

SCHEDULE 1

MedBiquitous Program Governance Overview

Words used herein but not otherwise defined shall have the meanings ascribed to them elsewhere in the MedBiquitous Program Participation Agreement. The AAMC may amend this Governance Overview at any time at its sole discretion with reasonable advance notice to Participating Organizations and Participants.

I. MedBiquitous Program Overview

The MedBiquitous Program was originally founded by Johns Hopkins Medicine in partnership with professional medical societies and acquired by the AAMC in 2018. The Program's purpose is to develop and promote information technology standards for the health professions that advance lifelong learning, continuous improvement, and better patient outcomes. The Program is currently seeking accreditation by the American National Standards Institute (ANSI) to develop information technology standards for healthcare education and training, competence assessment, certification and licensure, professional and scientific publications, and professional online communities and portals.

MedBiquitous' Participants are creating a learning infrastructure for advancing the health professions. Based on XML, Web services and other internet technologies, this infrastructure will weave together the many activities, organizations, and resources that support the ongoing education and improvement of healthcare professionals. Ultimately, this infrastructure will seamlessly support the learner in ways that will improve patient care and simplify the administrative work associated with lifelong learning and continuous improvement. With these interoperable standards, educators will be better able to exchange educational content, track learner activities and profiles, and make healthcare education more accessible, measurable, and effective, thereby improving patient care.

MedBiquitous' Participants are organizations and individuals that share a commitment to advancing lifelong learning, continuous improvement, and better patient outcomes. This includes professional medical and healthcare associations, certifying boards, universities, publishers, commercial educators, healthcare organizations, and governmental healthcare entities, among others.

Activities of the Program include:

- a. The creation of standards for data exchange and communication among healthcare professional societies, certifying boards, educators, publishers, and industry partners that support health professions education, assessment, credentialing, and quality improvement.
- b. The creation of requirements and specifications for communications among healthcare professional societies, certifying boards, educators, publishers, and industry partners that support health professions education, assessment, credentialing, and quality improvement.
- c. The provision of a neutral forum for learning about best technology practices and freely

exchanging ideas on use of technology for education, assessment, credentialing, and quality improvement.

II. MedBiquitous Program Organization

The organization of the Program is designed to facilitate the democratic establishment of technology standards and software requirements for healthcare education and competence assessment. The Program is headquartered in Washington, DC. The Program consists of a Director, a Steering Committee, a Voting Body, a Technical Advisory Group, a Research and Alignment Group, Working Groups, Participants, Staff, and Invited Experts. Participation in the Program is governed by the MedBiquitous Program Participation Agreement, which incorporates by reference this MedBiquitous Program Governance Overview, and the MedBiquitous Standards Program Operating Procedures (available at <https://medbiq.org/procedures>) (the “Governing Documents”).

a. Sponsor

AAMC is the owner and sponsor of the Program and is committed to supporting its development and operation. While the AAMC is the sponsor of the Program, the AAMC relies on the efforts of the Participants to fully execute the purpose and activities of the Program. The guiding principle of the Program is that its Participants are best served by an open, democratic process in which the responsibilities for the Program are distributed among the Participants. This document sets forth that allocation of responsibilities, and each Participant must make a commitment to actively participate in the governance and operation of the Program, including potentially serving on the Steering Committee and being prepared to participate in the standards development process.

b. Steering Committee

The Steering Committee is responsible for evaluating Project Proposals submitted by Participants, selecting the projects to be undertaken by the Program, and determining whether the projects are appropriate for development as an American National Standard. The Steering Committee is thus charged with implementing the strategic direction given to the Program by the Director and the Participants by selecting projects consistent with those strategic goals. The Steering Committee shall make its determinations using the guidelines set forth in these Governing Documents and as otherwise may be promulgated by the Director.

The Steering Committee shall also provide recommendations to the Director regarding the relative priority of different Project Proposals and provide counsel and advice to the Director on such other issues as the Director may request. The Steering Committee shall assume such further responsibilities as the Director may from time to time direct.

The Steering Committee shall use reasonable efforts to perform its responsibilities under the Governing Documents, to encourage compliance with the Governing Documents by all Participants, and to promote proper use of the Program’s intellectual property rights, in accordance with, and subject to, the needs of the Program in the context of its overall mission.

The Steering Committee may establish one or more subcommittees to assist it in carrying out its responsibilities.

Except as provided in the Operating Procedures, a majority of the Steering Committee voting at a meeting is required to take or approve any action. A majority of the Steering Committee shall constitute a quorum for voting purposes.

The Steering Committee consists of individuals appointed by the Director. There are no formal prerequisites to serve on the Steering Committee, although an effort will be made by the Director to include individuals on the Steering Committee who have technical and other expertise relevant to the Steering Committee’s responsibilities.

To ensure fair representation of the varied groups that comprise the Program, seats on the Steering Committee will be divided in the following manner:

Participation Type	Number of Steering Committee Seats (including Chairs)
Non-Profit Organizations	3 seats
For-Profit Industry Partners	3 seats
AAMC	1 seat
Government	1 seat
Health Professions Education and Training Programs	4 seats

If a seat cannot be appointed to an individual representing a government agency Participating Organization, that seat may be appointed to a non-profit organization or health professions education and training program.

Steering Committee members may be nominated by the existing Steering Committee subject to maintaining the required allocation among the Participation Types. Final appointment is determined by the Director. Steering Committee members shall serve for a one-year term and may be re-appointed for up to three consecutive terms or until a successor from the Participation Type is identified. Steering Committee membership may resume after a minimum one-year hiatus from the last appointment. Appointment to the Steering Committee may not exceed 18 years total for the lifetime of the individual.

A Steering Committee member may be removed by a two-thirds vote of the Steering Committee or by a two-thirds vote of all Participants within the Participation Type represented by the Steering Committee member. A substitute Steering Committee member may be appointed by majority vote of the Steering Committee who shall continue to serve until the next regularly scheduled appointment of that Steering Committee position.

The Director appoints a Chair to preside over Steering Committee activities. The individual appointed to serve as Chair serves one year as Chair Elect, one year as Chair, and one year as Immediate Past Chair, but only to the extent such person remains on the Steering Committee.

The responsibilities of the Chairs will be as follows:

- i. Chair Elect – Oversight of the Voting Body and its procedures
- ii. Chair – Oversight of Steering Committee Activities
- iii. Immediate Past Chair – Oversight of annual meeting Planning Committee and other community engagement activities.

The Director appoints the Chair, which is reviewed by the Steering Committee and approved by the Voting Body.

The Steering Committee, at its option, may appoint a Secretary and such other roles as the Steering Committee deems necessary to carry out the purposes of the Program. Those that hold these roles may be removed and successors appointed by majority vote of the Steering Committee.

c. Director

The Director is responsible for developing the strategic direction of the Program, for overseeing the activities of the Program, the Steering Committee, and ensuring that the Program’s activities further the purposes of the Program, serve the interests of the Participants, and are conducted in accordance with the Program’s Governing Documents.

The Director oversees the day-to-day operations of the Program. The Director coordinates the efforts of Program Staff, Working Groups, and Steering Committee. In keeping with that responsibility, the Director assigns Project Proposals approved by the Steering Committee to a Working Group and to the Technical Advisory Group if the project is to be developed as an American National Standard. If the Project Proposal brings up an issue that the Program is not currently addressing, the Director can establish a Working Group to address the issues brought up in the Project Proposal. The Director appoints Program Participants and Invited Experts to the Working Group and further appoints (an) individual(s) to serve as the Working Group Chair and another individual to serve as Editor. If the Project Proposal relates to an issue currently being addressed by a Working Group, the Director can direct the Project Proposal to the appropriate Working Group.

The Director will consult with the Steering Committee on such matters as the Director deems appropriate.

d. Working Groups

Working Groups are the heart of MedBiquitous. They provide research, evaluation, and feedback to those specifications selected for development as American National Standards. A Working Group consists of (a) Chair(s), one or more Program Staff and/or Invited Experts, and Participants of the Program. The Director may also designate an Editor, who will be responsible for maintaining documents or schemas related to the specifications process. The entire Working Group provides feedback, evaluation, and, when useful or necessary, research throughout the standards development process. The Chair decides when the specification is ready to proceed to the next phase of the development process.

The Director appoints the Working Group Chair, the Program Staff Participant sitting on the Working Group, and Working Group Participants. The Director or the Working Group Chair may appoint Invited Experts. If a Working Group Participant's behavior is seen as problematic, the Chair may request that the Director remove that Participant from the Working Group. The Director reserves the right to remove the Chair(s) or Editor if they are unable to meet their responsibilities.

e. Technical Advisory Group

The MedBiquitous Technical Advisory Group is responsible for maintaining the integrity of the collection of MedBiquitous standards. The Director assigns ANSI approved standards proposals to the Technical Advisory Group. The Technical Advisory Group shall guide the standards proposals through the process of creating official ANSI standards.

The Director appoints the Chair and Editor of the Technical Advisory Group. There is no term limit, so long as the individual is a Participant or qualifies as a Legacy Individual Contributor. Membership numbers of the group will be monitored and capped if activities of the group are unduly impacted by the volume of participation; otherwise there is no limit to the size of the roster. If a member of the group cannot meet their responsibilities, the Chair may request that the Director remove the Participant from the group. The Director reserves the right to remove the Chair or Editor if they are unable to meet their responsibilities.

f. Research and Alignment Group

The MedBiquitous Reach and Alignment Group is responsible for maintaining harmonization and alignment of the MedBiquitous standards with other standards, ANS or otherwise. This group is also responsible for investigating new opportunities for MedBiquitous, including emerging and upcoming technologies.

The Director appoints the Chair and Editor of the Research and Alignment Group. There is no term limit, so long as the individuals represent a Participating Organization, are a public Participant or qualify as Legacy Individual Contributors. Membership numbers of the group will be monitored and capped if activities of the group are unduly impacted by the volume of participation; otherwise there is no limit to the size of the roster. If a member of the group cannot meet their responsibilities, the Chair may request that the Director remove the Participant from the group. The Director reserves the right to remove the Chair or Editor if they are unable to meet their responsibilities.

g. Voting Body

The Voting Body serves as the consensus body for MedBiquitous standards. The Voting Body conducts its activities in accordance with the MedBiquitous Standards Program Operating Procedures. The Voting Body is overseen by the Chair Elect of the Steering Committee.

h. Participating Organizations and Participants

Participating Organizations and individual public Participants include professional societies and healthcare organizations, healthcare companies, commercial industry partners, universities, government entities and individuals. The Steering Committee sets forth guidelines for considering applications for participation. Each Participant must commit to adhering to these Governing Documents.

Types of Participants:

- i. **Opt-in Participants:** Organizations identified as HPE schools/training programs, and AAMC members can participate with no fee; however, an organization must officially apply and declare its interest before being recognized as a Participant.
- ii. **Paid Participants:** As outlined in the Schedule 2, those organizations that do not meet the qualifications as an opt-in Participant may apply as a paid Participant.
- iii. **Individual contributors and public Participants:** Individuals with a material interest or subject matter expertise in the standards may participate in the MedBiquitous community. Individual contributors will be held to the same rules and responsibilities as the other participants. Interested parties who are not affiliated with a Participating Organization and who wish to join the Voting Body shall submit an application to the Steering Committee to participate as a public Participant.

Each Participating Organization may nominate an individual and an alternate to serve on the Voting Body, which votes on proposed American National Standards as indicated in the MedBiquitous Standards Program Operating Procedures.

Each Participant may nominate individuals to participate in Working Groups, and the Director may appoint such nominees to an appropriate Working Group. If the Director determines that a nominee is not appropriate for a specific Working Group or is generally not acceptable to the Program, the Participant may nominate another individual or may appeal the Director's decision to the Steering Committee.

Each Participating Organization may determine the internal process by which it shall ascertain and cast its vote.

i. Program Staff

The Program Staff assists and guides the Participants with the creation of standards and requirements. The Director will determine specific staffing requirements for the Program.

j. Invited Experts

The Director or Working Group Chair may ask one or more Invited Experts to participate in a Working Group. Invited Experts may have technical or domain expertise. Invited experts may or may not be affiliated with a Participating Organization. Invited Experts will be required to disclose any intellectual property right claims to the Program, which in turn discloses intellectual property right claims to Participants.

k. Legacy Individual Contributors

Legacy individual contributors are defined as individuals who have materially contributed to the development of the MedBiquitous standards and/or community prior to 2019 and are not affiliated with Participating Organizations. These individuals can continue to participate on committees, in addition to workgroups, but cannot be appointed to new leadership positions beyond July 1, 2020, or the date when the new participation model takes effect, whichever occurs later. Individuals with this status are encouraged to apply as public Participants to assume those rights and responsibilities.