



Eastern Virginia Healthcare Coalition Regional Healthcare Coordination Center Workgroup Charter

Overview

The Regional Healthcare Coordination Center (RHCC) Workgroup is established as a standing workgroup of the Eastern Virginia Healthcare Coalition (EVHC).

Purpose and Duties

The EVHC RHCC Workgroup provides for the research, development, implementation and maintenance plans for interoperable and sustainable durable medical assets which lead to HPP capability building or maintenance. The RHCC Workgroup shall also develop, implement, review and revise RHCC sustainable response plans.

Membership and Voting

The EVHC RHCC Workgroup will be comprised of Coalition members and subject matter experts. The workgroup members will select a Chair and Vice-Chairperson that will be approved by a majority vote of the workgroup members in January of each year. The EVHC RHCC Manager will be a standing member of this workgroup. Any EVHC member or staff may attend workgroup meetings and participate in its deliberations, and upon request will be notified of meetings. Each RHCC Workgroup member shall have one vote for matters decided within the workgroup.

Meetings

The Workgroup will conduct meetings monthly, and as needed to conduct workgroup business and provide stability in scheduling. Meeting agendas, attendance and minutes will be maintained and posted on VHASS.

Deliverables

- Workgroup meeting schedules, agendas and minutes
- Recommendations for RHCC plans, guides, operations, and projects
- Updates and modifications to RHCC guidance documents (EOG, Annexes, etc)
- Recommendations for regional capital purchases in accordance with long range regional objectives
- Report outs to Coalition partners at group meetings and to the Coalition Executive Council upon request
- Monthly project updates

Procedures

The Group will meet monthly or as convened by the Chairperson or the Executive Council, with minutes of discussions and decisions taken and reported to the EVHC members. Issues requiring permission/collaboration from other workgroups will be coordinated with the appropriate workgroup and changes in budget allocation will be brought to the EVHC Budget Workgroup for consideration in accordance with EVHC guidance and policy.

- Ensure all strategic initiatives of the RHCC Workgroup are aligned with EVHC strategic initiatives
- Coordinate the Eastern Region's strategy and plans with the other VHHA regions RHCCs
- Use a phased approach to initiate new, close old, extend or modify current projects or programs


Project Metrics & Documentation

A Project Dashboard will be maintained for RHCC Workgroup projects and initiatives to monitor progress, completion and to meet ASPR and other reporting requirements. Unfunded projects may be added to the dashboard at the discretion of the workgroup.

Fiscal Year Timeline

The RHCC Workgroup will follow the Hospital Preparedness Program (HPP) fiscal year funding cycle which runs from July 1st through June 30th of each year.

Date Approved: 2/4/16

Chair: 
(Signature)

Name: John Cooke

Vice Chair: 
(Signature)

Name: PATRICK LEWIS