



# **IHTSDO Work Plan 2008**

**Version V1.01**  
**25th January 2008**

## Review Process for this document

Review Frequency	Document Owner	Additional Reviewers/ Signoff
Annually	CEO	

## Review:

Name/ Body	Date	Version
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Management Board	2-10-2007	V 0.06
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General Assembly	25-10-2007	V 1.00

## Distribution:

For public distribution on IHTSDO website

## Glossary of Terms and Acronyms:

List any new terms and acronyms created in this document.

Term	Acronym
International Health Terminology Standards Development Organisation	IHTSDO
Chief Executive Officer	CEO
Chief Quality Assurance Officer	CQAO
Chief Terminologist	CT
Chief Technical Architect	CTA
International Classification of Diseases	ICD
Members Official Liaison	MOL
College of American Pathologists	CAP
Management Board	MB
General Assembly	GA

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## Executive Summary

This Document outlines planned activities and projects which are to be initiated by the International Health Terminology Standards Development Organisation (IHTSDO) in its second financial year of operation from January 2008 to December 2008.

In 2007 the key focus of the IHTSDO was on establishing the organisation, its governance and core business processes. Ensuring continuity of service to existing SNOMED CT users was seen as a high priority, and has influenced many aspects of the plan, including support arrangements negotiated with the College of American Pathologists. Transition of SNOMED CT to its new owners is now complete, and new governance structures have been established.

2008 is seen as a year of consolidation. The IHTSDO Board have agreed that the initial strategic priority for the Organisation is to improve documentation of standards and existing processes in order to underpin the work to further develop and improve the quality of SNOMED CT. This will be addressed through new programs including a Standards Development Program and Policy Development Program. The IHTSDO will have an increased focus on improving the quality of SNOMED CT, with appointment of a Chief Quality Assurance Officer, establishment of a Quality Committee and a corresponding program of work to improve the quality of SNOMED CT. In addition, the percentage of CAP Clinical editing time devoted towards quality review and improvement of existing content will be prioritised by the IHTSDO, with 70% of clinical editing time devoted to quality improvement, and 30% towards new content development.

The IHTSDO Board also recognises the need for further investment in a technology platform to support terminology development – however this will depend on business case development and budget availability in the out-years. In 2007 the focus was on understanding user requirements and assessing architectural options for future development. In 2008 the Board will explore options for open source development as part of this work plan.

The IHTSDO will continue to work collaboratively with existing stakeholders, and values the contribution which many volunteers can bring to the organisation. Harmonisation with existing organisations working in related fields is seen as a priority, and in 2007 the IHTSDO Board has convened a number of workshops to explore opportunities for liaison with other Standards Development Organisations. This work will continue in 2008. In particular, the IHTSDO will work towards formation of a Harmonisation Board with WHO and the Family of International Classifications early in 2008. Communication activities to attract new Members and Affiliates and promote the uptake of SNOMED CT will be initiated, and continued communication with existing SNOMED users will be a priority. This will be achieved through establishment of the Affiliate Forum and continued support and reinvigoration of IHTSDO Working Groups.

It should be noted, that unassigned work will be manned by volunteer labour unless the MB reverses this decision.

## 1 Support IHTSDO Governance and Advisory Structures

### Program Purpose:

New Governance structures for the IHTSDO were established in 2007. In 2008, these new bodies are expected to consolidate their role and guide future strategic directions of the IHTSDO. These activities will be supported by Executive Officers and services provided through the Copenhagen Office. This includes facilitating meetings and providing secretariat services to the General Assembly, Management Board, Standing Committees and Working Groups as outlined in the Articles of Association

### 1.1 Support IHTSDO Governance bodies

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To support IHTSDO Governance bodies as required by the Articles of Association – including General Assembly, Management Board, Committees and Harmonisation Boards</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include:	

<ul style="list-style-type: none"> <li>○ General Assembly – facilitate election, formation, secretariat services, collaborative workspace</li> <li>○ Management Board – facilitate election, formation, secretariat services, preparation of Board agendas, briefing papers, reports, minutes and provision of secure workspace</li> <li>○ Standing Committees - election, formation, secretariat services, collaborative workspace <ul style="list-style-type: none"> <li>○ Content Committee</li> <li>○ Quality Committee</li> <li>○ Technical Committee</li> <li>○ Research and Innovation Committee</li> </ul> </li> <li>○ Harmonisation Boards – secretariat services <ul style="list-style-type: none"> <li>○ WHO-IHTSDO Harmonisation Board</li> </ul> </li> </ul>	
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>○ Timely provision of secretariat services, including Agenda and Minutes published and circulated as required by the Articles</li> </ul>	<ul style="list-style-type: none"> <li>○ Two face to face meetings - April/ October</li> <li>○ Potentially a third, mid year meeting</li> <li>○ Teleconferences as determined by group</li> </ul>
<p><b>Dependencies:</b> These Governance structures must be in place to oversee other projects in the Work Plan</p>	

### 1.2 Support IHTSDO Working Groups and related program of work

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To support collaborative arrangements for IHTSDO Working Groups and related program of work</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Implement mechanisms to support participation and collaboration within Working Groups</li> <li>○ Agree priorities for Working Group projects, review allocation to Committees and consult with existing Working group members and Chairs to confirm priorities</li> <li>○ Management Board and Committees to confirm role, governance and reporting arrangements for IHTSDO Working Groups, Special Interest Groups and Project Groups.</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Facilitate Working Groups as required including provision of venues and registration services for face to face meetings</li> <li>○ Teleconference and Collaborative workspace available</li> <li>○ Prioritised Working Group Program of work published</li> </ul>	<ul style="list-style-type: none"> <li>○ Two face to face meetings - April/ October</li> <li>○ Potentially a third, mid year meeting</li> <li>○ Teleconferences as determined by group</li> </ul>

### 1.3 Harmonisation Activities

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To promote Harmonisation with other Standards Development Organisations, as required</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chair of IHTSDO Management Board	
<b>Scope:</b>	
To include consideration of:	
<ul style="list-style-type: none"> <li>○ Establishing and maintaining contact with various other relevant SDOs</li> <li>○ Formation of Harmonisation Board where sufficient drivers for collaboration exist</li> <li>○ Participating in joint activities upon request</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ TBD</li> </ul>	<ul style="list-style-type: none"> <li>○</li> </ul>

## 2 Corporate Management

### Program Purpose:

The financial and business processes of the IHTSDO must ensure a sustainable and robust organisation capable of responding to stakeholder requirements. The priority in 2008 is to consolidate operational activities within the IHTSDO, and recruit permanent staffing.

### 2.1 Human Resource Management

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To ensure the IHTSDO is appropriately resourced to respond to stakeholder requirements</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> CEO (except for Executive appointments where Chair of Management Board has the lead role.)	
<b>Scope:</b>	
<ul style="list-style-type: none"> <li>○ Development of a staffing and recruitment plan based on 2008 workplan estimates</li> <li>○ Confirm and consolidate permanent appointments               <ul style="list-style-type: none"> <li>○ Recruitment of permanent CEO – as highest priority (expected to be in place late 2007)</li> <li>○ Recruitment of permanent Executive staff – Chief Terminologist, Chief Quality Assurance Officer and Chief Technical Architect</li> </ul> </li> <li>○ Staffing plan for 2009</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Copenhagen Office Fully staffed</li> <li>○ Permanent Chief Terminologist appointed</li> <li>○ Permanent Chief Quality Assurance Officer</li> <li>○ Permanent Chief Technical Architect</li> <li>○ Staffing Plan</li> </ul>	<ul style="list-style-type: none"> <li>○ Jan 2008</li> <li>○ Jun 2008</li> <li>○ May 2008</li> <li>○ Jan 2008</li> </ul>
<b>Dependencies:</b>	
Management of other work items will rely on executive team being in place	

### 2.2 Strategic Planning

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To develop the yearly work plan</li> </ul>	
<b>Start Date:</b> Mar 2008	<b>Due Date:</b> Oct 2008
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Consideration of Board strategic directions</li> <li>○ Input from Members, Affiliates, Working Groups and other partners including Support Organisations</li> <li>○ Development of detailed Project plan</li> <li>○ Development of detailed Budget</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Draft 2009 Workplan for review by Board and initial costing by CAP</li> <li>○ 2009 Workplan for approval by Board and General Assembly</li> </ul>	<ul style="list-style-type: none"> <li>○ Jun 30 2008</li> <li>○ Oct 2008</li> </ul>
<b>Dependencies:</b>	
Required for preparation of Budget – Project 2.3	

### 2.3 Financial Management – including annual audit

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To embed sound processes for ongoing financial management of the IHTSDO</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Sept 2008
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Receipt and management of membership fees</li> <li>○ Management of IHTSDO financial investments and Procurement</li> <li>○ Production of General Ledger etc. to GAPP standards</li> <li>○ Completion of Annual Audit</li> </ul>	

<ul style="list-style-type: none"> <li>○ Develop appropriate investment and financial policies and processes</li> </ul> <p>Excludes Financial services to be provided by CAP through the provision of the Support Contract (including management of Affiliate fees)</p>	
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>○ Monthly reconciliation of accounts receivable / payable</li> <li>○ Monthly report against budget</li> <li>○ End of Year Financial Audit</li> </ul>	<ul style="list-style-type: none"> <li>○ 5 days after EOM</li> <li>○ 5 days after EOM</li> <li>○ Oct 2008</li> </ul>

**2.4 Manage Copenhagen Office and Administrative Processes**

<p><b>Project Purpose:</b></p> <ul style="list-style-type: none"> <li>○ To ensure Copenhagen office is appropriately staffed and resourced to perform key business processes</li> </ul>	
<p><b>Start Date:</b> Jan 2008</p>	<p><b>Due Date:</b> Dec 2008</p>
<p><b>Project Lead:</b> CEO</p>	
<p><b>Scope:</b></p> <p>To include:</p> <ul style="list-style-type: none"> <li>○ Development of key business processes required for efficient functioning of IHTSDO and to ensure security of IHTSDO assets, including: document management policy; IP and asset registers; trademarks and patents management processes</li> <li>○ Secretariat services to Management Board and other groups as required</li> <li>○ Recruitment of administrative staff as required to manage key processes</li> <li>○ Outsourcing of non-core services as required (IT, legal, travel services, accommodation etc.)</li> <li>○ Coordinate delivery of IHTSDO Work Plan in accordance with agreed budget and schedules</li> </ul>	
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>○ Document Management Policy</li> <li>○ IP Management Policy</li> <li>○ Asset and IP register</li> </ul>	<ul style="list-style-type: none"> <li>○</li> </ul>

### 3 Develop, Maintain and Distribute SNOMED CT

#### Program Purpose:

The core asset of the IHTSDO is SNOMED CT. The continued development, maintenance, distribution and correct uptake of SNOMED CT are central tenets of the Articles of Association.

#### 3.1 Manage the CAP Support Agreement

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To manage and monitor delivery of the CAP Support Agreement</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Ongoing
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Receipt and Tracking of CAP obligations under the contract</li> <li>○ Ensuring the IHTSDO meets all its obligations under the contract</li> <li>○ Managing liaison with the CAP, and escalating issues which arise in accordance with conditions under the contract</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Snomed CT release</li> <li>○ Release of Spanish language version</li> <li>○ Release Process fully implemented and adhered to</li> <li>○ CAP to implement New Quality Metrics, as identified by Quality Committee</li> <li>○ Mechanisms implemented for Chief Terminologist and CQAO to provide guidance to CAP modelling staff in terms of IHTSDO priority work</li> <li>○ Quarterly reports to the Management Board of Contract deliverables</li> </ul>	<ul style="list-style-type: none"> <li>○ January and July</li> <li>○ April and October</li> <li>○ January 2008</li> <li>○ March 2008</li> <li>○ January 2008</li> <li>○ July, October, January, April</li> </ul>

#### 3.2 Manage SNOMED CT Licensing

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To ensure the new licensing model for SNOMED CT is implemented and managed</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Promotion and explanation of the new licensing model to both vendors and Members and Affiliates</li> <li>○ Development of required regulations as cited in License</li> <li>○ Banding and global licensing</li> <li>○ Monitoring of use of SNOMED CT in non-Member territories</li> <li>○ Collection of Licensing charges</li> <li>○ Transition outstanding CAP licensees to IHTSDO Affiliate license as they expire</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Maintain and Refine Frequently Asked Questions on Affiliate License</li> <li>○ Initiate discussions with licensees to fall due this FY</li> </ul>	<ul style="list-style-type: none"> <li>○ Mar 2008</li> <li>○ Jan 2008</li> </ul>

#### 3.3 Develop New SNOMED CT Content

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To extend the international content of SNOMED CT to meet user requirements</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b>	
To include:	

<ul style="list-style-type: none"> <li>○ Review and assessment of submitted requests based on IHTSDO inclusion / exclusion criteria and Style Guide</li> <li>○ Consideration of Board Position Statements relating to priority of other domains which could potentially be further developed.</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>• New content in satisfactory quantity and quality</li> <li>• Quantitative demonstration of adherence to editorial guidance, or evidence of guidance development where needed.</li> </ul>	
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>○ The amount of available resource to expend on NEW content development is dependent on the % of staff time dedicated to the quality review of EXISTING content through Project 6 – Quality Improvement.</li> <li>○ The ability of CAP to review and assess submitted requests will rely on IHTSDO implementation of policies relating to Inclusion / Exclusion Criteria, and Style Guide. Organisations submitting content must be self-assess against these guidelines. The reasons for rejection of new content must be reported by CAP. Reasons for acceptance should also be traceable to editorial criteria.</li> </ul>	

### 3.4 Develop SNOMED CT Derivatives

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To assist development of SNOMED CT Derivatives (including subsets and translations) in areas which are a priority to Members and Affiliates seeking to implement SNOMED CT</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> IHTSDO Senior Project Manager	
<b>Scope:</b> To include: <ul style="list-style-type: none"> <li>○ Identification of key domains which are a priority for implementation (e.g. fields required to populate CCR)</li> <li>○ Consultation and collaboration to develop Reference Sets in specialist domains which are considered high priority for implementation (eg. Diagnosis/ Problem subset, Alerts/ Allergies subset)</li> <li>○ Assistance with translation, as required for implementation</li> </ul> Excludes IHTSDO actually undertaking the work to develop the Reference Set or Translation. This work will be undertaken by Members and Affiliates and interested volunteers. The IHTSDO staff will provide central support.	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ IHTSDO Reference Sets for Patient History Diagnosis/ Problem</li> <li>○ IHTSDO Reference Set for Alerts and Allergies</li> </ul>	○
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>○ Strategy development for this project should come first (see Project 3.1)</li> </ul>	
<b>Related Committee and Working Group Projects</b> <ul style="list-style-type: none"> <li>– 10.2.6 Order Sets-How to specify a planned or ordered procedures/interventions in SNOMED</li> <li>– 10.4.4 Use case based proof of concept for Semantic Interoperability</li> <li>– 10.5.2 ICD exemplar rules-based map</li> <li>– 10.5.5 Procedure history context-dependent map</li> <li>– 10.5.6 V-code international content expansion</li> <li>– 10.5.7 HIV map heuristics</li> <li>– 10.5.8 Mapping rules</li> <li>– 10.5.9 Mapping Toolkit</li> <li>– 10.5.10 SNOMED to ICD-10 map</li> <li>– 10.6. Anesthesia content additions</li> </ul>	

### 3.5 Manage Subsets

<b>Project Purpose:</b>
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○ To develop a strategy for development and management of subsets	
<b>Start Date:</b> Oct 2007	<b>Due Date:</b> Mar 2008
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> To include consideration of: <ul style="list-style-type: none"> <li>○ Requirements for subsets and their use</li> <li>○ Potential impact on interoperability</li> <li>○ The role of the IHTSDO, if any, in their ongoing management, version control and release</li> <li>○ Recommendations for further work</li> <li>○ Policy and processes for subset repositories/registries for international release and Members and Affiliates</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Discussion paper</li> </ul>	○

## 4 Standards Development Program

### Program Purpose:

One of the key roles for the IHTSDO, is to fulfil its function as a Standards Development Organisation. Standards of the Association are those which relate to development and maintenance of SNOMED CT. These Standards will prescribe the principles and processes which Members and Affiliates must conform to when further developing the terminology.

A project will be initiated in each of the following areas, with the aim of documenting current practice. The intent is that each of these Standards will then be immediately trialled and reviewed in order to refine and eventually ballot the document amongst SNOMED CT stakeholders, according to international best practice for Standards Development. One of the first tasks in this Program is to adequately define the IHTSDO process for developing and balloting its Standards.

**Program Lead:** Chief Quality Assurance Officer (CQAO)

### 4.1 IHTSDO Standards: Definition and guidelines for Development

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To define the Standards development process to be followed by the IHTSDO</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Oct 2008
<b>Project Lead:</b> Chief Quality Assurance Officer	
<b>Scope:</b>	
Building on the principles document developed in 2007, this project will further expand the requirements to include consideration of:	
<ul style="list-style-type: none"> <li>○ ISO and World Trade Organisation recommendations for development of International Standards</li> <li>○ Key components of the Standard – Use Case, Requirements, Specification, Conformance Criteria</li> <li>○ Phases in development of the Standard – Draft for Trial Use, Ballot, Approved Standard</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Draft Document for Review</li> <li>○ Final Document: Definition and Guidelines for Development of IHTSDO Standards</li> </ul>	<ul style="list-style-type: none"> <li>○ Jun 2008</li> <li>○ Oct 2008</li> </ul>
<b>Dependencies:</b>	
This document must be in place before other projects in this program can be completed	

### 4.2 Evaluate and Refine the Modelling and Editorial Policies and Procedures

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To evaluate and refine, through implementation and experience, the modelling and editorial policies and procedures, including the content inclusion/exclusion criteria.</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Oct 2008
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b>	
Building on the base documents developed in 2007, it is anticipated that these new policies will require significant effort to implement and further refine in 2008, prior to becoming final endorsed Standards of the IHTSDO. The scope of work is to include consideration of:	
<ul style="list-style-type: none"> <li>○ Usability of Editorial and Content Inclusion Policies</li> <li>○ Requirements for additional resources, training and support to accompany the Policies</li> <li>○ Recommendations for 2009 Work Plan</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>○ Oct 2008</li> </ul>

### 4.3 Content inclusion/exclusion algorithms

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To provide detailed algorithms and tools to assist both the submitting and support organisations to prioritise inclusion of content into SNOMED CT; particularly in terms of what should be included in international content and what is more appropriately managed in a national or local extension</li> <li>○ To provide quality criteria for assessing submitted content</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008

<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> To include consideration of: <ul style="list-style-type: none"> <li>○ Mechanisms for prioritisation of inclusion of new content</li> <li>○</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Draft Document for Review</li> <li>○ Final Document</li> </ul>	<ul style="list-style-type: none"> <li>○ July 2008</li> <li>○ Dec 2008</li> </ul>
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ IHTSDO Criteria for Assessment of Content submitted for Inclusion in SNOMED CT International content</li> </ul>	
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>○ Improved submission systems</li> </ul>	

#### ***4.4 Concept model***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To document the conceptual model which underpins SNOMED CT</li> </ul>	
<b>Start Date:</b> Oct 07	<b>Due Date:</b> June 2009
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> To include consideration of: <ul style="list-style-type: none"> <li>○</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Phase 1 – Textual description of Concept Model</li> <li>○ Phase 2 – Computer Processable Concept Model</li> </ul>	<ul style="list-style-type: none"> <li>○</li> </ul>
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>• Quality work will be possible if automatic checks of model compliance can reduce modelling time!</li> <li>• CQAO is far with a description of the rules, and they are already implemented in some tools.</li> </ul>	
<b>Related Committee and Working Group Projects</b> <ul style="list-style-type: none"> <li>– 10.1.1 Documentation of the concept model</li> <li>– 10.1.3 Technical representation of concept model</li> </ul>	

#### ***4.5 Evaluate and Refine the Standard for Translation of SNOMED CT***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To evaluate and refine, through implementation and experience, the Draft Standard for translation of SNOMED CT</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> October 2008
<b>Project Lead:</b> IHTSDO Senior Project Manager	
<b>Scope:</b> To include: <ul style="list-style-type: none"> <li>○ Documentation of learnings from existing translations</li> <li>○ Consultation with Members and Affiliates</li> <li>○ Recommendations for additional resources etc.</li> <li>○ Conformance metrics</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>○ September 2008</li> </ul>
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>○ Must be complete prior to new members attempting to translate SNOMED CT</li> </ul>	

#### ***4.6 Standard for Mapping of SNOMED CT to International Classification of Disease***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To provide guidelines for modellers and classification experts to be applied when developing a map of SNOMED CT to the International Classification of Disease.</li> </ul>
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<b>Start Date:</b> Sept 2007	<b>Due Date:</b> Mar 2008
<b>Project Lead:</b> IHTSDO Senior Project Manager	
<b>Scope:</b> To include: <ul style="list-style-type: none"> <li>○ Documentation of learnings from existing maps</li> <li>○ Consultation with Members and Affiliates and Mapping Working Group</li> <li>○ Consultation with ISO WG3 activity on terminology/classification mapping standard process.</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Draft Standard for Trial Use</li> </ul>	<ul style="list-style-type: none"> <li>○ Mar 2008</li> </ul>
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>○ Must be complete prior to commencing further work on SNOMED CT to ICD10 maps</li> </ul>	

#### ***4.7 Implement and Evaluate the Interchange and Release Format Specifications***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To implement and evaluate the draft standard for trial use of the interchange and release of SNOMED CT content</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> To include: <ul style="list-style-type: none"> <li>○ January 2008 release to be provided in both original and new formats</li> <li>○ Feedback to be sought from affected stakeholders</li> <li>○ Evaluation of migration process, and implementation of the standard</li> <li>○ Refinement and recommendations</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Evaluation</li> <li>○ Final Endorsed Standard</li> </ul>	<ul style="list-style-type: none"> <li>○ May 2008</li> <li>○ May 2009</li> </ul>

#### ***4.8 Future Plan for Standards Development***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To identify key Standards which the IHTSDO must develop in order to support semantic interoperability utilising SNOMED CT</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Jun 2008
<b>Project Lead:</b> Chief Quality Assurance Officer	
<b>Scope:</b> To include consideration of: <ul style="list-style-type: none"> <li>○ Review of requirements for achieving semantic interoperability</li> <li>○ Consideration of which of these requirements must be standardised, and which are relevant to the IHTSDO</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Strategy paper to inform 2009 planning</li> </ul>	<ul style="list-style-type: none"> <li>○ Jun 2008</li> </ul>
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>○ Development of 2009 workplan</li> </ul>	
<b>Related Committee and Working Group Projects</b> <ul style="list-style-type: none"> <li>– 10.1.4(a) Specific enhancement to concept model</li> </ul>	

#### ***4.9 Develop and test “good terminology practice” standards and conformance criteria***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To develop and test the overarching standards and conformance criteria that specify the way that SNOMED CT should be implemented in clinical systems</li> <li>○ Includes technical implementation guidance as only one component</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2009
<b>Project Lead:</b> Chief Technical Architect (when appointed), CQAO until then	
<b>Scope:</b>	

<p>To include consideration of:</p> <ul style="list-style-type: none"> <li>○ “Good terminology practices” (GTPs) of interfaces, storage, retrieval and communication functions of clinical systems</li> <li>○ Clinical criteria for the terminological aspects of conformance to good documentation practices</li> <li>○ Technical implementation guidelines</li> </ul> <p>A primary focus of these “good terminology practices” is patient safety</p> <ul style="list-style-type: none"> <li>○ Analogous to “good manufacturing practices” in the development of drugs, biologics and devices</li> </ul> <p>The project should address the problems identified by studies showing wide inter-observer variability in the documentation of clinical information using SNOMED CT.</p>	
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>○ Good terminology practices – conformance criteria – initial draft</li> <li>○ Concrete proposals for standards to reduce inter-observer variability and ensure patient safety</li> <li>○ Studies demonstrating reduced inter-observer variability and documenting safety of GTPs.</li> </ul>	<ul style="list-style-type: none"> <li>○ 2008</li> <li>○ 2009</li> <li>○ 2010</li> </ul>
<p><b>Related Committee and Working Group Projects</b></p> <ul style="list-style-type: none"> <li>– 7.7 Technical implementation guidelines</li> <li>– Clinical record information representation project (Evanston 6.2.10)</li> <li>– Example implementation (open source demonstration software)</li> </ul>	

## 5 IHTSDO Policy/Regulation Development (External)

### Program Purpose:

As a new organisation, the IHTSDO needs to quickly develop key policies and regulations to govern how it does business. Core governance issues are well documented in the Articles of Association, but these Articles must be underpinned by further detailed information about particular operational processes. These policies and regulations differ from the Standards outlined above because:

- They may not relate to SNOMED CT
- They are governed directly by the Management Board, rather than being a balloted process as used for Standards development

There are two types of policies and regulations – external and internal. External policies and regulations govern how the IHTSDO does business with its Affiliates, National Release Centres and Support organisation. Internal policies and regulations govern how the IHTSDO will conduct its own affairs

### This Section 2 deals with EXTERNAL Policy/ Regulation Development

Program Lead: CEO

#### 5.1 Implement and Evaluate Request Submission Policy

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To implement the Request Submission Policy developed in 2007, and evaluate and refine to meet end user requirements</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Oct 2008
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include consideration of:	
<ul style="list-style-type: none"> <li>○ Implementation of Mechanisms for submitting requests from end-users, Affiliates and Members</li> <li>○ Monitor impact on outstanding requests</li> <li>○ Recommendations for enhancement</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>○ Oct 2008</li> </ul>
<b>Dependencies:</b>	
<ul style="list-style-type: none"> <li>○ The long-term requirements document is required to inform development of the long-term IHTSDO technical platform</li> </ul>	

#### 5.2 Implement and Evaluate the Release Process

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To evaluate MEMBERS AND AFILIATES satisfaction with the Release Process.</li> </ul>	
<b>Start Date:</b> June 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include consideration of the processes for the July 2008 release, and how well they accord with the proposed CAP Release Process documented in 2007	
<ul style="list-style-type: none"> <li>○ Definition of Content to be included in each International release – including file names and a description of each file and its expected content</li> <li>○ Process of release</li> <li>○ Availability of release, and mechanisms for download</li> <li>○ Quality metrics against which the above can be quantified</li> </ul>	
Excludes definition of CAP internal processes required to prepare the release	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ IHTSDO Policy – Release Process</li> </ul>	<ul style="list-style-type: none"> <li>○ Check Support Agreement</li> </ul>

#### 5.3 Allocation of Namespace Policy

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To provide a standard process for assigning SNOMED CT namespaces and CAP procedure for allocation and monitoring</li> </ul>	
<b>Start Date:</b> June 2007	<b>Due Date:</b> March 2008

<b>Project Lead:</b> CEO	
<b>Scope:</b> To include consideration of: <ul style="list-style-type: none"> <li>○ Potential proliferation of namespaces</li> <li>○ Strategy for Management and assignment</li> <li>○ Procedures for allocation and monitoring</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ IHTSDO Namespace Policy</li> </ul>	○ Mar 2008
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>○ Affiliate license references this policy</li> </ul>	

### ***5.4 Education Syllabus***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To develop course content and conformance criteria for education and training of clinical terminologists, against which competencies can be assessed</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Nov 2009
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> To include consideration of: <ul style="list-style-type: none"> <li>○</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Format and conformance criteria, introductory level description</li> <li>○ Detailed descriptions, advanced levels</li> </ul>	<ul style="list-style-type: none"> <li>○ 2008</li> <li>○ 2009</li> </ul>
<b>Dependencies:</b> <ul style="list-style-type: none"> <li>○ Training programs will be based upon this syllabus</li> <li>○ Competency assessment will also be based upon this syllabus</li> </ul>	
<b>Related Committee and Working Group Projects</b> <ul style="list-style-type: none"> <li>– 10.2.1 Strategy for education of users</li> <li>– 10.4.3 Role based learning objectives for SNOMED-CT</li> </ul>	

### ***5.5 Maintain and Review Standards, Policies and Regulations***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To maintain and continually improve the IHTSDO's Standards, Policies and Regulations</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chief Quality Assurance Officer	
<b>Scope:</b> <ul style="list-style-type: none"> <li>○ Develop and maintain a register of IHTSDO Standards, Policies and Regulations</li> <li>○ Monitor the review date of documents, ensuring they are maintained up-to-date in accordance with IHTSDO policy for Standards Development</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Register of IHTSDO Standards, Policies and Regulations accessible on the web</li> <li>○ Annual Maintenance report</li> </ul>	<ul style="list-style-type: none"> <li>○ Mar 2008</li> <li>○ Oct 2008</li> </ul>

## 6 Improving SNOMED CT Quality

### Program Purpose:

One of the highest priorities for Members of the IHTSDO is to ensure the quality and safety of content contained within SNOMED CT. This program has been established to a focus on quality and to develop a strategy for the systematic review and improvement of the quality of SNOMED CT.

### 6.1 Quality Framework for SNOMED CT

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To populate the Quality Framework which outlines a strategic approach for progressively improving the quality of SNOMEDCT content</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chief Quality Assurance Officer	
<b>Scope:</b>	
<ul style="list-style-type: none"> <li>○ This work will build on the outline of a Quality Framework developed in 2007.</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Framework description for quality management/risk management activities in the IHTSDO and for its products.</li> <li>○ Clear description of current CAP quality practices,</li> <li>○ Members and Afiliates quality practices to share with developer and consumer stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>○ (Aug2007)</li> <li>○ Oct 2008</li> <li>○ Oct 2009</li> </ul>
<b>Dependencies:</b>	
<ul style="list-style-type: none"> <li>○ CAP Work Priorities will be guided by this quality framework – 70% of CAP Clinical Editing effort in 2008 should be directed towards resolution of known quality</li> </ul>	

### 6.2 Implementation of Quality Metrics for SNOMED CT Content

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To implement and monitor new quality metrics as determined by the Quality Committee</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> Chief Quality Assurance Officer	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Implementation of five new quality measures for ongoing monitoring and reporting</li> <li>○ Review of existing content for recommended priority areas based on assessment against: <ul style="list-style-type: none"> <li>▪ SNOMED CT Style Guide (developed in Project 1.2)</li> <li>▪ inclusion/ exclusion Criteria (developed as in Project 1.3)</li> </ul> </li> <li>○ Audit of SNOMED CT quality in accordance with Quality Strategy</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Regular reporting of new quality measures through the CAP contract – in Quarterly Board and Committee Report</li> <li>○ Annual Quality Audit</li> </ul>	<ul style="list-style-type: none"> <li>○ January, April, July, October</li> </ul>
<b>Dependencies:</b>	
<ul style="list-style-type: none"> <li>○ Relies on successful completion of Project 3.2, 1.2 and 1.3 to inform the approach and scope of this project</li> </ul>	
<b>Related Committee and Working Group Projects</b>	
<ul style="list-style-type: none"> <li>– 10.2.4 Ongoing validation of content by nursing domain experts</li> <li>– 10.2.5 Cross validation of existing nursing terminology maps</li> </ul>	

### 6.3 Incident Response Maintenance /Review

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To ensure the IHTSDO is prepared to quickly respond to reported incidents relating to SNOMED CT usage</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Report adverse incidents which arise, or may potentially arise from use of SNOMED CT</li> <li>○ Initiate an appropriate response in a timely manner, when incidents are reported</li> </ul>	

<ul style="list-style-type: none"> <li>○ Review incidents and the IHTSDO response</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Include in Quarterly Board Report</li> </ul>	January, April, July, October

#### ***6.4 Revision of SNOMED Observable and Investigation Model***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To improve consistency and usability of SNOMED CT for reporting the results of tests and observations, in all result reporting domains including laboratory, physical exam, radiography, pulmonary function testing, etc</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2009
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> To include : <ul style="list-style-type: none"> <li>○ establish the concept model for observables</li> <li>○ develop implementation guidance for results reporting, using observation procedures and/or observables</li> <li>○ re-model the observable entities and observation procedures according to the new model</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Proposed changes to concept model</li> <li>○ Complete modelling of observables</li> <li>○ Complete modelling of observation procedures</li> </ul>	<ul style="list-style-type: none"> <li>○ July 2008</li> <li>○ Dec 2009</li> <li>○ Dec 2009</li> </ul>
<b>Dependencies:</b> Progression of this project in 2008 may depend on the outcomes of discussion with LOINC and IUPAC.	

#### ***6.5 Revision of SNOMED Substance and Physical Object Hierarchy***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To eliminate errors and improve usability of the substance and physical object hierarchies by removing the overloaded subtype relationships and adding new attributes to capture this information correctly.</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2009
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> This project includes all substances and devices. The project is not limited to drugs or therapeutic devices. However, the initial focus will be on the support of usability for adverse reactions recording and decisions support, and also usability for defining values for active ingredients of drug products.	
To include: <ul style="list-style-type: none"> <li>○ Design of a new approach to representing and supporting allergy classes, with implementation as soon as possible (related to 6.8 revision of pharmacy model and content)</li> <li>○ Consistent modelling guidelines for substances and physical objects</li> <li>○ Validation of categories of substances as values for causative-agent attributes, particularly for adverse reactions including allergic reactions and allergies.</li> <li>○ Consideration of the substance hierarchy as values for active-ingredients.</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Allergy class re-design</li> <li>○ Model for substances and physical objects</li> <li>○ Validation and testing results</li> <li>○ Final implementation in SNOMED release</li> </ul>	<ul style="list-style-type: none"> <li>○ Jun 2008</li> <li>○ Oct 2008</li> <li>○ Apr 2009</li> <li>○ Jan 2010</li> </ul>
<b>Dependencies:</b> Coordinate allergy class re-design with 6.8 Revision of Pharmacy model Coordinate drug ingredient class re-design with 6.8 Revision of Pharmacy model	

#### ***6.6 Revision of SNOMED Anatomy Model***

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To improve the usability of SNOMED's anatomy section for post-coordination, and to reduce the maintenance burden of quality assurance for the anatomy section.</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> July 2009
<b>Project Lead:</b> Chief Terminologist	

<b>Scope:</b> To include :	
<ul style="list-style-type: none"> <li>○ Implementation of the SEP-table to represent the definitions of the “S” and “P” components of anatomy</li> <li>○ Revision of FSN’s to reflect systematic naming conventions for “S”, “E” and “P” components.</li> <li>○ Addition of “part-of” role with transitive property.</li> <li>○ Addition of new is-a top levels coordinated with the FMA</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Complete design and instructions for implementation</li> <li>○ Report on testing</li> <li>○ Release of SNOMED CT that incorporates new design</li> </ul>	<ul style="list-style-type: none"> <li>○ Jul 2008</li> <li>○ Dec 2008</li> <li>○ Jul 2009</li> </ul>
<b>Dependencies:</b> Agreement with FMA for harmonization activities.	

### 6.7 Revision of SNOMED Event, Condition and Episode Model

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To improve implementability and reduce inter-observer variability by providing clear implementation advice regarding the difference between events, conditions and episodes; and to thoroughly apply this model to the content of the events, disorders and clinical findings hierarchies.</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2009
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> To include :	
<ul style="list-style-type: none"> <li>○ Definition and model for “event”</li> <li>○ Definition and model for “persisting condition” or “disease”</li> <li>○ Definition and model for “episodic condition” or finding.</li> <li>○ Guidance on the use of these elements with the context model (situation with explicit context).</li> <li>○ Major re-modelling of the clinical findings hierarchy, moving <ul style="list-style-type: none"> <li>○ All “situations” currently under “clinical finding” to “situation”</li> <li>○ All “events” currently under “clinical finding” to “event”</li> <li>○ All “persisting conditions” or “diseases” under a common sub-hierarchy</li> </ul> </li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Re-design layout</li> <li>○ Re-design complete</li> <li>○ Implementation complete</li> </ul>	<ul style="list-style-type: none"> <li>○ Oct 2008</li> <li>○ Feb 2009</li> <li>○ July 2009</li> </ul>
<b>Related committee and work group projects:</b>	
<ul style="list-style-type: none"> <li>○ Context model enhancement project (Evanston 6.2.14) will be a required sub-part of this project</li> </ul>	

### 6.8 Revision of SNOMED Pharmacy Content and Model

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To overhaul the current Pharmacy content, based on a re-worked editorial policy and formal content model” to support all required business uses.</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2009
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> Main focus is the “pharmaceutical and biological product” hierarchy. To include <i>sub-projects</i>	
<ul style="list-style-type: none"> <li>○ Use Case driven – supporting the following use cases: <ul style="list-style-type: none"> <li>• prescription,</li> <li>• administration,</li> <li>• dispensing,</li> <li>• recording (medication list),</li> <li>• names and codes needed to enable decision support, and</li> <li>• drug classes for allergies and adverse reactions.</li> </ul> </li> <li>○ Harmonised with work of ISO/HL7 and other international stakeholders</li> <li>○ Immediate term tasks (sub-projects): <ol style="list-style-type: none"> <li>1) Development of naming conventions &amp; editorial rules for fully specified names of drug products</li> <li>2) Specification of a technical approach to eliminating “is-a overloading” and associated errors in the product and substance hierarchies, with implementation to follow as soon as possible (to be coordinated with 6.5 revision of substance and physical object hierarchy)</li> </ol> </li> </ul>	

<b>3) Definition of the boundary of the international release with national extensions</b>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Naming conventions design</li> <li>○ Overloading elimination – design</li> <li>○ Definition of boundary between international and extensions</li> <li>○ Implementation of naming conventions in release data</li> <li>○ Removal of overloading and instantiation of new model</li> </ul>	<ul style="list-style-type: none"> <li>○ Apr 2008</li> <li>○ July 2008</li> <li>○ Oct 2008</li> <li>○ Jan 2009</li> <li>○ Dec 2009</li> </ul>
<b>Dependencies:</b> Closely related tasks to be delivered by other projects: Design of a new approach to representing and supporting allergy classes, with implementation as soon as possible: This is a related task to be delivered by Project 6.5, revision of substance and physical object hierarchy.	

### **6.9 Revision of SNOMED Organism and Infectious Disease Model**

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ To support the requirements of public health reporting and laboratory reporting, particularly for infectious organisms and related microbiology findings and infectious diseases, and to improve the ability of SNOMED CT to interoperate in a consistent manner with other ontologies in the biomedical sciences, particularly in areas of micro-organism genetics, classification, and infectivity in other species, relevant for emerging infections and sentinel case monitoring, among other purposes.</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> July 2009
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> To include work recommended by the SNOMED Taxonomy Working Group, <ul style="list-style-type: none"> <li>○ Design of the naming conventions and approach to the Linnaean organism hierarchy</li> <li>○ Design of organism-related findings codes, including phage typing, serotyping, staining, etc</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Documented design for organisms hierarchy</li> <li>○ Documented design for microbiology organism-related findings</li> <li>○ Implementation of designs in SNOMED CT hierarchies</li> </ul>	<ul style="list-style-type: none"> <li>○ Apr 2008</li> <li>○ July 2008</li> <li>○ Dec 2008</li> </ul>

### **6.10 Ongoing alignment of content with concept model**

<b>Project Purpose:</b> <ul style="list-style-type: none"> <li>○ Continuation of ongoing quality project to align the modelled content with the model and editorial policies and guidelines.</li> <li>○ Initially will continue alignment of procedure content with procedure model</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> <ul style="list-style-type: none"> <li>○ Continuation of the project as outlined</li> </ul>	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○</li> </ul>	January, April, July, October
<b>Dependencies:</b> Input to this project is provided by the model revision projects 6.4 to 6.9, and the modelling consistency project 6.11	

### **6.11 Modelling consistency project**

<b>Project Purpose:</b> Continuation of work of the Modelling Consistency Task Force in evaluating the Understandability, Reproducibility and Usefulness of the concept model, based on the ongoing input from modelers (including CAP, Kaiser, and others).	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b> Continuation of the project as outlined	
<b>Deliverables:</b> <ul style="list-style-type: none"> <li>○ Consensus summary of aspects of concept model not meeting URU criteria</li> </ul>	<ul style="list-style-type: none"> <li>○ Dec 2008</li> </ul>

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○ Input to 6.10 alignment project	○ Dec 2009
<b>Dependencies:</b> Output of the modelling consistency project will be approved by the content committee and then passed to the alignment project 6.10 for implementation.	

## 7 Tooling and Technology Platform

### Program Purpose:

It has been recognised that one of the key early requirements for success of the SDO is to improve to technology platform, particularly in terms of request submission. In the longer term the SDO needs to develop a robust platform for distributed editing and request submission.

**Program Lead:** Chief Technical Architect (once appointed)

### 7.1 IHTSDO Architecture and RoadMap for Terminology Tooling

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To document longer term requirements for terminology tooling.</li> <li>○ To recommend an architectural approach to terminology management and tooling</li> <li>○ To recommend a roadmap for future development</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chief Technical Architect	
<b>Scope:</b>	
Based on architectural principles and guidelines developed in 2007, this work will extend the architecture to include more detailed consideration of:	
<ul style="list-style-type: none"> <li>○ Tooling for distributed terminology development</li> <li>○ Architectural options</li> <li>○ High level costing assessment</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Road map</li> </ul>	○ Jun 2008
<b>Related Committee and Working Group Projects</b>	
<ul style="list-style-type: none"> <li>– 10.1.4(b) Specific enhancement to concept model</li> <li>– 10.4.1 Collaborative workspace and tools</li> </ul>	

### 7.2 Request Submission Technical Solution

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To document longer term requirements for request submission</li> <li>○ To identify and assess alternative technical solutions</li> <li>○ To develop a business case for Board consideration which recommends an affordable solution to meet immediate needs, and recommends a longer term strategy, including an assessment of the cost, risk and benefits of alternative solutions.</li> </ul>	
<b>Start Date:</b> Oct 2007	<b>Due Date:</b> June 2008
<b>Project Lead:</b> Chief Technical Architect	
<b>Scope:</b>	
<ul style="list-style-type: none"> <li>○ Document Members and Affiliates requirements of all existing members</li> <li>○ Review Existing CAP infrastructure and capability</li> <li>○ Assess longer term requirements</li> <li>○ Develop business case and strategy</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Business Case</li> </ul>	○ Jun 2008
<b>Related Committee and Working Group Projects:</b>	
<ul style="list-style-type: none"> <li>○ <b>5.1: Implement and Evaluate Request Submission policy</b></li> </ul>	

### 7.3 Release Management Platform

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To document longer term requirements for release management of SNOMED CT and derivatives</li> </ul>	
<b>Start Date:</b> Oct 2007	<b>Due Date:</b> June 2008
<b>Project Lead:</b> Chief Technical Architect (IHTSDO Senior Project Manager in 2007)	
<b>Scope:</b>	

To include consideration of:	
<ul style="list-style-type: none"> <li>○ Release management and version control</li> <li>○ Issues management</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Business Case</li> </ul>	○ Jun 2008

### ***7.4 Distributed Editing Platform***

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To document longer term requirements for distributed editing of SNOMED CT and derivatives</li> </ul>	
<b>Start Date:</b> Mar 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chief Technical Architect	
<b>Scope:</b>	
To include consideration of:	
<ul style="list-style-type: none"> <li>○ Timeliness of distributed process</li> <li>○ Dependency with localisation processes</li> <li>○ Versioning</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Business Case</li> </ul>	○ Jun 2008

### ***7.5 Tools Development***

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To progress development of tools as identified in the Technology Roadmap</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chair of Technical Committee	
<b>Scope:</b>	
To include consideration of:	
<ul style="list-style-type: none"> <li>○ Collaboration for tool development</li> <li>○ Open source licenses and development approaches</li> <li>○ Options for development including reference implementations</li> </ul>	
<b>Deliverables:</b>	
○	○

### ***7.6 Technology Light Phase***

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To evaluate Member and Led Terminology Product Development</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Senior Project Manager	
<b>Scope:</b>	
To include consideration of:	
<ul style="list-style-type: none"> <li>○ Coordination of Members System development and IHTSDO technology strategy</li> <li>○ The technical platform issues are technology light and focuses on the structure and processes we need to have in place to guarantee or nearly guarantee success for the member owned project in terms of their work being incorporated into the core or released with the international release</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Report on existing terminology Production Systems</li> <li>○ Evaluation of systems and known described requirements</li> <li>○ Report on Requirements for IHTSDO systems development</li> </ul>	○
<b>Related Committee and Working Group Projects</b>	
<ul style="list-style-type: none"> <li>○ PG work on request submission</li> <li>○ PG work on collaborative work space</li> </ul>	

### ***7.7 Technical Implementation Guidelines***

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To develop resources and guidelines to support implementation of SNOMED CT</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008

**Project Lead:** Chair of Technical Committee

**Scope:**

To include consideration of:

- Revision of Technical Implementation Guide
- Recommend development of further resources

**Related Committee and Working Group Projects**

- 4.9 Develop and test “good terminology practice” standards and conformance criteria
- Clinical record information representation project (Evanston summary 6.2.10)

## 8 Harmonization

### Program Purpose:

There are a number of areas where IHTSDO activities will overlap with the interests of other standards development organisations or terminology developments. The IHTSDO Board needs to develop an agreed position on each of these, and to establish mechanisms for liaison and harmonization where required

**Program Lead:** Chair of the Management Board

### 8.1 Laboratory Tests, Measurement Procedures, and Observables

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To harmonise Laboratory test and related content within SNOMED CT with other existing terminologies</li> </ul>	
<b>Start Date:</b> June 2007	<b>Due Date:</b> Sept 2009
<b>Project Lead:</b> MB Member and or GA member	
<b>Scope:</b>	
<ul style="list-style-type: none"> <li>○ Continue harmonisation work with IUPAC and Loinc</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Strategic advice to MB</li> <li>○ Modelling layout to harmonisation bodies</li> <li>○ Modelling finalisation</li> </ul>	<ul style="list-style-type: none"> <li>○ 2007</li> <li>○ 2008</li> <li>○ 2009</li> </ul>
<b>Related Committee and Working Group Projects</b>	
<ul style="list-style-type: none"> <li>- 10.4.2 Mapping to ICPC</li> </ul>	

### 8.2 ICD

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To commence review and/ or development of Mapping between ICD 10 2<sup>nd</sup> edition and SNOMED CT</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> IHTSDO Senior Project Manager	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Review of validity and quality of existing maps against Mapping Standard 2007</li> <li>○ Strategy for 'chunking' work to allow rapid development by distributed groups</li> <li>○ Refinement/ re-development of maps as required</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ SNOMED to ICD 10 map</li> </ul>	<ul style="list-style-type: none"> <li>○ Dec 2008</li> </ul>
<b>Dependencies:</b>	
<ul style="list-style-type: none"> <li>○ 10.4.2 Mapping to ICPC</li> </ul>	

### 8.3 HL7/ CEN and Information Models

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To develop a Board Position Statement on liaison with HL7 CEN and other standards development organisations dealing with messaging and Information Models</li> </ul>	
<b>Start Date:</b> Mar 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include consideration of interaction with:	
<ul style="list-style-type: none"> <li>- Term Info</li> <li>- Archetypes</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ IHTSDO Board Position Statement</li> </ul>	<ul style="list-style-type: none"> <li>○</li> </ul>

### 8.4 Open Biomedical Ontologies (OBO)

<b>Project Purpose:</b>
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<ul style="list-style-type: none"> <li>○ To develop a board position statement with respect to a relationship between SNOMED CT and the Open Biomedical Ontologies</li> </ul>	
<b>Start Date:</b> Jun 2007	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> IHTSDO Senior Project Manager	
<b>Scope:</b>	
<ul style="list-style-type: none"> <li>○ Consideration of the Disease Ontology, Gene Ontology, and other relevant OBO resources that overlap with SNOMED CT</li> <li>○ Possible collaborative / cooperative arrangements that have the potential to improve SNOMED's usefulness to the bioinformatics research community, and permit QA and efficiencies of curation of SNOMED CT based on the content contributed by OBO participants</li> </ul>	
<b>Deliverables:</b>	

### ***8.5 Non-Human Content***

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To develop a Board position statement with respect to a Veterinary content within SNOMED CT</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008
<b>Project Lead:</b> Chief Terminologist	
<b>Scope:</b>	
<ul style="list-style-type: none"> <li>○ Public health aspects of veterinary content</li> <li>○ Cost/ benefits of maintenance and further development</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Board Position Statement</li> </ul>	<ul style="list-style-type: none"> <li>○ Dec 2008</li> </ul>

## 9 Communications

### Program Purpose:

In 2007 one of the priority activities will be to establish and support the new Governance structures for the IHTSDO. This includes facilitating meetings and providing secretariat services to the General Assembly, Management Board, Standing Committees and Working Groups as outlined in the Articles of Association

### 9.1 Implement Communication Strategy

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ Implement the Communication strategy developed in 2007</li> </ul>	
<b>Start Date:</b> Jun 2007	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> CEO	
<b>Scope:</b>	
To include consideration of:	
<ul style="list-style-type: none"> <li>○ Key audiences</li> <li>○ Methods of communication</li> <li>○ Attracting new members</li> </ul>	
<b>Deliverables:</b>	
○	○

### 9.2 Public Website Management

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ Maintain and further develop the Public Website</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> Business Manager	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Regular updates of relevant information on the Public Website</li> <li>○ Collect requirements from the Management Board, Technical Committee and others</li> <li>○ Maintain the Public Website</li> <li>○ Further development of the Public Website</li> <li>○ Further development of the content management handling</li> </ul>	
<b>Deliverables:</b>	
<ul style="list-style-type: none"> <li>○ Weekly maintenance</li> </ul>	○
<b>Dependencies:</b>	
<ul style="list-style-type: none"> <li>○ Collaborative Workspace Management</li> </ul>	

### 9.3 Collaborative Workspace Management

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ Maintain and further develop the Collaborative Workspace</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> Senior Project Manager	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Coordinate and moderate the Collaborative Workspace</li> <li>○ Collect requirements from the Management Board, Technical Committee and others</li> <li>○ Further development of the Collaborative Workspace</li> <li>○ Further development of the content management handling</li> <li>○</li> </ul>	
<b>Deliverables:</b>	
○	○
<b>Dependencies:</b>	

- |   |
|---|
| <ul style="list-style-type: none"> <li>○ 9.2 Public Website Management</li> </ul> |
|---|

#### ***9.4 Liaison with Members and Affiliates (National Release Centres)***

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ To ensure close liaison between the IHTSDO and Members and Affiliates</li> <li>○ To leverage the work of the Members and Affiliates internationally</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> Senior Project Manager	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Consultation on workplan</li> <li>○ collaboration in development of derivatives (see 7.5)</li> <li>○ Communicate with National Release Centres on other key issues including: <ul style="list-style-type: none"> <li>○ Release</li> <li>○ Licensing</li> <li>○ Request submission</li> <li>○ Education</li> </ul> </li> </ul>	
<b>Deliverables:</b>	
○	○

#### ***9.5 Affiliate Forum***

<b>Project Purpose:</b>	
<ul style="list-style-type: none"> <li>○ Maintain and further develop the Affiliate Forum</li> </ul>	
<b>Start Date:</b> Jan 2008	<b>Due Date:</b> Dec 2008 and ongoing
<b>Project Lead:</b> Business Manager	
<b>Scope:</b>	
To include:	
<ul style="list-style-type: none"> <li>○ Coordinate and moderate the Affiliate Forum</li> <li>○ Collect requirements from the affiliates, Management Board, Technical Committee and others</li> <li>○ Further development of the Affiliate Forum</li> <li>○ Further development of the content management handling</li> <li>○</li> </ul>	
<b>Deliverables:</b>	
○	○

## 10 Working Groups and Special Interest Groups

### **Program Purpose:**

The IHTSDO will facilitate meetings of Special Interest Groups and Project Groups to support work within this work plan.

### **10.1 Concept Model Project Group**

- (1) **Documentation of the concept model** (*refer to the Evanston document section 6.2.2*)
- (2) **Documentation process** (*refer to the Evanston document section 6.2.3*)
- (3) **Technical representation of concept model** (*refer to the Evanston document section 6.2.4*)
- (4) **Specific enhancement to concept model** (*refer to the Evanston document section 6.2.5*)
- (5) **Authority and realm dependent concept modelling project** (*refer to the Evanston document section 6.2.13*)

### **10.2 Nursing Special Interest Group**

- (1) **Strategy for education of users** (*refer to the Evanston document section 6.4.6*)
  - Users can implement terminology successfully, and use it effectively e.g.: data retrieval, and contribute to the ongoing development efforts.
- (2) **Document nursing workgroup rationale for concept model modifications** (*refer to the Evanston document section 5.4.1*)
  - Usability, reproducibility, usefulness, education and historical documentation, audit trail.
- (3) **Consistent modelling of assessment scales**
  - To ensure semantic interoperability. Consistent modelling quality of SNOMED content. User and vendor demand
- (4) **Ongoing validation of content by nursing domain experts** (*refer to the Evanston document section 6.4.4*)
  - Semantic interoperability and ensures complete content coverage. Ensure adoption of the standard by the nursing community because validation is conducted by nursing experts.
- (5) **Cross validation of existing nursing terminology maps** (*refer to the Evanston document section 6.4.2*)
  - Semantic interoperability; reduction of duplication and redundancy and the effort in developing nursing terminologies.
- (6) **Order Sets-How to specify a planned or ordered procedures/interventions in SNOMED** (*refer to the Evanston document section 6.4.5*)
  - To support EBP. User demand – brink of new concept requests; Provide guidance for management of request submission; need for providing submitter guidance; To enhance usability of SNOMED

### **10.3 Pharmacy Special Interest Group**

- (1) **Use case driven revision of Pharmacy domain** (refer to the Evanston document section 5.6.1)
  - To create an implementable medicines terminology, one that supports both primary and secondary care.

### **10.4 Primary Care Special Interest Group**

- (1) **Mapping SNOMED-CT to ICPC**(refer to the Evanston document section 5.5.1)
  - To develop a set of learning objectives for the main roles involved in implementing SNOMED-CT
- (2) **Role based learning objectives for SNOMED-CT** (refer to the Evanston document section 5.5.1)
  - To develop a set of learning objectives for the main roles involved in implementing SNOMED-CT
- (3) **Use case based proof of concept for Semantic Interoperability (UCB-POCSI)** (refer to the Evanston document section 5.5.1)
  - Proof of concept for semantic interoperability
  - Identify 4 use cases for end to end interoperability (eg. Allergies, medication sensitivities, vaccination scheduling, single long term condition) and build subsets to support use cases

### **10.5 Mapping Special Interest Group**

- (1) **SNOMED CT to ICPC map** (refer to the Evanston document section 3.3.2)
- (2) **Procedure history context-dependent map** (refer to the Evanston document section 3.3.2)
- (3) **V-code international content expansion** (refer to the Evanston document section 3.3.2)
- (4) **Mapping Rules** (refer to the Evanston document section 6.3.3.)
- (5) **Mapping Toolkit** (refer to the Evanston document section 6.3.2)
- (6) **SNOMED to ICD-10 map** (refer to the Evanston document section 6.3.1)

### **10.6 Anaesthesiology Special Interest Group**

- (1) (a) **Completion of terminology to support the intraoperative anesthesia terminology.**  
(b) **Intraoperative anesthesia subset for (UK) NHS Connecting for Health implementations.**
- (2) **Migration of the IOTA (International Organization for Terminology in Anesthesia) modelling and term development tool from Protégé 3.2.1 to Protégé 4.**
- (3) **This project includes division of the IOTA termset into separate intraoperative and preoperative assessment termsets and enhanced import and export tools.**
- (4) **Mapping and harmonization of SNOMED CT and IEEE 11073 point of care medical device nomenclature.**
- (5) **Development of SNOMED CT terminology to support preoperative assessment.**

***10.7 Translation Special Interest Group******10.8 Members Operational Liaison Forum******10.9 Collaborative Workspace Project – Stakeholder Advisory Group******10.10 Request Submission Project - Stakeholder Advisory Group***

The following projects (10.11-10.14) will be undertaken by CAP modellers through Support Contract. They are also now included as 6.4-6.9

***10.11 Revision of SNOMED Observable and Investigation Model Project – Stakeholder Advisory Group******10.12 Revision of SNOMED Substance and Physical Object Hierarchy Project – Stakeholder Advisory Group******10.13 Revision of SNOMED Anatomy Model Project – Stakeholder Advisory Group******10.14 Revision of SNOMED Event, Condition and Episode Model Project – Stakeholder Advisory Group***