

Operating Guidelines: Occupational Health Surveillance Subcommittee
of the Council of State and Territorial Epidemiologists
August 2, 2011

Purposes and Objectives of the Subcommittee

1. To bring expertise in occupational health surveillance and epidemiology to CSTE to help inform pertinent policies.
2. To establish closer working relationships among state occupational health surveillance programs and with NIOSH.
3. To consult and advise on topics related to the Subcommittee's expertise with appropriate disciplines in other health agencies, and provide technical advice and assistance to the NIOSH and other units at the Centers for Disease Control and Prevention (CDC), OSHA, the Association of State and Territorial Health Officials (ASTHO), and other organizations as necessary.
4. To foster communication among the state-based occupational health surveillance programs, including NIOSH-funded Fundamental/Expanded and ABLES programs, unfunded state programs, and NIOSH.
5. To provide a structured mechanism for addressing programmatic concerns and participating in program planning, implementation, and evaluation.
6. To promote the effective collection and use of occupational health surveillance data to guide public health practice and to improve the public's health.
7. To ensure that best practices in occupational health surveillance are identified and shared nationally with decision makers.
8. To carry out tasks specified in CSTE's NIOSH-funded cooperative agreement and conference grant.

Subcommittee Membership

Membership is open to all active, associate, and student members of CSTE with an interest in occupational health surveillance.

Leadership Group and Duties

The Leadership Group is comprised of a chair or two co-chairs and four to six Leadership Group members. The affairs of the Subcommittee will be managed by the chair(s). The chair(s) and

Leadership Group members must be active members of CSTE. The chair(s) and the leadership Group members cannot continue in their positions if they discontinue membership in CSTE or their status changes such that they can no longer have active membership status in CSTE.

The chair(s) of the Subcommittee sit on the CSTE Environmental/Occupational/Injury (E/O/I) Steering Committee, which is chaired by a CSTE Executive Board member. The chair(s) will report on activities of the Subcommittee to the Executive Board through the E/O/I Steering Committee chair.

Policy, program and budget decisions of the Leadership Group will be made by consensus, or majority vote if consensus cannot be reached and a decision is necessary. The full Subcommittee will be engaged in decisions as appropriate.

NIOSH will appoint one “ex officio member without vote” to the Leadership Group. The NIOSH representative should be a person with programmatic responsibilities in surveillance. The Leadership Group may convene without the NIOSH representative if it so chooses.

Minutes from Leadership Group meetings whether by conference call, email or in-person, will be provided to the E/O/I Steering Committee Chair.

The Leadership Group will hold conference calls at least once every two months to discuss issues and progress.

One member of the Leadership Group will be appointed by the chair(s) to represent the Subcommittee on the NIOSH Surveillance Coordination Group (SCG).

Chair(s):

The chair(s) assumes the primary leadership role in directing the affairs and conducting the business of the Subcommittee. The chair(s) serves a three-year term. Volunteers to serve as chair(s) will be self-nominated in advance of the annual business meeting or nominated from the floor at the annual business meeting. If more than two individuals volunteer to serve as chair/co-chairs, an election will be held (see below).

The chair(s) will preside at the annual Subcommittee business meeting held during the CSTE annual meeting in June each year and at Leadership Group meetings and calls.

The chair(s) will participate in all policy decisions of the Subcommittee and make policy decisions or interpretations with participation of the Leadership Group. The chair(s) may sign official documents, on behalf of the Subcommittee, with review and approval by the CSTE Executive Board.

The chair(s) will appoint ad hoc committees as needed, subject to approval by the Leadership Group.

In response to requests for consultants in occupational epidemiology, the chair(s) will identify appropriate individuals to represent CSTE and make those recommendations to the CSTE President for appointment.

The chair(s) will recruit volunteers and appoint members of the Subcommittee to develop position statements, plan the annual business meeting and other meetings funded by the NIOSH-CSTE cooperative agreement, and other projects.

The chair(s) will collaborate with the Principal Investigator of the CSTE/NIOSH cooperative agreement and the CSTE national office to ensure that the Subcommittee meets its commitments under the cooperative agreement between NIOSH and CSTE.

The chair(s) will provide leadership in looking forward to new initiatives and emerging issues.

The chair(s) will strive to mentor other members of the Leadership Group to build broader leadership capacity within the Subcommittee and support successful transfer of responsibilities to future chairs.

The chair(s) may not enter into contracts or modify existing contract or grant terms without the approval of the CSTE Executive Director.

Leadership Group members

Four to six volunteers will be recruited to serve as Leadership Group members. If more than 6 individuals volunteer, then an election will be held – see below. It is recommended that there be a mix of senior and junior members of the Group, including at least 2 senior people who have been PIs in their states for NIOSH funded fundamental/enhanced surveillance programs for a number of years and 1-2 who are junior people who have made a demonstrated commitment to working on multi-state projects within the CSTE structure.

Leadership Group members serve three-year terms.

Filling vacancies and elections:

The Leadership Group is responsible for identifying potential candidates as Leadership Group members' terms expire, to present as a slate to the attendees at the annual business meeting. Additional volunteers may identify themselves at the annual business meeting by the

membership in attendance. The slate will be presented and approved by attendees at the annual business meeting.

The vacancies due to expired terms or resignations will be filled at the annual business meeting. If no more volunteers have been identified than vacancies, then the slate of volunteers will be approved by consensus of attendees at the meeting. Elections to fill vacancies will occur if there are more volunteers than vacancies. All active members will be eligible to vote for the chair and leadership group members. For all other matters, each state in attendance at the annual business meeting will have one vote.

Appointment of the approved chair(s) is subject to the approval of the CSTE Executive Board.

In the event the chair(s) is unable to complete his/her term, the Leadership Group will select one of its members to serve until the next annual business meeting, when volunteers will be recruited to fill the vacancy.

In the event that a Leadership Group member is unable to complete his/her term, the Leadership Group will appoint an active member of the Subcommittee to serve until the next annual business meeting.

An individual filling a vacancy will serve a full three-year term, not the remainder of the previous incumbent's term, once approved at the annual business meeting.

Workgroups:

Workgroups are formed to accomplish specific projects identified and agreed upon by the membership, under the guidance and approval of the Leadership Group. Members volunteer to commit to working on specific Workgroups. Each Workgroup shall have a Workgroup Lead. The Leads will be asked to report Workgroup activities to the Leadership Group as needed.

CSTE Annual Conference Planning Group

The chair(s) will recruit and appoint a group of 6-8 active and associate members to plan for the occupational sessions at the CSTE annual meeting the following June. The planning group should include 1-2 individuals who served on the previous year's group. It should be chaired by a representative from the state that is hosting the meeting if possible. In addition, the CSTE Executive Board (EB) Steering Committee chair will sit on the planning group to ensure that the process moves forward; that person is expected to review all abstracts.

CSTE Staff Support

CSTE will provide infrastructure and logistical support for the work of this Subcommittee. Such support includes, but is not limited to, organizing in-person meetings funded by the NIOSH

cooperative agreement, setting up conference calls and other ad hoc meetings of the Subcommittee, providing the minutes or notes from such meetings and conference calls, assisting with analyses of data collected by the Subcommittee, guiding the annual conference planning group through the planning process, and facilitating communication between the Subcommittee and the CSTE National Office.