{Network}
Data Coordinating & Management Center Committee Charter Document

Version History			
Version Number	Date	Revised By	Reason for Revision

Contents

1. Purpose

The Data Coordinating & Management Center (DCMC) of a Learning Network is responsible for driving a Network's approach to data collection, measurement and management of the data. The DCMC will establish a committee of individuals committed to the Network's data and measurement operations. The DCMC will also assume the responsibility for overseeing the data governance process of the network and ensuring the governance process in place follows the strategic focus of the Network as it relates to quality improvement and research initiatives and sharing.

2. Scope

The DCMC Committee will take the role in the design and implementation of the data and measurement Registry system in place for the Network.

The DCMC will review the data collected across the network to identify opportunities for improved data quality and education on best practices for data collection, working closely and collaboratively with other network operations team members, such as the Quality Improvement Specialist (QIS).

3. Responsibilities

The DCMC will ensure the processes and information technology solution in place allows for consistent and proper control of the data across the network. DCMC team members will have the responsibility to work with network clinical sites to ensure data is collected reliable and provided to the registry in a timely manner to ensure data can be used for rapid-cycle learning and improvement. DCMC team members will have the responsibility to train clinical sites and their staff on the use of the Registry and reports and well as best practices for timely data entry and report review.

4. Goals

The DCMC will be responsible for established the data strategy for the Network with the goal of being forward-thinking, flexible, innovative and collaborative with other stakeholders within the Network. The DCMC will work closely with the Scientific leaders of the Network to ensure that the data and measure strategy is in alignment with the key AIMS of the network as they relate to data and measurement and that the data is available to support rapid-cycle learning.

5. Membership

DCMC membership includes team members responsible for statistical analysis, data management, and business analysis / project management responsibilities focused on the responsibilities of Registry & Data for a Network.

DCMC Committee team members will include the following members, including their role and responsibility. Any given team member can serve in more than one role at any given time, considering their domain knowledge:

Role	Person Assigned (Email)	Responsibilities
Clinical Data Lead		• Provide content for Network regulatory and legal agreements
Network Data Lead		• Maintain Charter document • Create and maintain DCMC Project plans • Set DCMC meeting agendas, document meeting minutes and action items • Escalate risks and identify barriers for task completion to Network Management • Provide content for Network regulatory and legal agreements • Develop Registry Implementation Plan
Statistician / Data Analyst		• Author Network Measures Table • Develop & maintain Network measure operational definitions and programmed specifications (one per measure) • Measure testing and validation
Data Manager		• Identify data domains • Develop Case Report Forms (CRFs) for data domains • Manage Paper Pilot of CRFs with Network centres • Perform Registry testing • Train centers on use of data • Review data quality of data entered
Business Analyst		• Identify external data sources, such as PROs, EHRs, etc where data will be sourced from • Draft Data Flow

		Diagram • Perform Registry testing
Support / Testing Specialist		• Perform Registry testing • Develop training materials • Triage and respond to center questions regard data entry and reporting

6. Communication and Reporting

The DCMC will meet *{weekly}* via teleconference for one hour initially and during major implementation periods; the DCMC will periodically review the meeting frequency to ensure they are in line with the Networks needs and capabilities. The meetings will occur on *{insert day of week and time}*. The Network Data Lead will have the responsibility for taking meeting minutes, setting meeting agendas and documenting major decisions which are made during the meeting. DCMC team members will also attend regular Network operations meetings.

DCMC documentation, including Network data, measurement and registry documentation, will be posted for all DCMC team members and other network stakeholders within a central repository. At this time the central repository selected will be {*insert where the documents will reside, update later if needed}.*