

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

John H. Armstrong, MD, FACS
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

CREATION OF THE CHILDREN’S MEDICAL SERVICES CARDIAC TECHNICAL ADVISORY PANEL

ARTICLE 1: CREATION

The Children’s Medical Services (“CMS”) Cardiac Technical Advisory Panel (“CTAP”) is hereby created by the State Surgeon General of the Florida Department of Health (“DOH”) to provide both programmatic and technical advice to the DOH and its CMS program.

ARTICLE 2: STATUTORY AUTHORITY

Section 391.223, Florida Statutes.

ARTICLE 3: PURPOSE

The purpose of the CTAP is to assist in providing specific policies and procedures for the CMS Cardiac program. Specifically, the CTAP is charged with:

Developing recommended standards for personnel and facilities rendering pediatric congenital cardiac services to include congenital heart disease in the fetus, child, adolescent and adult as well as acquired heart disease limited to the pediatric population;

Developing recommendations for legislative initiatives, including appropriation items, related to the CMS Cardiac program; and developing rules to continually update the present CMS standards for pediatric cardiovascular centers, as permitted by Florida law;

Developing recommendations for statewide cardiac initiatives, including identifying panel members who will collaborate with other DOH councils or committees as requested by CMS or DOH, or other state agencies as approved by DOH, to make recommendations on the delivery of cardiac services to children with congenital and acquired heart disease and adults with congenital heart disease in the state of Florida;

Assisting the Agency for Health Care Administration, or as requested by individual Florida hospitals, or as outlined in their contract with CMS, with both ongoing evaluation and development of congenital cardiovascular programs;

Making a priority weight control programs and their implementation in all pediatric cardiovascular centers and clinics; and

Developing recommendations to DOH and the Agency for Health Care Administration for congenital heart disease quality improvement by suggesting projects for review and use of defined parameters in response to variance between centers or in national benchmarks as disclosed in mandated data reports in order to improve overall patient care, improve health, and decrease the cost of care.

The activities and program priorities of the CMS CTAP will be guided by a Memorandum of Agreement between DOH and AHCA.

ARTICLE 4: MEMBERS AND TERMS

(1) *Membership:* The CMS CTAP will consist of a membership with clinical and/or technical expertise in pediatric cardiovascular medicine or related clinical expertise.

The initial appointments shall be staggered – with appointments of two (2) or four (4) years to ensure a continuing knowledge base of the membership of the CMS CTAP.

The following members are hereby appointed to the CMS CTAP by the State Surgeon General in consultation with the Deputy Secretary of Children’s Medical Services and the Director of the Division of Children’s Medical Services pursuant to section 391.223, Florida Statutes:

(a) *Voting Members:*

- (i) One pediatric cardiologist or pediatric cardiovascular surgeon representing All Children’s Hospital in St. Petersburg, as recommended by the facility’s CEO and approved by the State Surgeon General.
- (ii) One pediatric cardiologist or pediatric cardiovascular surgeon representing Arnold Palmer Hospital for Children in Orlando, as recommended by the facility’s CEO and approved by the State Surgeon General.
- (iii) One pediatric cardiologist or pediatric cardiovascular surgeon representing Joe DiMaggio Children’s Hospital in Hollywood, as recommended by the facility’s CEO and approved by the State Surgeon General.
- (iv) One pediatric cardiologist or pediatric cardiovascular surgeon representing Miami Children’s Hospital, as recommended by the facility’s CEO and approved by the State Surgeon General.
- (v) One pediatric cardiologist or pediatric cardiovascular surgeon representing St. Joseph’s Children’s Hospital in Tampa, as recommended by the facility’s CEO and approved by the State Surgeon General.
- (vi) One pediatric cardiologist or pediatric cardiovascular surgeon representing University of Florida, Shands Gainesville, as recommended by the facility’s CEO and approved by the State Surgeon General.
- (vii) One pediatric cardiologist or pediatric cardiovascular surgeon representing University of Miami, Holtz Children’s Hospital, as recommended by the facility’s CEO and approved by the State Surgeon General.
- (viii) One pediatric cardiologist or pediatric cardiovascular surgeon representing Wolfson Children’s Hospital in Jacksonville, as recommended by the facility’s CEO and approved by the State Surgeon General.
- (ix) Two physicians at-large, not associated with a facility represented above, who are either pediatric cardiologists or sub-specialists with special expertise/ experience in dealing with children or adults with congenital heart disease. These will be selected by the State Surgeon General in consultation with the Deputy Secretary

of Children's Medical Services and the Director of the Division of Children's Medical Services.

- (x) One community physician not associated with a facility represented above, with special interest and ongoing involvement in children with heart disease or a community based medical internist with experience with adults with congenital heart disease. This individual will be selected by the State Surgeon General in consultation with the Deputy Secretary of Children's Medical Services and the Director of the Division of Children's Medical Services.

(b) Non-Voting Advisory Members:

The CMS CTAP shall also have non-voting advisory members as appointed by the State Surgeon General. In consultation with the Deputy Secretary of Children's Medical Services and the Director of Children's Medical Services. Advisory members are expected to participate actively in all deliberations of the CMS CTAP; but they cannot vote. Non-voting advisory members are appointed to the CMS CTAP by the State Surgeon General pursuant to section 391.223, Florida Statutes.

(c) Alternate Members:

There shall be an alternate member recommended by the CEO of each pediatric cardiovascular center facility identified in Article 4, Section 1(a) represented by a voting member. Alternate members shall be appointed and approved in the same manner and method as the corresponding voting member. The purpose of the alternate members is to provide an opportunity for each facility and community representative to have a knowledgeable professional alternate in the event that they themselves are not able to participate in a particular meeting. Such alternate members must be CMS credentialed physicians with special interest and knowledge of some facet of congenital heart disease. Alternate members shall have no voting privileges at meetings of the CMS CTAP, except in those instances in which the voting member is not present.

Those categories of members not recommended by individual CEO's of participating institutions shall be nominated to the State Surgeon General by the Deputy Secretary of Children's Medical Services and the Director of Children's Medical Services.

(2) Officers:

The CMS CTAP members will select a Chairperson and a Vice Chairperson by a majority vote of the members present at a meeting having a quorum. The Chairperson and Vice Chairperson of the CMS CTAP must be voting members. In the absence of the Chairperson, the involved alternate member shall assume the voting privileges but not the leadership role of the Chairperson. The Chairperson and Vice Chairperson, in their leadership roles, shall serve in those capacities at the pleasure of the CMS CTAP; but there must be a formal election/re-election for these offices every two years. The Chairperson shall have authority to create ad hoc workgroups of panel members, and other knowledgeable professionals as necessary, to analyze specific issues in greater depth.

(3) *Terms:*

- (a) Members shall serve for a term of four years and may be reappointed for another four year term by the State Surgeon General. Terms may be consecutive. After two consecutive four year terms, the individual will be replaced. After a hiatus of two years, the individual once again will be eligible for a re-appointment. An individual on the two-year hiatus may serve as a non-voting advisory member
- (b) Any member who is unwilling or unable to properly fulfill the duties of the office or having a poor attendance record at meetings shall be succeeded by an individual chosen by the State Surgeon General in consultation with the Deputy Secretary for CMS and the Director of the Division of CMS to serve out the unexpired balance of the replaced CTAP member's term. The attendance standard for meetings of the CMS CTAP is that facility and community representatives need to commit to active ongoing involvement. Thus, preferentially either the voting member or the alternate member needs to be represented at all meetings. If, in the opinion of the Chairperson of the CMS CTAP, there is no active participation without appropriate reason by a member/alternate member on two consecutive meetings of the CMS CTAP, the Chairperson will recommend to the State Surgeon General through the Deputy Secretary for CMS and the Director of CMS that such a member/alternate member be replaced.
- (c) Any member may be removed from membership by the State Surgeon General for malfeasance, neglect of duty, incompetence, or permanent inability to perform official duties or for pleading nolo contendere to, or being found guilty of a crime, regardless of adjudication.
- (d) Members may not cast a vote (i.e., must recuse themselves) on any matter that would provide direct financial or programmatic benefit to the member or create a conflict of interest as defined under state law, specifically section 112.3143, Florida Statutes. Members shall comply with all of the applicable requirements in the Code of Ethics for public officers and employees in accordance with chapter 112, Part III, Florida Statutes.
- (e) Members are entitled to per diem and reimbursement of travel expenses for required attendance at in-person or videoconference committee meetings or for specific CMS site visits in accordance with section 112.061, Florida Statutes.

ARTICLE 5: MEETINGS

- (1) The CMS CTAP will meet at the call of the CMS CTAP Chairperson, at the request of the State Surgeon General, the Deputy Secretary of CMS or the Director of the Division of CMS, or at the request of a majority of the voting members.
- (2) The quorum at such meetings, in order to conduct official business, will be a majority of the voting membership.
- (3) As funding is available, the CMS CTAP shall hold face-to-face meetings or conference calls as needed to address any issues pertaining to Article 3 of this document as identified by the CMS program office staff and approved by the Deputy Secretary for CMS and the Director of the Division of Children's Medical Services. All meetings of the

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- (3) As funding is available, the CMS CTAP shall hold face-to-face meetings or conference calls as needed to address any issues pertaining to Article 3 of this document as identified by the CMS program office staff and approved by the Deputy Secretary for CMS and the Director of the Division of Children's Medical Services. All meetings of the CMS CTAP are open to the public and shall be properly noticed as required by section 120.525, Florida Statutes.
- (4) Parliamentary procedures will be followed. Agenda topics for such meetings can be recommended by any member of the CMS CTAP regardless of voting status. Recommendations of the CMS CTAP will be determined by a majority of the voting members at a meeting at which a quorum is present.
- (5) Minutes of the meetings of the CMS CTAP will be recorded and then distributed by the CMS Central Office staff within 30 days after each meeting for review and approval by the members.
- (6) Formal recommendations adopted by the CMS CTAP shall be conveyed by the Chair to the State Surgeon General, through the Deputy Secretary for CMS and the Division Director of CMS.

I, John H. Armstrong, MD, FACS, as Surgeon General and Secretary of the Florida Department of Health, do hereby create the Children's Medical Services Cardiac Technical Advisory Panel this 21st day of October, 2013.


John H. Armstrong, MD, FACS
Surgeon General and Secretary of Health
Florida Department of Health