



## USCIPP Council & Committee Framework

### NCHL Mission

NCHL is dedicated to advancing healthcare leadership and organizational excellence by building diverse, inclusive, and collaborative relationships in the US and abroad. NCHL is widely recognized as the premier source for evidence-based healthcare leadership practices, cultivating communities for peer collaboration across organizations, and collectively developing industry models and benchmarks to improve healthcare.

### USCIPP Purpose

USCIPP fosters peer-to-peer learning and organizational improvement through collaborative initiatives and the continuous and open sharing of knowledge and industry best practices. USCIPP's activities include:

- Collection of benchmarking data on international patient programs
- Business intelligence and market research on global healthcare markets
- The facilitation of business development opportunities for members, including in-person and virtual international trade events
- Networking, collaboration, and the dissemination of information among US hospitals through webinars, an annual conference, and other initiatives
- Engagement with external stakeholders and industry leaders on international patient programs at US hospitals

USCIPP operates as a member-driven program, emphasizing a collaborative Council & Subcommittee structure. Membership offers valuable opportunities for active involvement in shaping the program's strategic direction through participation on the Advisory Council, Benchmarking & Research Council, and Education & Conference Subcommittee.



## **Advisory Council**

**Purpose:** Provide strategic leadership to the USCIPP team at NCHL, guiding its evolution to the next level of maturity. Facilitate collaboration among senior leaders and decision-makers in international programs, addressing industry challenges and proposing solutions. (Members in leadership roles, such as executive director, vice president, chief, chairman, etc., will be prioritized for new appointments.)

### Roles and Responsibilities

1. Provide strategic guidance to the USCIPP team at NCHL.
2. Assist in positioning USCIPP within the broader context of global healthcare services, enhancing its visibility and influence.
3. Collaboratively make decisions on organizations seeking USCIPP membership, considering appropriate membership categories.
4. Offer guidance on international business development events, market development activities, and continuing education initiatives that add significant value to USCIPP members.
5. Assist USCIPP in identifying potential international partner organizations, prioritizing collaborations, and determining key focus areas for external engagement.
6. Provide leadership and guidance on issues affecting international healthcare services at US hospitals.
7. Offer advice and direction on awareness-building initiatives and public communications campaigns to enhance USCIPP's reputation.
8. Actively engage in USCIPP initiatives, including leading or participating in workgroups, member calls, and attending business development events and the annual conference.
9. Attend Advisory Council calls and in-person meetings, contributing insights and strategic perspectives.
10. Provide timely responses to relevant and pressing questions/issues raised in email threads.
11. Undertake additional ad-hoc roles and responsibilities as needed to address evolving priorities and challenges.

### 2025 Advisory Council Meetings

- Friday, February 21: 11:00 AM – Noon CT
- Friday, April 25: 11:00 AM – Noon CT
- Friday, June 20: 11:00 AM – Noon CT
- Friday, October 17: 11:00 AM – Noon CT
- Friday, December 14: 11:00 AM – Noon CT

\*Please note: The above calendar dates **may** be adjusted throughout the year by NCHL if needed due to unforeseen matters.

## **Benchmarking & Research Council**

**Purpose:** Ensures that the USCIPP annual benchmarking survey evolves to optimally yield the highest-quality results and inform the field of the most relevant and up-to-date trends. Provides oversight and strategic guidance for USCIPP's business intelligence, research, data analytics, and data collection initiatives, aiming to inform and shape the future of global healthcare practices. (Members in data-focused roles, such as data analyst/manager, research manager/director, strategic planning, etc., will be prioritized for new appointments.)

### Roles and Responsibilities

1. Identify and advise on survey questions and data demands that are of utmost interest to USCIPP members, ensuring the survey's relevance and significance.
2. Provide strategic guidance on the overall direction and administration of the benchmarking survey, aligning it with the evolving needs of the international patient care landscape.
3. Review and test the benchmarking survey before its release to ensure accuracy, clarity, and effectiveness in data collection.

4. Actively participate in the USCIPP annual survey, making a best attempt at submitting volume and revenue information for comprehensive benchmarking.
5. Identify and advise on research projects of interest, focusing on international market intelligence needs that contribute to the advancement of USCIPP's mission.
6. Attend scheduled council calls to actively contribute to discussions, share insights, and collaboratively shape the council's initiatives.
7. Provide timely responses to email threads, particularly when relevant and pressing questions or issues are posed, to facilitate efficient decision-making and progress.
8. Undertake additional ad-hoc roles and responsibilities as needed to address evolving priorities and challenges.

2025 Benchmarking & Research Council Meetings:

- Friday, January 10: 11:00 AM – Noon CT
- Friday, March 7: 11:00 AM – Noon CT
- Friday, May 9: 11:00 AM – Noon CT
- Friday, August 1: 11:00 AM – Noon CT
- Friday, December 5: 11:00 AM – Noon CT

**Education & Conference Subcommittee**

**Purpose:** The USCIPP Education & Conference Subcommittee provides strategic oversight and guidance to USCIPP on initiatives that foster interorganizational learning and collaboration. This group plays a crucial role in shaping the content and programming of the USCIPP Annual Meeting, evaluating speaker proposals, and advising on educational topics and resources that align with member needs and industry priorities.

Roles and Responsibilities

- Provide strategic guidance to USCIPP in developing and delivering high-value educational content tailored to the needs of its members.
- Act as the event planning committee for the USCIPP Annual Meeting, including advising on agenda structure, programming themes, and session content.
- Participate in the speaker selection process by evaluating and ranking speaker proposal submissions.
- Identify and recommend opportunities for USCIPP to develop educational resources that encourage collaboration, knowledge-sharing, and the exchange of best practices among members.
- Offer guidance on pathways for creating and adopting industry standards and best practices that benefit the membership and the broader field.
- Suggest ideas and topics for USCIPP webinars, member discussion calls, and workgroup meetings to address emerging trends and challenges.
- Attend scheduled calls and meetings to provide input, contribute to decision-making, and ensure alignment with USCIPP's strategic goals.
- Respond promptly to time-sensitive email communications to address urgent or critical matters requiring input from the Subcommittee.

2025 Education & Conference Subcommittee Meetings:

- Friday, March 14: 11:00 AM – Noon CT
- Friday, April 11: 11:00 AM – Noon CT
- Friday, May 16: 11:00 AM – Noon CT
- Friday, July 18: 11:00 AM – Noon CT
- Friday, October 31: 11:00 AM – Noon CT

**Council Terms & Conditions**

- The USCIPP Councils & Subcommittee(s) will each be composed of up to 15 delegates from different USCIPP member organizations.
- Appointments last for two years for Councils and one year for Subcommittees, with a maximum consecutive service of four years on a Council/Subcommittee. After serving four consecutive years, delegates must take a break for one term (or nominate to serve on a different Council/Subcommittee) before being eligible to return to the same Council/Subcommittee.
- All delegates are expected to be active participants, which includes meeting attendance, idea creation, and providing feedback/guidance to USCIPP. Every effort will be made to represent diversity and a variety of geographic locations in the US on the Councils/Subcommittees.
- Nominations will be received from the USCIPP membership via the online nomination form and reviewed by the NCHL staff and Advisory Council.
- USCIPP reserves the right to extend delegates an invitation to renew their term without submitting a new nomination for members who regularly attend the Council/Subcommittee meetings and actively contribute to and participate in the Council/Subcommittee activities.
- Regular meeting attendance is a crucial factor in determining eligibility to remain on or be renominated, and temporary substitutions, while sometimes necessary due to staffing transitions within an organization, are highly discouraged and should be the exception rather than the rule.
- Appointments are made on behalf of the organization rather than the individual. If an individual is no longer able to carry out the appointment, the organization should recommend a permanent replacement for the remainder of the term.
- Confidentiality is mandatory for discussions involving sensitive matters and/or proprietary information.

These terms and conditions aim to ensure the effectiveness, diversity, and integrity of USCIPP's Councils and Subcommittees.