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Consultant Terminologist Program – 2015 Call for Applications

Application Deadline: March 27, 2015 (2400 UTC).

Submit Applications via email to: cri@ihtsdo.org with a copy to consultants@ihtsdo.org

The IHTSDO invites applications from people who would like to join the 2015 Consultant Terminologist program. This program is designed to train individuals who can assist in the addressing content development issues and developing editorial policies and procedures.

Aim

The aim of the IHTSDO Consultant Terminologist Training Program is to enable an individual with SNOMED CT authoring experience to develop into an IHTSDO Consultant Terminologist. The individual successfully completing the mentoring program will be designated as an “IHTSDO Consultant Terminologist”, with their name registered as such on the IHTSDO website. This registration is to be used by IHTSDO as evidence that the individual is qualified and capable of undertaking advanced terminology development tasks. Periodic recertification will be required to maintain registration.

Learning Objectives

At the end of the program the successful candidate will be able to:

1. Understand and describe the phases of editorial policy development and the differences between editorial issues at each phase of development
2. Demonstrate the ability to analyze SNOMED CT content issues and develop potential solutions to support improvement in content quality.
3. Produce content development documents that meet defined completion criteria. These documents would include the following information as a minimum:
 - a. For the inception phase: description of the problem, identification of existing content in SNOMED CT, detailed analysis of the problem, known or anticipated impact of the problem on priority use cases, review of relevant scientific literature, relevance and relationship to existing standards (including clinical standards, WHO classifications, EHR and information model standards, and formal ontological foundations), and interaction with other SNOMED CT editorial policy issues.
 - b. For the elaboration phase: description of proposed solution including evaluation criteria and resource estimates, key definitions, literature references, and proposed documentation additions (editorial guide and implementation guide), with examples.
4. Present findings in such a way that others can learn from and gain understanding from what has been achieved.

Successful Attainment of the Learning Outcomes

Depending on the complexity of the individual content issues selected for each individual, there can be a varying number of different policy issues addressed and at a minimum the qualification process must result in the completion of documentation for:

- At least three issues at the inception phase (understanding the problem)
- At least three issues at the elaboration phase (developing editorial policy solutions).
- At least one smaller issue through the fast track process that incorporates both these phases.

While participants will be invited to state a preference in relation to the available assignments, the final decision rests with the Consultant Program Director in consultation with the Head of Content; and will be based on the requirements of the IHTSDO as described in relevant Workplan project details.

The development process involves iterations of policy development, drafting of policy, consultation with clinical and terminological experts, stakeholder engagement, testing and impact assessment, revision, and finalization of policy including formal agreement to it. The documents developed will be assessed in accordance with the completion criteria for the relevant phase and will require sign off by an IHTSDO designated Certified Consultant Terminologist.

In addition, each cohort of participants in the Consultant Terminologist Program undertakes a special project to demonstrate non-technical aspects of leadership that is of wider benefit to the IHTSDO community. For example, the 2011 cohort developed the 'Continuous Professional Development Criteria necessary to maintain registration'.

The program includes independent learning; collaborative and individual content development activities as well as active participation in online discussions and meetings with the 2015 cohort and Consultant Terminologist Community. Participants will also be expected to attend a face-to-face meeting in the first quarter of the program. The details of this are yet to be determined and will depend on the make up of the cohort e.g. location of participants.

Please be aware that experience has shown that around 300 hours of effort (sometimes more) is likely to be required. Consideration of the time and effort involved needs to be taken into account before applying. The Program will commence in early May 2015, though some selected pre reading material will be provided and familiarization with the Collabnet website will be encouraged. Applicants are expected to complete within 12 months and each participant will meet with the Consultant Program Director at the start of the program to set agreed timelines to support this. Any extension of time for program completion is subject to approval and would be required no later than 1st October 2016.

It should also be noted that editorial policy development is separate from the actual authoring of the content in SNOMED CT. Training to enable an individual to develop the competencies required to author in the International edition is not a standard component of this course.

The Fellowship Funding Scheme

The IHTSDO will financially support the involvement of a limited number of participants in Consultant Terminologist Program. In return for this support the participant will commit to deliver the assigned content development documents in line with agreed timelines. Payment of these funds, a fixed sum of \$20,000 (USD), will only be made to the participant upon successful timely completion of the program. Where an applicant will be seeking this support the request must be identified on the application form.

Applicants not seeking IHTSDO support are responsible for arranging their own funding and ensuring they are able to commit the time required to complete the program. This includes the required face-to-face meeting. The choice to seek support for this program from their employing organization is left to the discretion of the applicant.

Travel

All participants will receive reimbursement for the required face-to-face meeting. This reimbursement would cover travel, accommodation and meals in accordance with IHTSDO travel policy. All other costs are the responsibility of the individual.

Candidate Selection Process

A selection panel will review all applications with potential candidates then asked to be involved in an interview. These interviews will take place between 7th April and 10th April 2015 via an online meeting. Please be aware the offer of an interview does not constitute an offer for a place in the program. Successful candidates will be notified in the week commencing 13th April 2015.

Qualifications of Candidates:

EDUCATION/EXPERIENCE:

- Advanced knowledge and experience in working with SNOMED Clinical Terms – required
- A clinical, health or social care professional degree and background – highly desirable
- Health informatics training and/or equivalent experience – highly desirable
- Terminology translation experience - desirable
- Clinical Information System vendor background - a plus