

ICC AD HOC COMMITTEE ON HEALTHCARE (AHHC)

RULES AND PROCEDURES

January 21, 2011

The following Rules and Procedures have been developed by ICC to guide ICC Ad Hoc Committee on Healthcare in the drafting of code change proposals for the 2011/2013 Cycle. This effort is being undertaken in cooperation with the American Society for Healthcare Engineering (ASHE).

These Rules & Procedures are subject to periodic review and update from time to time by ICC.



PROJECT SCOPE

The ICC Board has approved the creation of an ad hoc committee to comprehensively review and update the provisions in the International Codes relative to both new and existing hospitals and ambulatory care facilities. This new committee is being formed in cooperation with the American Society for Healthcare Engineering (ASHE). The objective of this committee is to develop code change proposals to the International Codes which will result in the most contemporary, effective and efficient provisions for hospital and ambulatory care facilities to assure the highest level of safety for all users of such facilities.

This scope will require further refinement by the committee.

AD HOC COMMITTEE

The Board has determined that the effort is to be undertaken by the newly formed Ad Hoc Committee on Healthcare (AHHC). The Board will be responsible for appointing the members of the AHHC. The AHHC will be comprised of representatives from ICC and ASHE. The Board recognizes the need to have a balanced consensus committee comprised of members with healthcare expertise while at the same time keeping the committee size to a manageable level necessary to produce code change submittals.

Key to the development of code change proposals will be the involvement of stakeholders with the expertise to assist the AHHC in the effort. Where specific expertise on select topics is needed, the AHHC has the authority, in working through ICC staff, to establish Work Groups (WG) of interested parties who will be assigned such topics by the AHHC. Work Groups shall proceed in an effort to reach consensus and shall operate under informal committee procedures. The product developed by the WG's will be subject to review and approval by the AHHC. The WG's will be chaired by members of the AHHC.

CODE CHANGE DRAFTING PRINCIPLES

The following principles shall guide the effort. These principles are not keyed to any importance hierarchy and are not intended to be all inclusive:

- Mandatory language which is suitable for adoption for multiple levels of regulatory need.
- Compatible and coordinated with the family of I-Codes in order to provide a comprehensive adoptable package of regulatory requirements.
- Include both a simplified prescriptive approach whenever possible as well as performance options.
- Not be an unreasonable barrier to innovation.
- Result in a regulatory framework with local/state/federal regulations in mind.
- Provide criteria to measure compliance.
- Refer to referenced standards where deemed necessary. The determination to reference a standard shall include an assessment as to whether such reference is preferred over including requirements into the body of the code. The scope and application of reference standards shall be clearly identified. Referenced standards shall meet the criteria contained in Council Policy 28 – Code Development.
- Founded on the following I-Code principles:
 - Protect public health, safety and welfare
 - Provisions should not unnecessarily increase construction costs
 - Provisions should not prohibit the use of new materials, products or methods of construction
 - Provisions should not give preferential treatment to particular types or classes of materials, products or methods of construction

FORMAT

The code change format shall:

- Be compatible and consistent with the family of I-Codes
- Include section titles which are considered editorial and must not be relied upon to establish the scope or application of code requirements.
- Include text which is gender neutral

DRAFTING PROCESS

The process will utilize resource documents such as current I-Code text, previous code change submittals and comparisons which are developed which support with the scope of the effort. The AHHC shall determine the content of the code change submittals. ICC shall provide editorial support to maintain consistency with I-Code format.

ASSIGNMENT OF COPYRIGHT

Any and all materials developed in drafting of code change proposals shall be copyrighted by the ICC. AHHC members, Work Group members and participants shall agree in writing to waive copyright protection for the benefit of the ICC, including language developed from a code, standard or work product copyrighted by the individual's organization. Under no circumstances will text be copied from another standard or work product without permission and subsequent copyright being held by ICC.

SCHEDULE

ICC shall develop and maintain a schedule which shall be periodically reviewed and updated. The schedule shall incorporate the following key procedural elements/milestones:

- Hold the number of meetings necessary to develop the code change proposals for both Group A and Group B codes. Four or five 2 day meetings are anticipated during the period of February/2011 – December/2011.
- Submit code change proposals for Group A codes by the January 3, 2012 deadline
- Participate in the 2012 cycle of code development in accordance with ICC's Council Policy # 28 Code Development consisting of code change submittals followed by Code Development and Final Action Hearings.
- Submit code change proposals for Group B codes by the January 3, 2013 deadline
- Participate in the 2013 cycle of code development in accordance with ICC's Council Policy # 28 Code Development consisting of code change submittals followed by Code Development and Final Action Hearings.

MEETING LOGISTICS

ICC shall be responsible for the meeting logistics of both the AHHC and Work Groups.

- All meetings shall be in accordance with ICC Council Policy # 7 – Committees and Councils
- All meetings shall be open meetings. The level of participation by interested parties shall be at the discretion of the Chair. All participants shall identify their business and proprietary interests when participating.
- A majority of the voting members of the AHHC shall constitute a quorum at any meeting of the AHHC. A formal vote need not be taken if consensus is achieved on an issue. Where a vote is necessary, a majority of those voting members present and voting shall be required for such action.
- The dates and locations of all meetings shall be determined by ICC, to determine the most cost-effective alternatives.
- Teleconferences are anticipated on an as-needed basis.

COMMUNICATION LOGISTICS

ICC shall be responsible for communications between the AHHC, Work Groups, interested parties and the public. Only the ICC and ASHE may make official statements with respect to the AHHC.

- A website will be established and populated with material that is to be publicly available
- An interested party e-mail distribution list will be developed
- All documents will be in electronic format only. Hard copies will not be made available.

ROLE OF STAFF

The staffs of ICC and ASHE who are not members of the committee shall:

- Act in a non voting support role to the AHHC
- Act as a technical resource to the AHHC

In addition to above, the staff of ICC shall:

- Act in a project management function in consultation with the Chair in order to maintain the established schedule
- Be responsible for the development of meeting minutes and drafts
- Be responsible for identifying and securing meeting locations and logistics