

Data Analytics and Benchmarking Council

CHARGES

April 2022

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

Charges: The Data Analytics Council will guide the growth of a data analytics 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, outcomes, and quality.

The Data Analytics 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 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 Data Analytics 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 Data Analytics 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)

Data Analytics and Benchmarking Council

CHARGES

April, 2022

Page 2

- Calls (during the business day) and emails (sent from your business address and including your professional signature block) as requested by the council to encourage participation in data analytic activities, including the AAOE Benchmarking Survey. Making calls and sending emails is strongly encouraged but not a requirement for continued council participation.
- Some of the work is self-directed and can be completed as best fits personal schedules but all assignments are time-sensitive so deadlines must be met.

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

Composition: Board liaison, chair, and up to eight members-at-large. Chair will be appointed by the President from within the Council's membership. Members serve a one-year term, renewable twice.

Committee members will be representative of the overall membership in the following areas:

- Orthopedic practice settings – solo physician practices, practices with 2 to 5 physicians, practices with 6-12 physicians, practices with 13-20 physicians, practices with 21 or more physicians, independent orthopedic practices, hospital owned practices, and university owned practices.
- Orthopedic practice experience – more than 10 years, 10 or less years, executive-level administrators, and mid-level professionals.
- Age – 45 years of age or older, between 35 and 45 years of age, and 35 years of age or younger.

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 Data Analytics Council

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

Data Analytics Council

CHARGES

August 2022

Page 3

- Attendance at the AAOE Annual Conference, including the Annual Meeting, is strongly encouraged

Volunteer Recognition:

- Listed on volunteer webpage on aaoe.net
- Listed in AAOE publications when volunteers are listed (i.e. Annual Conference Final Program, Annual Report, etc)

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

Relationships to Other Councils and Committees:

Advocacy Council

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