

Information Governance Charter Template

Purpose: (A brief statement of why the group exists and its overall goals)

Examples: To provide oversight for the use, management, and integrity of information across its lifecycle with a focus on improving patient care, supporting the organization's mission and goals, providing value, minimizing risk and complying with applicable regulations, accreditation, professional practice, and legal standards. To reduce and ultimately eliminate siloed approaches to information management.

Scope and Responsibilities: (A statement of what the group is expected to do and accomplish, along with identification of boundaries)

Examples:

- 1. Guide the development of a formal enterprise IG program*
- 2. Review and approval of information governance policies impacting more than one business unit or department*
- 3. Review and approval of information governance-related strategies and roadmaps*
- 4. Prioritization of information governance-related scope, priorities, and initiatives*
- 5. Establishing information governance-related metrics, evaluation, and oversight of results*
- 6. Coordination of information management responsibilities across the organization*
- 7. Monitor progress and impact*

Membership and Reporting Structure: (a statement of who will participate and contribute to the goals and what leader(s) is/are accountable for assuring the group has appropriate information and resources to accomplish its purpose. May also include subgroups or subcommittees which assist in carrying out the charge. May also include designation of administrative support for meetings and activities)

Examples of participants:

Medical Staff

Clinical Informatics

Health Information Management

Privacy

IT Security

Quality

Nursing

Legal

Finance

Compliance

Decision support

Research

Risk Management

IG Program Office

Meetings and activities will be coordinated by the executive overseeing the operations of the IG Program Office.

Sub Committees: *(Examples)*

- *Health Information Management/Medical Record Committee*
- *Privacy and Security*
- *Information Content and Integrity*
- *IT Informatics Steering*
- *Data Governance*
- *Analytics and Business Intelligence*
- *Research*

Reporting:

(Report to the Board on the Committee's activities to include, but not limited to committee minutes, written reports and any significant matters under consideration by the Committee.)

Quorum:

Example: Quorum shall be satisfied when at least xxxx (x) members of the Committee are present.

Meetings: *(specifies the frequency and usual time for meetings as well as any attendance and quorum requirements)*

Example: Meetings shall be held no less than _____.

Approval: *(sign off approval of the charter along with date of approval)*