
Healthcare Special Interest Groups (HC-SIGs)



What are Special Interest Groups (SIG)?

The formation of a sub-group within an ASQ Section or other larger entity lead by at least 8 active ASQ section members that focused on a specific area of interest such as Healthcare, Engineering, Management, etc.



ASQ Section By-Laws

- Any by-laws or operating procedures of a SIG must be in accordance with ASQ National and Section by-laws.
- The Section Leadership Committee may recognize a SIGs petition, which includes the mission statement and a preliminary six month schedule.
- The SIG Chair shall be invited to the Section Leadership Committee. However, SIG Chair will not vote on proposals.
- The SIG may elect officers, except Treasurer
- The Section and SIG fiscal year will be the same.



Purpose of a Healthcare SIG (HC-SIG)?

- Healthcare SIGs provides its members value added activities to gain in-depth knowledge in specific healthcare topics and to serve our communities.
- These are activities include topics of discussions, sponsor of healthcare speakers from within the region, tours of health-related facilities, case studies and other knowledge exchange activities.
- Sharing Quality Improvements with non-profit health organizations (i.e. community health clinics) .



Formation Process – Section Level

- A Section member(s) approaches the Section Chair to form a Healthcare SIG by submitting a petition package containing the names of at least 8 active ASQ members, the mission statements and a preliminary six month schedule.
- The Section's Chair and Executive Leadership Committee formally acknowledges and approval the HC-SIG's petition.
- Upon approval, the HC-SIG members elect a Chair and other officers deemed necessary.
- The petition is forwarded to the HCD VOC Chair for acceptance.



Formation Process – Healthcare Division

- The SIG Chair must agree to ASQ policy & procedure G 61.00 “Policies and Procedures: Conflict of Interest-ASQ Member Leaders”.
- A completed copy of G 61.00 Appendix A “Conflict of Interest-Member Leaders’ Conflict of Interest Declaration Form” is forward to the Healthcare Division Voice of the Customer Chair or designee.
- The Healthcare Division will provide written notice of acceptance to the Section and SIG chair.



Section Next Steps

- Formally announce the Healthcare SIG to the section membership (newsletter, website, etc.)
- The Section Chair grant the HC-SIG chair time during the monthly Section dinner meeting to make a presentation about the HC-SIG which should contain the mission, elected officers and activities planned for the next six months.
- The HC-SIG Chair attends the Section's Leadership Committee meetings.

Section Support

The Section will support the SIG as follows:

- Sharing the Healthcare members contact list
- A website area to showcase information, topics, upcoming activities and meetings
- Inclusion of upcoming meetings in section announcements
- Financial support when necessary

Keys to a Successful HC-SIG

- SIG leadership demonstrates Advance Planning and meeting dates supported by the Section Leadership to impart a sense of **continuity**.
- Regular **communication** with SIG logo for meeting announcement which may serve as the newsletter and issuance of Recertification Units.
- **Measure value** by tracking attendance and gather feedback (survey or VOC).
- **Welcome** new attendees who may not be an ASQ member and get them involved.
- **Loyal members**~ show acknowledge and appreciate.



Healthcare Division Role

- The Healthcare Division Voice of the Customer or designee will support the formation of HC-SIGs.
- The HC-SIGs is an opportunity to bring value to the ASQ Healthcare Division members.
- The Healthcare Division will engage the HC-SIG chair through routine communications.
- Healthcare Division will provide the SIGs with its annual goals and objectives, and seek SIG participation in national initiatives.
- Visit the HCD website for more information <http://asq.org/health/index.html>

