

CHIEF HEALTH AND MEDICAL OFFICER MANAGEMENT BOARD

1. PURPOSE

- a. This charter establishes the Chief Health and Medical Officer's (CHMO) Management Board (CMB) and sets forth the Board functions, meetings, duration, assessments, and records disposition.
- b. The CMB is established as a multidisciplinary leadership board to provide advice and counsel and make recommendations for consideration by the CHMO relating to maintaining and improving all aspects of the Agency's Health and Medical capability and technical authority.

2. APPLICABILITY/SCOPE

- a. This charter is applicable to NASA Headquarters and all NASA Centers, including Component Facilities, encompassing items related to space flight and aviation, medical operations, and Health and Medical Technical Authority (HMTA), with the following exceptions:
 - (1) Items related to medical policy may be referred to the Medical Policy Board (MPB).
 - (2) Items related to private medical information and waiver recommendations will be addressed by the Aerospace Medicine Board.

3. AUTHORITY

- a. National Aeronautics and Space Act, 51 U.S.C. § 20113(a).
- b. NPD 1000.0, NASA Governance and Strategic Management Handbook.
- c. NPD 1000.3, The NASA Organization.

4. GOVERNING COUNCIL AFFILIATION

Agency Program Management Council.

5. FUNCTIONS

- a. The CHMO has responsibility for policy formulation, oversight, coordination, and management of all NASA health and medical matters in all environments, as well as medical emergency preparedness and disaster contingency operations and response.
- b. The functions of the CMB are to:

(1) Upon receipt or at the request of the JSC Chief Medical Officer (CMO)/HMTA, Chair of the Human System Risk Board (HSRB), or Director of the Human Research Program (HRP), review recommendations regarding transitioning items from research to operations prior to the operational implementation in accordance with the Transition to Medical Practice process established by the CHMO. Items of a policy nature or off-label medication usage and countermeasures that are not Food and Drug Administration (FDA) certified may be reviewed by the MPB due to their precedent setting nature, at the discretion of the CHMO. The CHMO may delegate discretion for non-FDA approved application of devices, medications, or surveillance to the JSC CMO.

(2) Establish and maintain official positions and decisions for items elevated

(a) By a Center CMO or HMTA delegates.

(b) Due to dissenting opinions.

(c) Due to appeals to other board decisions regarding safety or flight issues. Safety review and any associated issues will be handled in accordance with procedures documented in NPR 7120.5.

(3) Develop and defend positions on waivers, deviations, or exceptions sought by Programs to medical standards or requirements in review by the Mission Directorates, Agency Program Management Council or NASA Administrator.

(4) Approve standards related to human health, performance, or medical care.

(5) Rule on issues or dissenting opinions related to Certification of Flight Readiness when elevated by HMTA delegates.

(6) Review Program developments or milestones, as necessary, to coordinate all Agency CMO and HMTA efforts across the Agency.

(7) Inform and educate through the presentation of informative topics.

(8) Recommend briefings, with concurrence of the APMC Chair, to Agency management councils.

c. The Responsibilities of the CMB Chair are to

(1) Disposition final approval or disapproval of all items brought to the board for disposition.

(2) Fully review and adjudicate dissenting opinions brought forward to the board.

(3) Resolve conflicts, disposition decisions and issue Board actions and directives.

(4) Strive for consensus and document any alternative viewpoints with the Chair making the final decision.

(5) Elevate, when necessary, to the Administrator, issues where resolution of dissenting opinions with the Programs or other authorities cannot be reached.

(6) When necessary, expedite processing of changes, including outside-of-board changes and critical or time sensitive changes. These decisions are reviewed at the next board for situational awareness.

d. The OCHMO has established the following boards and committees, reporting directly to the CMB. Charters are published at https://www.nasa.gov/offices/ochmo/policy_stds/index.html.

(1) Medical Policy Board (MPB) – The MPB is responsible for recommendations to the CHMO for health and medical policy and oversight of medical activities.

(2) Aerospace Medicine Board (AMB) – The AMB is primarily a clinical and implementation body for addressing crew medical certification. The AMB also addresses establishment of, or modification of, health and medical policies and standards, and oversees surveillance of crew health including evaluating and recommending approval or disapproval of waivers related to medical standards for atmospheric and space flight. Because of the private nature of the recommendations and cases, the reports of the AMB will not be made public at the CMB.

(3) Animal Protection Review Board (APRB) – The APRB is a mechanism for communication and discussion among the Agency’s animal welfare community regarding planning, activities, processes, and methodologies, associated with the care and use of animals.

(4) NASA Bioethics Committee (NBC) - The NBC is established as an advisory committee to provide advice and counsel and make recommendations for consideration by the CHMO and other stakeholders.

(5) Flight Institutional Review Board (IRB) – The Flight IRB is established to review and monitor all research involving astronaut research subjects, human subject research in spacecraft, human subject research in aircraft sponsored by JSC, and animal, biological, or toxic material research that could be expected to interact with the humans onboard the spacecraft.

(6) Flight Institutional Animal Care and Use Committee (IACUC) – The Flight IACUC is established to review and monitor all vertebrate animal and cephalopod research conducted on flight platforms, and to evaluate animal care and use for all flight research, testing, and training activities.

6. MEMBERSHIP

a. The CHMO is the chair of the CMB. In the absence of the CHMO, the deputy CHMO will serve as the chair of the Board.

b. The CMB is comprised of the following members:

(1) HQ, CHMO

(2) HQ, Deputy CHMO

(3) HQ, Director, Health and Medical Systems

(4) HQ, Director, Medical Policy and Ethics

- (5) HQ, HMTA Manager
- (6) HQ, Standards Manager
- (7) JSC, JSC CMO or delegate
- (8)KSC, KSC CMO or delegate
- (9) Other Center CMOs (as needed)
- (10) JSC, Chair, HSRB or delegate
- (11) HQ, Chief Veterinarian, on matters considering animal research
- (12) JSC, Director, Human Health and Performance or delegate
- (13) HQ, SMA Technical Authority Representative (Ex-Officio)
- (14) HQ, Engineering Technical Authority Representative (Ex-Officio)
- (15) JSC, Flight Operations Directorate Representative (Ex-Officio)
- (16) Director, HRP (Ex-Officio)

7. MEETINGS

a. The CMB will meet monthly, or on an as needed basis, as determined by the CHMO, or at the request of the CMOs and HMTA delegates when urgent disposition of an HMTA matter is required.

(1) A quorum of the CMB will include at least five core members in addition to the Chair.

(2) The CMB meeting coordinator, or authorized designee, shall provide notice of meetings of the CMB, including the time, place, and agenda, to all members of the Board. For urgent matters, the chair may convene a meeting as required.

(3) Preparation and presentation of materials for CMB review. Items for consideration by the board may be submitted, in writing, to the CMB meeting coordinator.

(4) Meeting Format

(a) The Chair will call the meeting to order and review the agenda for the meeting.

(b) The Chair will moderate discussion of issues before the CMB.

(c) The Chair shall have the right to call a closed session of the board. Attendance will be limited to members, or core members, at the discretion of the Chair.

(5) Decision Processes

(a) All attendees may participate in the discussion.

(b) The board is advisory to the Chair, and as such, it is the Chair who makes the decision. The Chair may make an out-of-board decision when the timeliness or medical confidentiality necessitates that an open board is not practical.

(c) The Chair will formulate his or her decisions based upon the discussion and will include the minority or alternative view of any member, if any.

(d) The Chair has final authority over and responsibility for the findings and decisions rendered by the board.

8. DURATION

This charter will remain in existence at the discretion of the Administrator.

9. ASSESSMENT

The CHMO will provide a status of CMB activities and accomplishments to the APMC, and, as part of regular reporting, the Administrator or Associate Administrator.

10. RECORDS, REPORTS, and ACTIONS

a. The OCHMO is responsible for the maintenance of this charter and all other records associated with the CMB.

(1) The CMB meeting coordinator will provide administrative support and official written reports, including board actions.

(2) Presentation materials that are of a Sensitive But Unclassified nature will be kept in accordance with Agency rules and regulations regarding the handling of such material. Access to the board SharePoint will be limited to board members and administrative personnel for the board.