

## Benchmarking Council Charges March 2025

**Purpose:** The Benchmarking Council serves to increase access to and use of data within orthopedic practices and by AAOE.

**Charges:** The Benchmarking Council will guide the growth of a benchmarking function that provides members with a broad range of data relevant to their practices. This function should continue to evolve and include the collection and dissemination of data related key aspects of orthopedic practice including, but not limited to: practice operations, patient satisfaction, patient and practice outcomes, and quality.

The Benchmarking Council will oversee the collection and reporting of operational and value-based data that support the mission of AAOE. The Council:

1. Informs the content and structure of identified surveys. Surveys will be designed to capture the data needed to inform operational decisions within orthopedic practices and/or to advance the mission of AAOE.
2. Completes an annual review of the Benchmarking Survey prior to its release to members. The review will include an assessment of data points captured in the survey; the functionality of the survey; and the accuracy of written instructions and resources.
3. Reviews survey results and reports. Reports will be designed using formats and technologies that promote the utilization of data by AAOE members and non-members.
4. Performs validity checks on the Benchmarking Results by assessing whether the results make sense given their understanding of the data represented in each report. Committee members will determine whether the data they submitted are accurately represented in the reports.
5. Supports educational opportunities to promote data use. Educational opportunities for orthopedic practice executives will focus on how to integrate the use of benchmarking and other available data into their practices.
6. Develops a mechanism for providing individualized consulting and technical assistance to AAOE members on topics related to the purpose of the Council.
7. The Benchmarking Council will help establish the relationships necessary to integrate data from other sources (e.g., EMR/EHRs, data warehouses, data management centers) into the informatics function.

**Time Commitment:** The Benchmarking Council requires an average time commitment of three hours per month. During an average month, council work will break down approximately as follows:

- Monthly teleconference committee meeting (60 minutes)
- Additional time between meetings to complete assigned tasks including, but not limited to, review and/or testing of surveys prior to release (60 minutes)
- Completing the Benchmarking Survey and other surveys developed by AAOE (time varies)
- Review benchmarking and other reports (2-3 hours)
- Provide technical assistance and support to members (infrequent)

*Council volunteers missing 3 meetings within a 12-month period, for any reason, may forfeit their seat on the council.*

**Composition:** Board liaison, chair, and up to 14 members-at-large. Chair will be selected by the Council. Members serve a two-year term, renewable as often as desired.

**Qualifications:**

- Desire to continuously improve the data analytics function within AAOE
- Ability to interpret results and communicate to physicians and practice administrators
- Experience using data to inform decisions within an orthopedic practice
- Understanding of the data collection systems used within orthopedic practices, including EMR/EHRs and Practice Management Systems
- Ability to explain the purpose and benefits of data analytics to other members
- Express interest in serving on the Benchmarking Council
- Submit all required documentation
  - Code of Conduct
  - Non-disclosure agreement

**Requirements:**

- Must participate in the annual AAOE Benchmarking Survey
- Must be able to carry out the work of the Council
- Must be able to meet the attendance requirements
- Desire to advance the mission of AAOE
- AAOE member in good standing
- Ability to attend and actively participate in conference calls
- Participate in peer review surveys for term renewal and board nominees
- Ability to get involved on AAOE social media platforms



- Attendance at the AAOE Annual Conference, including the Annual Meeting, is strongly encouraged
- Engagement on AAOE's Collaborate message board is strongly encouraged
- Willingness to help recruit and retain AAOE members is strongly encouraged

### **Benefits to you as a Volunteer:**

- Develop an in-depth knowledge of how data can be used within orthopedic practices
- Advance the use of data analytics within orthopedic practices
- Work with industry leaders to leverage available data, contribute to the growth of orthopedic practices, and healthcare reform initiatives
- Be part of the growth of your association
- Opportunities to connect with peers and for professional development

### **Volunteer Recognition:**

- Listed in volunteer directory on [aaoe.net](http://aaoe.net)
- Listed in AAOE publications when volunteers are listed (i.e. Annual Conference Final Program, Annual Report, etc.)
- Bylines for written blog posts and other materials
- Press release announcing appointment to the Council

### **Relationships to Other Councils and Committees:**

#### *Advocacy Council*

The Advocacy Council will provide updated information to the Benchmarking Council on new and emerging issues that may affect existing data collection activities or require new metrics to be collected and reported. The Benchmarking Council will assist in the collection and reporting of data needed to support the work of the Advocacy Council.

#### *Membership Council*

Benchmarking Council members will assist the Membership Council with member recruitment and retention activities.