IT Comm

The primary objectives of the proposed OMS are as follows:

1. **Enhance Operational Efficiency:** Streamline day-to-day administrative tasks, including membership management, event planning, and financial tracking.

2. **Improve Member Engagement:** Provide a user-friendly platform for members to access resources, participate in events, and collaborate with peers.

3. **Ensure Compliance and Security:** Implement robust security measures and compliance protocols to protect sensitive data and adhere to industry regulations.

4. **Facilitate Communication:** Enable efficient communication among members, committees, and the Board through integrated tools like newsletters, forums, and email systems.

5. **Support Residency Training/Continuing Medical Education (CME):** Provide tools for managing CME activities, tracking credits, and issuing certifications

PSP Office Management System

1. Membership Management

2. Event and Conference Management

3. Committee and Meeting Management

4. Document and Knowledge Management

6. Communication and Collaboration Tools

7. Continuing Medical Education (CME) Management

8. Website and Portal Management

9. Compliance and Ethics Management

10. Data Security and Privacy

11. Reporting and Analytics

12. Support and Helpdesk

13. Sustainability plan, implementation

Membership Management

- **Member Database:** Centralized storage of member information, including contact details, professional credentials, and membership status.

- **Membership Renewal and Tracking:** Automated reminders for membership renewals, tracking of membership fees, and status updates.

- Membership ID in mobile app

Event and Conference Management

- **Event Planning and Scheduling:** Tools for organizing conferences, workshops, seminars, and webinars, including scheduling and venue management.

- **Registration and Ticketing:** Online registration for events, with automated confirmation and ticket issuance.

- **Abstract Submission and Review:** System for submitting, reviewing, and managing abstracts or papers for conferences.

- **Attendance Tracking**
    - `With mobile app`

Committee and Meeting Management

- **Committee Formation and Management:** Tools to create and manage various committees within the society, including task assignments and tracking.

- **Meeting Scheduling and Agendas:** Facilitates the scheduling of meetings, sharing of agendas, and tracking of minutes.

- **Voting and Decision-Making:** Online platforms for conducting votes on key decisions or committee elections.

  - Secret balloting

Document and Knowledge Management:

- **Document Repository:** Centralized storage for important documents such as bylaws, meeting minutes, guidelines, and publications.

- **Version Control:** Ensures that documents are up-to-date, with tracked revisions and access to historical versions.

- **Resource Library:** Access to a library of educational materials, research papers, and case studies for members.

- **Learning Management System**

  - **Examination platform**

    - **Image, text video attachment**

  - **With item analysis**

  - **Question banking**

  - **Exam results management**

- **Training Accreditation System**

Financial Management:

- **Budgeting and Expense Tracking:** Tools for creating budgets, tracking expenses, and financial reporting.

- **Invoicing and Payments:** Management of invoicing for membership dues, event fees, and other society-related transactions.

- **Financial Reporting:** Automated generation of financial statements, reports, and audit trails.

Communication and Collaboration Tools:

- **Newsletter and Announcements:** Tools for creating and distributing newsletters, announcements, and updates to members.

- **Discussion Forums:** Online forums or message boards for members to discuss topics of interest, share knowledge, and collaborate on projects.

- **Email Integration:** Integrated email system for official communications, including mass mailing capabilities.

Continuing Medical Education (CME) Management:

- **CME Tracking:** Tools for tracking members' CME credits, including automatic updates after event participation.

- **CME Certification:** Issuance of certificates for completed CME activities, with records stored for member access.

- **Course Management:** Management of CME courses, including online modules, assessments, and tracking progress.

- Online courses in LMS

Website and Portal Management

- **Public Website Management:** Tools for updating and managing the society's public-facing website, including event listings and news updates.

- **Member Portal:** Secure login area for members to access resources, update profiles, and interact with society services.

- **Content Management System (CMS):** Easy-to-use tools for updating website content, managing user access, and ensuring consistent branding.

Compliance and Ethics Management

- **Regulatory Compliance:** Tools to ensure that the society adheres to legal requirements, ethical standards, and industry regulations.

- **Conflict of Interest Management:** Processes for declaring, reviewing, and managing potential conflicts of interest within the society.

- **Ethics Review:** Systems for managing ethics review processes, including case submissions and committee decisions.

Data Security and Privacy

- **Access Control**

    - Role-based access to ensure that sensitive information is only accessible to authorized individuals.

- **Data Encryption**

    - Encryption of sensitive data both in transit and at rest to protect against unauthorized access.

- **Backup and Recovery**

    - Regular data backups with a recovery plan in place to ensure data integrity and availability.

Reporting and Analytics

- **Membership Reports**

  - Generation of reports on membership demographics, engagement, and trends.

- **Event Analytics**

  - Analysis of event participation, feedback, and financial performance.

- **Custom Reports**

  - Ability to create custom reports tailored to specific needs, such as research output, CME activity, or financial summaries.

Support and Helpdesk

- **Member Support Portal**

  - A helpdesk system for addressing member inquiries, issues, and technical support requests.

- **Knowledge Base**

  - A searchable repository of FAQs, guides, and troubleshooting tips for common issues.

- **Live Chat and Ticketing**

  - Live chat options for real-time support, along with a ticketing system for tracking and resolving issues.

Sustainability Plan

- Contract includes provision of spots for ads
- Includes implementation

IT Developer Clause and Specifications

- To ensure that the OMS is developed according to the Society's requirements, it is essential to engage a qualified IT developer or development team. The following specifications outline the expected deliverables and qualifications:

Qualifications and Experience

- **Technical Expertise:** Proficiency in web development, database management, cybersecurity, and system integration.

- **Experience:** A minimum of 5 years of experience in developing management systems, preferably for professional societies or healthcare organizations.

- **References:** Proven track record with references from previous clients, demonstrating successful delivery of similar projects.

- **Compliance Knowledge:** Familiarity with regulatory requirements related to data security and privacy in the healthcare sector.

- **Communication Skills:** Ability to communicate effectively with both technical and non-technical stakeholders.

Selection Process

- **Request for Proposals (RFP):** An RFP will be issued to potential developers, outlining the project scope, timeline, and evaluation criteria.

- **Evaluation:** Proposals will be evaluated based on cost, technical competence, experience, and alignment with the Society's needs.

- **Contracting:** A formal contract will be drafted, specifying deliverables, timelines, payment schedules, and penalties for non-compliance.

Budget and Timeline

Estimated Budget

- The estimated budget for the development and implementation of the OMS is as follows:

  - **Development Costs:**

  - **Licensing and Hosting:**

  - **Training and Documentation:**

  - **Contingency:**

- Total Estimated Budget:

Sustainability Plan

- The primary objectives of the sustainability program are:

1. **Financial Sustainability:** Generate consistent revenue to cover the costs associated with the maintenance, updates, and expansion of the OMS.

2. **Strategic Partnerships:** Build relationships with industry partners who can contribute to the Society's mission while benefiting from visibility and engagement opportunities.

3. **Value Addition:** Provide value to members and stakeholders through relevant and ethically aligned sponsorships and advertisements.

Key Components of the Sustainability Program

Web Sponsorship Opportunities

- **Homepage Sponsorship:** Offer prominent placement of sponsor logos on the OMS homepage, acknowledging their support.

- **Event and Conference Sponsorship:** Provide sponsorship opportunities for specific events and conferences organized through the OMS, with sponsors' branding featured on registration pages, event materials, and post-event communications.

- **Sponsored Content:** Allow sponsors to provide educational content, such as webinars, articles, or white papers, which are relevant to the field of pathology and beneficial to the Society's members.

Advertisements

- **Banner Ads:** Implement non-intrusive banner ads on various pages of the OMS, particularly in sections with high member traffic, such as the member portal, event registration pages, and the resource library.

- **Email Newsletter Ads:** Include sponsor or advertiser banners in the Society's email newsletters, which are distributed regularly to all members.

- **Targeted Ads:** Use member data (with consent) to display targeted advertisements based on professional interests, specialties, or geographic location, ensuring relevance and higher engagement.

Corporate Memberships

- Introduce corporate membership packages for companies that wish to support the Society while gaining access to targeted advertising opportunities, networking events, and educational resources.

Partnerships with Industry Stakeholders

- **Collaboration with Diagnostic Companies:** Partner with diagnostic and pharmaceutical companies to sponsor specific features of the OMS, such as the CME management module, in exchange for visibility and engagement opportunities.

- **Joint Educational Initiatives:** Collaborate with educational institutions or industry partners to develop and sponsor CME courses, webinars, or workshops hosted on the OMS platform.

Ethical Considerations

- All sponsorships, advertisements, and partnerships must align with the Society's values and ethical standards. The following guidelines will be enforced:

  - **Relevance:** Sponsors and advertisers must offer products or services relevant to the field of pathology or healthcare.

  - **Transparency:** Clearly disclose sponsorships and advertisements to members, maintaining transparency in all financial transactions and agreements.

  - **Non-Intrusiveness:** Ensure that advertisements and sponsored content do not detract from the user experience or interfere with the core functions of the OMS.

Implementation Plan

1. **Develop Sponsorship Packages:** Create detailed sponsorship and advertisement packages, outlining the benefits and pricing for potential partners.

2. **Identify Potential Partners:** Compile a list of potential sponsors and advertisers, focusing on companies and organizations aligned with the Society's mission.

3. **Launch Marketing Campaign:** Promote the sponsorship and advertising opportunities through direct outreach, the Society's website, and industry events.

4. **Monitor and Evaluate:** Regularly monitor the effectiveness of the sustainability program, gathering feedback from sponsors, advertisers, and members, and making adjustments as necessary.