

## SCIENTIFIC DOCUMENTS COMMITTEE CHARGE

**Number of Members** 10-15

### **Composition**

Members shall include a Chair and a Vice Chair (or two Co-Chairs) and members from diverse backgrounds and experiences with knowledge or interest in scientific documents; to include an Allied Professional, Early Career Professional, international member, and subject matter experts. Consideration is also made for members with experience in related fields such as pharmacology, regulatory health, health policy, or research science. The Chair may invite guests as needed to expedite information sharing, such as a representative from a document or other committees. Guests are not required to be members of the Heart Rhythm Society.

### **Method of Appointment**

Members shall be appointed by the President and/or Vice President, in consultation with Chief Executive Officer.

### **Term of Office**

One year. Reappointment for two additional consecutive terms of one year is permissible.

### **Key Relationships**

Reports to: Board of Trustees

Key relationships: Executive Committee, Education Council, Clinical Guidelines Committee, Health Policy and Regulatory Affairs Committee, Patient and Caregiver Committee, Quality Improvement Committee, Annual Meeting Program Committee, HRX Production Team, Communications Committee, Ethics Committee, and the Chairs of scientific documents.

### **Purpose**

To oversee the development and endorsement of scientific documents (i.e., scientific statements, state-of-the-art reviews, clinical decision pathways, competency/training statements, and whitepapers) relevant to the needs of heart rhythm professionals.

### **Responsibilities**

- Oversee the process to solicit, identify, and prioritize topics for future scientific documents and updates of published documents suggested by the HRS membership.

- Facilitate the initial development, revision, and/or endorsement of scientific documents, including maintaining and enhancing an effective process and policy manual.
- Maintain proactive communications with the Clinical Guidelines Committee and other relevant committees (facilitated by HRS staff) on the planning and development of scientific documents to ensure comprehensive coverage of topics, efficient use of resources, and effective promotion of publications for maximum impact.
- Review requests for HRS participation in scientific documents led by external organizations and make recommendations to the Executive Committee and Board, as appropriate.
- Solicit, review, and recommend nominees for writing committees for Society-led and external-led scientific documents.
- Review and make endorsement decisions on scientific documents led by external organizations and communicate endorsements to the Board.
- Collaborate with the Education Council to develop tools to promote knowledge and implementation of Society scientific documents.

#### **Decision-Making Authority**

- Establish committee procedures.
- Recommend scientific document topics to the Executive Committee and Board.
- Recommend chairs and writing committee members to the Executive Committee and Board for Society-led and external-led partner scientific documents.
- Make decisions on the HRS nominees for writing committees of external-led collaborator scientific documents on behalf of the Society.
- Recommend action on partner invitations from external organizations to the Executive Committee and Board.
- Make decisions on collaborator invitations from external organizations on behalf of the Society.
- Make endorsement decisions on external-led scientific documents and communicate the endorsement decision to the Board.

#### **Meeting Frequency**

Monthly online meetings, with the possibility of face-to-face meetings and/or additional online meetings, as needed.

#### **Estimated Time Commitment**

Up to 5 hours per month (dependent on documents workload)

*Busiest Times of the Year*

The estimated time commitment is greatest during (1) topic identification and prioritization of new and/or update scientific documents, (2) currency review of published scientific documents (every 5 years after publication), and (3) peer review and endorsement of internal/external scientific documents.

*Other*

The Scientific Documents Committee plays an integral role in the development of HRS scientific documents and the endorsement of external-led scientific documents. Some assignments require an expedited turnaround time and as such, committee members are expected to respond and complete requests in a timely manner.