

Annual Conference Program Planning Committee

Charter Document

Purpose	<p>The Annual Conference Program Planning Subcommittee plans the program content, format and topics for the AMDA PALTC conference. Planning meetings are held in May/June, at which time staff presents evaluation summaries, other survey data and suggestions to the committee for review and assistance in program development. Members are asked to review conference submission abstracts and to help identify speakers for the invited sessions. Members are also asked to work with speakers to help prepare presentations for the meeting and to serve on-site as session moderators.</p>
Ongoing Committee Activities / Committee Charges & Strategies	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Oversee and contribute to the development of evidence-based educational sessions for PALTC professionals. • Contribute guidance and expertise to advance the PALTC profession and to improve the quality of care delivered to patients and residents in post-acute and long-term care settings. • Promote and raise awareness of guidance, tools, and resources developed by the Program Planning Committee and subcommittees.
Roles and Responsibilities	<p>Chair</p> <ul style="list-style-type: none"> • Help structure agenda for meetings. • Run an effective meeting to ensure involvement of committee members and the advancement of activities and charges. • Communication with the Board liaison before and after each Board meeting to share updates from the Committee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison. • Identify, mentor, and groom the next Chair of the Committee. • Assist with structure and selection of committee members. <p>Vice Chair</p> <ul style="list-style-type: none"> • Support the Committee Chair to ensure responsibilities are met in a timely manner. • Serve as interim Committee Chair in the absence of the Chair. • Recommend individuals to serve as the next Vice Chair. • Ascend to the position of Chair. <p>Members</p> <ul style="list-style-type: none"> • Be prepared and actively participate in all conference calls and meetings. • Work on projects as delegated by the Chair.
Workgroups and Other Committee Relationships	<ul style="list-style-type: none"> • Ensure that all Education subcommittees present at AMDA's PALTC annual conference. • Receive updates from all subcommittee Chairs (or subcommittee representative) on projects, activities, etc. to ensure they are meeting the term objectives.

Expected Commitment	<p>The committee meets quarterly via conference call. Committee members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled.</p> <p>The estimated monthly time commitment is 1-5 hours.</p>
Committee Composition	<p>The Program Planning Committee is comprised of medical directors, physicians, pharmacists, nurses, psychologists, academicians, and clinical specialists.</p> <p>The Program Planning Committee should have the following on the committee to apply for additional credit types:</p> <ol style="list-style-type: none"> 1. Nursing Home Administrator – needed for NHA/NAB credit 2. ABIM Board Certified Physician – needed for ABIM MOC Points 3. AAFP Board Certified Physician – needed for AAFP specific credit 4. Nurse (MSN, NP, DNP) – needed for nursing credit
Committee Terms	<p>All committee members serve a two (2) year term and are eligible for reappointment once. Terms run May to April. The Committee Chair and Vice Chair each serve a two-year term.</p>
Selection/ Appointment	<p>Members are appointed by the President with input from the Chair. The Committee Chair and/or Vice Chair is recommended by the outgoing Chair and appointed by the President.</p>
Committee Requirements	<p>Committee Members:</p> <ul style="list-style-type: none"> • Express desire to serve with a special interest in advising the Society’s Board of Directors about issues and best practices concerning the quality of care delivered to patients in post-acute and long-term care settings. • Desire to advance the mission of AMDA. • Ability to make the necessary time commitment. • Must be a Society member in good standing. • Must disclose all financial relationships on an annual basis. • Ability to attend and actively participate in conference calls. <p>Committee Chair:</p> <ul style="list-style-type: none"> • In addition to the above requirements, when possible, the Chair should have previously served as the Committee Vice Chair. <p>Vice Chair:</p> <ul style="list-style-type: none"> • In addition to the above requirements, when possible, the Vice Chair should have previously served as a committee member.

Committee Members	<p>Chair – Verna Sellers, MD, MPH, CMD Vice Chair - Diane Sanders-Cepeda, DO, CMD Poster Chair - Kenya Rivas, MD, CMD</p> <p>Members</p> <ul style="list-style-type: none"> • Patricia Bach, PsyD, MS, RN • Daniel Borkert, ARNP, FNP-C • Benjamin Canter, BA, OT’s (Future’s Participant) • Jamehl Demons, MD • Julie Gammack, MD, CMD • Chitra Hamilton, MD • Ellen Kaehr, MD, CMD • Linda Keilman, DNP, GNP-BC, FAANP • Erika Leung, MD, CMD • Vycki Nalls, PhD, GNP-BC, CWS, ACHPN • Gary Russell, MD, CMD • Fatima Sheikh, MD, CMD, MPH • David Siskind, MD, CMD • Jessica Stone, APRN • Allison Villegas, PA-C
Staff Liaison(s)	<p>Erin O'Brien, RN, MA - Clinical Affairs & Education Director Aubrey Moore - Senior Manager, Education and Events</p>
Board Liaison	<p>Diane Sanders-Cepeda, DO, CMD</p>