one to two hours.

Project Overview:

The Centers for Medicare & Medicaid Services (CMS) contracted with CORE to develop a Patient Safety Structural Measure. The contract name is Development, Reevaluation, and Implementation of Outcome/Efficiency Measures for Hospital and Eligible Clinicians, Option Period 3. The contract number is HHSM-75FCMC18D0042, Task Order HHSM-75FCMC19F0001. As part of its measure development process, CORE convenes groups of stakeholders who contribute direction and thoughtful input to the measure developer during measure development and maintenance.

Project Objectives:

The primary goal of the first TEP meeting is to gain input to support finalizing the measure concept.

Technical Expert Panel (TEP) Objectives:

CORE follows CMS's structured and standardized approach to measure development, including steps to ensure substantial input from experts and the public. As part of this effort, CORE is seeking input from individuals with relevant experience and expertise who can provide a variety of perspectives on the development of this measure. CORE is pursuing experts in patient safety, patient advocacy, healthcare administration, as well as interacting with medical professionals and patients. This group will serve as the measure's TEP.

The TEP is a group of stakeholders and experts who provide input on the development of the measure for which the contractor is responsible. Convening a national TEP ensures transparency and helps measure developers obtain balanced input from multiple stakeholders. TEP members are chosen to provide input based on their personal experience and training or organizational perspective, and to represent a diversity of perspectives and backgrounds.

TEP Requirements:

A TEP of approximately 16 individuals will review and provide feedback on the measure concept. We are seeking individuals with differing perspectives and areas of expertise, such as those with subject matter expertise in: Patient safety; Patient advocacy; Consumer/patient/family (caregiver) perspective; Hospital administration; Healthcare delivery (e.g., clinicians); Performance measurement; Quality improvement; Healthcare disparities. As the focus of this TEP will be to obtain input on a Patient Safety Structural Measure, we are interested in having patients, patient advocates, and patient caregivers comprise half of the TEP.

Scope of Responsibilities:

- Complete and submit all nomination materials, including the TEP Nomination Form, letter of interest, disclosure of conflicts of interest, and curriculum vitae;
- Review background materials provided by CORE prior to each TEP meeting;

- Attend and actively participate in the TEP meeting(s);
- Provide input and feedback to CORE on key clinical, methodological, and other decisions;
- Provide feedback to CORE on key policy or other non-technical issues;
- Review the TEP summary report prior to public release; and
- Be available to discuss recommendations and perspectives following TEP meetings and public release of the TEP summary report.

CORE recognizes that TEP members may not be able to attend all meetings, but we expect members to attend a majority of meetings and review and comment on materials for the meetings they cannot attend. We will provide meeting agendas and background materials to TEP members prior to each meeting. We will summarize member comments and recommendations in a publicly available report.

Guiding Principles:

Participation as a TEP member is voluntary and the measure developer records the participant's input in the meeting minutes, which the measure developer will summarize in a report that they may disclose to the public. If a participant has chosen to disclose private, personal data, then related material and communications are not covered by patient-provider confidentiality. Patient/caregiver participants may elect to keep their names confidential in public documents. TEP organizers will answer any questions about confidentiality.

All potential TEP members must disclose any significant financial interest or other relationships that may influence their perceptions or judgment. It is unethical to conceal (or fail to disclose) conflicts of interest. However, there is no intent for the disclosure requirement to prevent individuals with perspectives or strong points of view from serving on the TEP. The intent of full disclosure is to inform the measure developer, other TEP members, and CMS about the source of TEP members' perspectives and how that might affect discussions or recommendations.

The National Quality Forum's (NQF's) measure evaluation criteria will guide CORE's work. CORE will brief the TEP on these guiding principles for measure development to support the TEP's application of these measure evaluation criteria. CORE will focus the TEP discussions on measure design decisions that are most important. However, measure developers encourage the TEP to provide input on any or all of the measure components as part of the TEP's deliberations. Consensus decisions will inform the completion of the NQF endorsement application following the meetings.

The list of individuals included on the TEP will be made public. However, potential patient participants will be given the option to keep their participation on the TEP confidential in public documents.

CORE will ensure confidentiality in the publicly posted TEP reports by summarizing discussion topics and removing the names of TEP members who make specific comments during the meetings. If a participant has disclosed private, personal data by his or her own choice, then that material and those communications are not subject to confidentiality laws. CORE will answer any questions about confidentiality.

[CMS Measures Management System \(MMS\) Hub](#)

Estimated Number and Frequency of Meetings:

CORE anticipates holding two webinar-based meetings. One meeting is anticipated for February of 2023 and a second later in 2023

Date Approved by TEP:

TBD

TEP Membership:

TBD