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U.S. TAG for ISO/TC 304 Meeting Agenda
Thursday, 17 January 2020
10:00 am – 11:30 am (Central US)
Chair: Dr. Matthew Brooks
Secretary: Mr. Lee Webster

Virtual Teleconference via ZOOM

Phone Number: 358-882-5402

URL: https://txstate.zoom.us/j/3588825402

I.   Call to Order/Welcome

II. Roll Call

III. Approval of Agenda

IV. Approval of the 11 July 2019 TAG meeting minutes

V.   Old Business

   a.   Administrator's Report

        i. TC 304 Ballots since 20 March 2019

            1.   Ballot of Draft International Standard ISO/DIS 22886 Healthcare
                 Organization Management – Vocabulary (Approved 2019-05-14)

            2.   CD Ballot for ISO/CD 22956 Healthcare organization management--
                 Patient Centered Staffing (Approved 2019-07-18)

            3.   CIB Ballot to approve establishing an internal liaison relationship with
                 ISO/TC 228 Tourism and related services (Approved 2019-07-23)

            4.   CIB Ballot to Approve a Change of Scope for ISO/AWI 23447
                 Healthcare organization management -- Hand hygiene performance
                 and compliance (Approved 2019-07-22)

            5.   NP Ballot ISO/NP 24377 - Healthcare organization
                 management—Health-care Waste Terminology (Approved 2019-08-
                 13)

6. ISO TC 304 Resolutions for CIB ballot (Virtual) 12 Oct 18 (Approved 2019-12-09)

7. 30 Day Approval Ballot to Replace CPT Leader (Closes 2019-01-05)

8. ISO/DIS 22956 Healthcare organization management— Guidelines for patient centered staffing (Closes 2019-02-05)

ii. Current US TAG for TC 304 Ballots

1. NP Ballot ISO/NP 24377 - Healthcare organization management—Health-care Waste Terminology (Approved 2019-07-11) https://www.surveymonkey.com/r/FLWXTSN

2. Ballot to change the New Membership Application form (Approved 2019-07-12) https://www.surveymonkey.com/r/LKDZCQY

3. Ballot to approve establishing an internal liaison relationship with ISO/TC 228 Tourism and related services (Approved 2019-07-15) https://www.surveymonkey.com/r/N769SP8

4. Ballot to Approve a Change of Scope for ISO/AWI 23447 Healthcare organization management -- Hand hygiene performance and compliance (Approved 2019-07-15) https://www.surveymonkey.com/r/NSKB39P

5. US TAG Membership Ballot for the University of the Incarnate Word / Center for Medical Tourism Research (Approved 2019-07-22) https://www.surveymonkey.com/r/MBZ5GTT

6. US TAG Membership Ballot for Next Level Strategies   (Approved 2019-07-22)   https://www.surveymonkey.com/r/XM89W97

7. Application for Membership in the US TAG for ISO TC 304 (Ms. Angela McCaskill, RN) (Approved 2019-09-09) https://www.surveymonkey.com/r/8Q8CZ7W

8. Application for Membership in the US TAG for ISO TC 304 (Ms. Katie Morales, RN, PhD, CNE) (Approved 2019-08-10) https://www.surveymonkey.com/r/8JTZD5W

9. NP Ballot ISO/NP 24377 - Healthcare organization management—Health-care Waste Terminology (Abstain 2019-08-13)

10. US Delegate Selection for ISO TC 304 Plenary in November 2019 (Approved 2019-09-03) https://www.surveymonkey.com/r/8YRBW28

11. Application for Membership in the US TAG for ISO TC 304 (Merck) (Approved 2019-10-09) https://www.surveymonkey.com/r/8DD8GGF

12. Application for Membership in the US TAG for ISO TC 304 (Damien Berg - Independent Consultant) (Approved 2019-10-17) https://www.surveymonkey.com/r/876CVYC

13. ISO TC 304 Resolutions for CIB ballot (Virtual) 12 Oct 18 (Approved 2019-12-09) https://www.surveymonkey.com/r/87RZQQB

14. 30 Day Approval Ballot to Replace CPT Leader (Closes 2019-12-26) https://www.surveymonkey.com/r/878F9S9

15. ISO/DIS 22956 Healthcare organization management— Guidelines for patient centered staffing (Closes 2019-02-05)

iii. Current Active Standards Projects

1. ISO/DIS 22956 Healthcare organization management-- Patient Centered Staffing – Veronica Edwards

2. ISO/DIS 22886 Healthcare organization management – Terminology - Secretary

3. ISO/NP 23447 Healthcare organization management— Global Standard for Hand Hygiene Performance and Compliance – Chris Greene

iv. Current Preliminary Work items

1. ISO/PWI 22759 Healthcare organization management— Management Process Standards Needed for Hospital Based AMR Prevention and Control - Secretary

2. ISO/PWI 22885 Healthcare organization management-- metrics - Secretary

VI. New Business

a. Welcome new US TAG Members - Secretary

i. Damien Berg

ii. Cheryl Hofmeister – Merck Pharamceuticals

iii. Katie Morales

iv. Angela McCaskill

b. Departures

i. Next Level Strategies

  c. US TAG for TC 304 Report - Secretary

  d. Results from the 4ᵗʰ TC 304 Plenary on 8 November 2019 – Chair/Secrtary

    i. Review of resolutions

    ii. Review of Head of Delegations report

    iii. Review of ISO Directives changes

  e. Membership Recruitment and Growth – Chair/Secretary

    i. Outreach to experts

    ii. Outreach to external liaison organizations

  f. Ideas for future standards projects - Chair

    i. Medical Travel

    ii. Medical Tourism

    iii. US participation in planned NWIPs from the Plenary

VII. Other Business

  a. Updates on 2019 Working Group Meetings and Plenary

    i. Proposed 2020 – Plenary & WGs – Virtual meeting, if no country proposes a location

    ii. US TAG planning for 2020

      1. Recruitment

      2. Participation (Voting, Meetings, and Standards Development)

  b. Announcement of the Next TAG Meetings - Secretary

    i. May 2020 (TBD)

    ii. August 2020 (virtual)

  c. US TAG procedures review and update - Secretary

VIII. Review of resolutions & decisions

IX. Action Items

X. Adjourn