

## **Review Committee Structure & Expectations**

### **Purpose**

The purpose of the Ohio First Steps for Healthy Babies Review Committee is to ensure timely, fair and accurate review of hospital applications for Ohio First Steps for Healthy Babies (Ohio First Steps) designation.

The following document outlines the expectations and responsibilities of the Review Committee.

### **Committee Structure & Chairmanship**

The Review Committee shall consist of between 6-10 members and include at least the following:

- One representative from the Ohio Department of Health;
- One representative from the Ohio Hospital Association;
- One representative from the Ohio Lactation Consultants Association (OLCA) and/or Ohio Breastfeeding Alliance (OBA);
- One representative from a BFUSA-designated hospital.
- One representative from the American Academy of Pediatrics (AAP) Ohio Chapter and/or the American Congress of Obstetricians and Gynecologists (ACOG).

Individual committee members will serve voluntarily, and may remain on the committee indefinitely. Committee members may resign at any time by providing written notice to the committee chair. Resigning committee members will be asked to aid in recruiting a replacement, especially if committee member is the only representative of one of the organizations listed above. Individuals may join the Review Committee by nomination by a current committee member or by self-nomination, and subsequently receiving a majority affirmative vote by the current Review Committee.

The Review Committee will be chaired by a representative of the Ohio Department of Health, who will be responsible for maintaining Review Committee roster, scheduling quarterly review sessions, distributing applications to reviewers, recordkeeping and notifying applicants of designation status. The Review Committee will be co-chaired by a representative of the Ohio Hospital Association, who will be responsible for assisting the chair in any of the responsibilities outlined above.

### **Expectations & Code of Conduct**

Committee members will be expected to provide a fair and complete review of Ohio First



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Steps for Healthy Babies applications on a **quarterly** basis as outlined below, and participate in a Review Committee meeting to discuss application reviews, if necessary. The time commitment will vary based on number of applications received.

If a committee member is unavailable for a specific quarterly application review, they may designate a substitute reviewer from their organization, so long as the designee completes the mandatory conflict of interest form. If a committee member is unable to perform more than two reviews in a calendar year, they will be asked to recommend a replacement member from their organization to serve on the Review Committee.

Committee members will be expected to evaluate hospital applications using a prescribed Application Review Form. Committee members are expected to evaluate all applications fairly and consistently, regardless of the applicant hospital. Committee members will be asked to sign a Conflict of Interest agreement to acknowledge the absence of conflict with assigned applications for review.

Committee members will also be expected to treat all application information with confidentiality and discretion, and return all Application Review Forms to the Ohio Department of Health for retention. Application Review Forms will be kept on file with the Ohio Department of Health and available for review by the applicant hospital upon request.

**Responsibilities**

The Review Committee will receive applications for review quarterly (see schedule below), and given a period of 2 weeks to perform the review.

Each application will be randomly assigned to two reviewers. The full Committee will convene to make a final determination if discrepancies exist. Members with a stated conflict of interest will abstain from voting.

In addition, the Review Committee Chair and Co-Chair will ensure the following responsibilities are met:

- Download applications from Survey Monkey for specified application quarter.
- Distribute applications to Review Committee members for review by date listed below.
- Schedule and conduct application review meeting, if necessary.
- Provide applicant notification of application receipt and result of application review (certificate and notification letter).
- Update website to reflect current designation status.

<b>Application Deadline</b> (must be received by	<b>Applications to Reviewers</b>	<b>Award Review Deadline</b> (by Review	<b>Award Notification</b> (to hospitals)
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midnight)		Committee)	
<b>Quarter 1:</b> January 1	January 15	January 31	February 15
<b>Quarter 2:</b> April 1	April 15	April 30	May 15
<b>Quarter 3:</b> July 1	July 15	July 31	August 15
<b>Quarter 4:</b> October 1	October 15	October 31	November 15

Recognition will be valid for three years.

Last Review Date: 1/15/19

