Agendas for the meetings of the

- AAMI Health IT Standards Committee,
- AAMI/HIT Working Group 1, HIT Risk Management
- AAMI/HIT/Working Group 3, HIT Usability

5-6 October 2017

AAMI Offices
4301 North Fairfax Drive, Suite 301
Arlington, Virginia 22203

**Thursday, 5 October 2017**
AAMI HIT Committee Opening Session (9 a.m. to 5:30 p.m.)

**Friday, 6 October 2017**
AAMI HIT Committee Opening Session (8:30 a.m. to ~12:00 noon*)

AAMI/HIT/WG 01, HIT Risk Management (~12:30 p.m. to 3:30 p.m. *)
AAMI/HIT/WG 03, HIT Usability (~12:30 p.m. to 3:30 p.m.)*

(*The working group meetings will be concurrent and will begin after the conclusion of the main committee meeting.)

Important links

- Directions to AAMI
- Hotels near AAMI
- Apply for committee or working group membership here.
- AAMI Committee Central login (members)
- RSVP to Joe Lewelling at jlewelling@aami.org

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**AAMI HIT Committee—**

**Thursday, 5 October 2017 (9 a.m. -5:30 p.m.)**
**6 October 2017 (8:30 a.m. to ~12:30 p.m)***

1. **Opening**
   - Welcome by AAMI staff and the committee cochairs
   - Introduction of the attendees (committee members and guests)
   - Review of AAMI Antitrust Statement, Standards Committee Code of Conduct, AAMI Patent Policy (attached—See page 3)
   - Review of the roster (Call for participation by underrepresented groups)

2. **Approval of the agenda (doc. HITN093)/Review of the plans for the meetings and status of work items**

3. **Review of the brief report of the 24-25 January 2017 meeting of the Health IT Committee (to be distributed)**
4. National Health IT sector—Activities and initiatives

The committee’s primary role is to promote the safety and efficacy of Health IT through the development of U.S. standards and guidance, but the committee will also briefly consider implications of recent legislation and related initiatives affecting Health IT.

5. Discussion of the treatment of security and security risks in the HIT1000 series

The AAMI HIT Committee decided not to develop a part of the HIT1000 series addressing security at this time, but did choose to add some text addressing security in the ballot draft of HIT1000-1 (fundamental principles). Comments received on the ballot, however, suggest that the treatment of security in the draft is ambiguous and perhaps inconsistent. This discussion has been added at the beginning of the meeting so that the committee can clarify its intent and purpose in addressing security in HIT1000-1, which will likely make the review and resolution of comments less cumbersome.

6. Review of draft of HIT1000-1, Health IT software and systems — Part 1: Fundamental concepts and principles

This document was balloted to the Health IT Committee as a Provisional American National Standard on 1 August 2017, with a closing date of 13 September 2017. (A Provisional American National Standard is a standard issued for trial use. It must be approved as a full American National Standard within two years or withdrawn.)

The results of the ballot and compilation of comments (doc. HITN092) has been circulated. The draft and any comments will be reviewed.

- Discussion of advancement for publication as a Provisional American National Standard and next steps
- Discussion of ways to promote use of the provisional American National Standard(s) and encourage feedback to the committee.

7. Final business

- Discussion of next steps (and timing) relating to other parts of HIT1000, Health IT software and systems
- Plans for next meeting(s)
- Other business

Adjournment 12:00 noon, 6 October 2017.

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AAMI/HIT Working Group 1, HIT Risk Management
Friday, 6 October 2017 (~12:30* noon to 3:30 p.m.)

(*The working group meetings will be concurrent and will begin after the conclusion of the main committee meeting.)

1. Introduction and update on progress of AAMI/HIT/WG 1 since the June 2016 meetings
   - Welcome by AAMI staff and the committee cochairs
   - Introduction of the attendees (committee members and guests)
   - Review of AAMI Antitrust Statement, Standards Committee Code of Conduct, AAMI Patent Policy (attached—see page 3)
   - Review of the roster (Call for participation by underrepresented groups)

2. Review of draft of HIT1000-3, Health IT software and systems — Part 3: Application of risk management

A revised working draft will be. The draft and any comments will be reviewed.

- Review of draft, discussion and consideration of comments received
- Review and agreement on work assignments/next step

3. Final business

- Plans for next meeting(s)
- Other business

Adjournment 3:30 p.m.
AAMI/HIT Working Group 3, HIT Usability
Friday, 6 October 2017 (~12:30* p.m. to 3:30 p.m.)

(*The working group meetings will be concurrent and will begin after the conclusion of the main committee meeting.)

13. Opening and introductions
   — Welcome by AAMI staff and the committee cochairs
   — Introduction of the attendees (committee members and guests)
   — Review of AAMI Antitrust Statement, Standards Committee Code of Conduct, AAMI Patent Policy (attached)
   — Review of the roster (Call for participation by underrepresented groups)

2. Review of draft of HIT1000-4, Health IT software and systems — Part 4: Application of human factors engineering
   A revised working draft will be. The draft and any comments will be reviewed.
   — Review of draft, discussion and consideration of comments received
   — Review and agreement on work assignments/next steps

7. Final business
   — Plans for next meeting(s)
   — Other business

Adjournment 3:30 p.m.

REQUIREMENTS FOR PARTICIPATION IN THE AAMI HEALTH IT WORK AND MEETINGS OF THE COMMITTEE

By participating in the work of an AAMI Standards Committee, you agree to read and abide by all applicable AAMI rules and policies, including the

- AAMI Standards Program Policies and Procedures
- AAMI Antitrust Policy (attached)
- AAMI Intellectual Property Policy (attached)
- AAMI Committee Code of Conduct (attached)

Participation also means that you agree that any and all text and other works of authorship you submit to the an AAMI for possible inclusion in whole or in part in a standard, technical report or other publication, shall belong to AAMI, and shall be deemed “works made for hire” for AAMI as defined in the U.S. Copyright Act, and that AAMI or its assignees shall be the author and owner thereof. To the extent that any of your Contributions are deemed other than works made for hire for AAMI, you hereby assign to AAMI my copyright interest therein, if any.
ASSOCIATION FOR THE ADVANCEMENT OF MEDICAL INSTRUMENTATION

Antitrust Statement

The Association for the Advancement of Medical Instrumentation ("AAMI") and its Board of Directors are committed to the activities of the Association, including meetings held for the purpose of:

1. Promoting the common interests of its members and the general welfare of the healthcare and patient communities through lawful activities.
2. Performing, in a lawful manner, such civic, commercial, industrial, professional and social events and activities to promote or foster the advancement of medical technology.
3. Preparing and disseminating among its members and others accurate and reliable information concerning the medical technology community, including standards, other publications, education and other services.
4. Participating in international, foreign and national standards activities to promote the welfare of the business, professional and patient care community.
5. Participating in scientific, consensus and educational activities and other lawful endeavors for the advancement of the public’s and members’ interests.

However, AAMI recognizes that in the process of these lawful activities, opportunities may arise that could result in violations of antitrust laws. Violations of antitrust laws are serious, criminal and civil violations, which are punishable by jail terms, fines and treble damage penalties. Therefore, all AAMI members and guests are reminded that AAMI meetings cannot be used, in violation of antitrust laws, to:

1. Discuss pricing, pricing policies, or any marketing policy with an indirect effect on pricing.
2. Confer about division or allocation of sales territories or customers.
3. Establish blacklists or boycotts of suppliers, purchasers, or competitors.
4. Coerce members or others to implement particular programs or policies.
5. Resolve problems in an arbitrary or unreasonable manner or based solely on the needs of a single party or a small, select group.

If you believe a potential antitrust problem has arisen or is occurring during this meeting, please immediately contact the person(s) chairing the meeting or an AAMI staff person.

Approved November 30, 2007
by the AAMI Board of Directors
AAMI Consensus Body Member Code of Conduct

This AAMI Consensus Body Member Code of Conduct (Code) is adapted from the ISO Code of Conduct for the technical work.

The goal of this Code is to facilitate AAMI’s standards development work—work that is carried out in a multi-stakeholder environment. The Code is also intended to ensure that consensus body deliberations are conducted in a respectful and professional manner by all parties.

It applies to anyone who chooses to participate on an AAMI consensus body. The Code is an obligation for participation.

As participants in AAMI’s standards program, we acknowledge the responsibility and value of participating in the development of standards and technical information reports. We therefore adhere to this Code in accordance with the terms below.

<table>
<thead>
<tr>
<th>Work for the net benefit of the healthcare community</th>
<th>We recognize that the development of standards is for the net benefit of the healthcare community, over and above the interests of any individual or organization. We are committed to advancing standards within their agreed scope and we will not hinder their development. We support AAMI’s goal of advancing patient safety and medical technology.</th>
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<tr>
<td>Uphold consensus and governance</td>
<td>We will uphold the key principles of AAMI’s standardization: consensus, due process, honesty, openness, transparency, fairness, effectiveness, relevance, and coherence.</td>
</tr>
<tr>
<td>Agree to a clear purpose and scope</td>
<td>We are committed to having a clear purpose, scope, objectives, and will work to ensure the timely development of standards and technical documents.</td>
</tr>
<tr>
<td>Participate actively and manage effective representation</td>
<td>We agree to actively participate in standards development projects. We will make our contributions to the work according to the AAMI Standards Department Policies and Procedures.</td>
</tr>
<tr>
<td>Escalate and resolve disputes</td>
<td>We will identify and escalate disputes in a timely manner to ensure rapid resolution. We will uphold the agreed dispute resolution processes.</td>
</tr>
<tr>
<td>Behave ethically</td>
<td>We will act in good faith and with due care and diligence. We will avoid collusive or anticompetitive behavior. We will promote a culture of fair and ethical behavior.</td>
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| Respect others in meetings | We are committed to respecting others and the professional culture of standards development. In meetings we are committed to:  
  • conducting ourselves in a professional manner  
  • respecting others and their opinions  
  • accepting group decisions  
  • ensuring that the views of all are heard and understood |
The AAMI Standards program follows the current ANSI Patent Policy (reproduced below from the 2014 ANSI Essential Requirements: Due process requirements for American National Standards)

3.1 ANSI patent policy - Inclusion of Patents in American National Standards

There is no objection in principle to drafting an American National Standard (ANS) in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach.

If an ANSI-Accredited Standards Developer (ASD) receives a notice that a proposed ANS or an approved ANS may require the use of such a patent claim, the procedures in this clause shall be followed.

3.1.1 Statement from patent holder

The ASD shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:

a) assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or

b) assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:

   i) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or

   ii) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

3.1.2 Record of statement

A record of the patent holder’s statement shall be retained in the files of both the ASD and ANSI.

3.1.3 Notice

When the ASD receives from a patent holder the assurance set forth in 3.1.1.b above, the standard shall include a note substantially as follows:

NOTE – The user’s attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.

3.1.4 Responsibility for identifying patents

Neither the ASD nor ANSI is responsible for identifying patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.

3.1.2 Record of statement

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3.1.3 Notice
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