

Salem Health- Order Set Advisory Group Charter

Purpose:

OSAG is an interdisciplinary team that evaluates and recommends new build requests and/or changes to order sets, order panels, and protocols in Epic. Recommendations will include the evaluation of:

- Evidence Based research to confirm best practice
- Alignment with Organizational A3's (when applicable)
- Salem Health Organizational Good Idea process (as needed)
- Impact to workflows of providers, nurses, pharmacists, and others as applicable

Reason Council Established:

To optimize and standardize the approval process for new build requests and/or changes to existing order sets, order panels and protocols

To ensure an ownership structure for new builds and for existing sets/panels/protocols when and if modifications are made

To retire unused and/or outdated sets/panels/protocols on a regular schedule

Statement of Council Responsibilities:

1. Prioritize requests for changes and new builds requested
2. Analyze how these new builds and/or changes affect workflows and the areas impacted
3. Ensure that solutions are aligned with Epic's intended functionality
4. Utilize the Order Set Request Submission Form to review any new builds or changes requested
5. Assure that the request meets regulatory, best practice, and legal standards

Reporting Relationships:

The Council will report to the CIO with a dotted line to PLC

Authority Statement:

The council is an approving and recommending body for new build requests and/or changes to Epic order sets, order panels and protocols

Meeting Schedule, Expectations, and Preparation:

- Meetings are scheduled bi-weekly for 60 minutes
- Requestor is to attend the meeting as a presenter
- The IC will bring all of the submissions from the submission form website
- The team will review each submission form for approval first and then recommendations for changes
- Approved changes will be shared with the requestor at the meeting

Expectation of Participants:

- Members will have one voter per title (see Council Participants below)
- Majority will decide rulings if no consensus
- Members will send alternates if they are unable to attend
- A quorum will consist of 4 voting members

Method of Monitoring Effectiveness:

Receive feedback from Clinical Informatics team on effectiveness

Monitor the time it takes to move a request through the process to completion

Council Participants	Name	Department	Title
Chairperson:	O'Brien, Claire	IS	CMIO
Co-Chair clinician:	Jefferson Loa	IM (hospitalist)	SHMG Interim Medical Director
Pharmacy Approver:	Matt Tanner	Pharmacy	Pharmacist in Charge
CNS (only 1 vote/mtg)	Ann Alway Alt: Sandra Bunn	Primary Care	Clinical Nurse Specialist

Alt: Becky Ramos

Nursing Approver from
Accreditation: (1 vote/mtg)

Kristy McIntosh
Alt: Lydia Reed

Accred/Pt Safety

Manager

Physician Liaison:

Rebeca Cowin
Alt: Bernard Maurer

IS

Physician Liaison

Approved:
Revision: