

Charter

DOE Occupational Health Program Steering Committee

Background and Purpose

In July 2000, the Deputy Assistant Secretary for Health Studies reorganized the Office of Health Studies into a new Office of Health Programs (EH-6). This reorganization focused on increasing the effectiveness of program elements and enhancing the synergy between a diverse set of professional disciplines. As a part of this effort EH-6 initiated a comprehensive review of the occupational medicine program with a goal of further developing the program to assure that occupational medicine is established as a full partner in the DOE's health and safety initiatives. This effort is further intended to structure an organization that is optimally positioned to support contractor occupational medicine programs in successfully performing their work.

As a part of the review process, EH-6 established a steering committee of Site Occupational Medicine Directors (SOMD) the purpose of which is to:

- Identify high impact actions that will enhance the role and influence of occupational medicine in the DOE Complex
- Provide recommendations to EH-6 on issues of DOE/HQ organization, communication and contractor program support

Goals

The goals of the Occupational Medicine Program Steering Committee are continuing to evolve; however, the following topical areas represent the current domain of interest and activity.

Topical Area	Goals
Communication	<ol style="list-style-type: none">1. Provide recommendations to EH-6 on communication plan (e.g., meetings, web resource)2. Establish communication plan for site occupational medicine department during this project3. Initiate the development of a task group for occupational medicine under the auspices of EFCOG

Governance

1. Review existing M&O contract language governing occupational medicine programs and recommend language that best supports EH-6 for occupational medicine
2. Establish process that fosters reviews/critiques of proposed DOE orders for occupational medicine
3. Recommend process that systematically identifies and reviews/critiques proposed DOE orders from other DOE entities that have implications for occupational medicine programs (e.g., personnel security, records management, human resources)

**Issues
Management**

1. Establish forum for the systematic solicitation and review of important occupational medicine concerns. Examples: medical privacy, medical surveillance, security initiatives, etc.
2. Establish process that supports and encourages sharing of best practices across the DOE complex.

EH-6 Support

1. Assist in the recruiting and selection of a DOE/HQ medical director
2. Provide recommendations for a HQ organizational design to optimally support occupational health programs across the site
3. Consider recommendations for the establishment of a permanent steering committee for occupational medicine
4. Consider recommendations for the establishment of cross-organizational councils that focus on professional interchange between key DOE entities (e.g., personnel security, HR, IH, health physics and safety engineering)
5. Establish formal liaison between the DOE Occupational medicine program and other relevant professional organizations (e.g., ACOEM, AMA, CDC, OSHA NIOSH, etc.)

Other topical areas and goals are expected to be developed with input from DOE Occupational medicine programs.

Deliverable

The deliverable for the Steering Committee is a formal report of recommendations to EH-6 for the occupational medicine program. This report is targeted for completion May 31, 2002.

Logistics

Steering Committee

The steering committee consists of seven site medical directors appointed by EH-6 with the chief operating officer of the Office of Health Programs serving as an ex officio member.

A quorum will be defined as two thirds of the appointed steering committee.

Meetings

Collaborative meetings will be scheduled as needed, but no less often than every three months until the project is complete. Expenses associated with these meetings will be the responsibility of contractor medical programs.

Teleconferencing and conference call based meetings will be scheduled on the 1st and 3rd Wednesday of the month.

Adhoc meetings may be called at the discretion of the chairman of the steering committee.

Decisions

Decisions will be made by consensus. If a consensus cannot be achieved then the decision will be made by simple majority of a quorum of the steering committee.