

Executive Board Position Statement Workgroup -- Prioritization Table

v1.1 (7/20/17)

Priority	Category	PS Topic	Hard Deadline	Deadline Reasoning	Potential Product/Deliverable(s)	Workgroup Volunteer Lead(s)	Invited Guests?
1	Templates	Position Statement Purpose and Content - Standardized Surveillance Tables	12/1/2017	PS Templates posted online 12/1	Updated template by 12/1 Updated CSTE Website by 12/1 Updated tables by 2/1/18 (if needed) Updated Policies & Procedures (if needed)		
1	Process	CSTE White Paper vs. Letter vs. Policy PS	12/1/2017	PS Templates posted online 12/1	Description of each product and associated process/timeline for development/approval		
1	Templates	HAI Template - Appropriateness - EB White Paper on role of PH applied epi in HAI	12/1/2017	PS Templates posted online 12/1	Updated template (if relevant) Communication(s) to HAI community and CSTE membership		Yes - Marion Kainer, others from HAI Standards
2	Templates	2-step process for standardized case definition with notifiability	12/1/2017	PS Templates posted online 12/1	Updated standardized surveillance template New Notifiability template		No
3	Templates	Reorganize templates: add synopsis of PS at beginning that highlights problem/desired actions, move desired actions closer to beginning	12/1/2017	PS Templates posted online 12/1	Updated template (dependent on PS Purpose & Content discussions)		No
4	Process	Clarifications for authors re: working with CDC NNDSS team for CDC website definitions	12/1/2017	Instructions are shared with template requestors	Updated instructions/responsibilities for authors		
?	Templates	New Antimicrobial Resistance Template Creation	12/1/2017	PS Templates posted online 12/1	New template		Yes - Marion Kainer, others from HAI Standards, AR Taskforce
3	Voting	Non-Members at voting sessions	3/15/2018	Once PSs are submitted, National Office begins membership checks for all authors	Communication to 2018 authors Updated 2019 instructions for authors Updated information on CSTE website		
4	Process	Formal S/I SME review of submitted PSs in review timeline	3/15/2018	SMEs must be identified and prepped	Revised internal timeline for review Communications to S/I SMEs, committee chairs, and authors		No
4	Process	Review of submitted PSs: problematic PSs must be brought to second EB member for review, and if planning to reject, must involve secondary reviewer before recommending rejection to EB	3/15/2018	Instructions must be in place prior to 2018 submissions	Communications to committee chairs		No
4	Process	Formalized documentation of EB decisions on PSs	3/15/2018	Instructions must be in place prior to 2018 submissions	Communications to committee chairs		No
2	Voting	Voting rules at Business Meeting	4/13/2018	Slides for Business Meeting due internally	Updates to Policies & Procedures Manual, slides for Business Meeting		
2	Voting	Clarify instructions for Committee Voting Sessions	5/1/2018	National Office will need time to educate authors and committee session moderators on new instructions	Updated voting instructions for committee sessions		