

## Transitions of Care Sub-committee Charter Document

<b>Purpose</b>	The Transitions of Care Subcommittee is dedicated to enhancing the quality of life and well-being of residents in the various post-acute and long-term care settings. We advocate for the PALTC community through collaborative efforts and educational initiatives and strive to ensure that transition of care best practices are being used.
<b>Ongoing Sub-committee Activities / Charges &amp; Strategies</b>	<p>The sub-committee undertakes the following activities:</p> <ul style="list-style-type: none"> <li>• Develop clinical tools, guidance, and best practices related to transitions of care among PALTC patients and residents.</li> <li>• Develop partnerships with AMDA committees and partner organizations to enhance transitions of care among PALTC patients and residents.</li> </ul>
<b>Roles and Responsibilities</b>	<p>Chair</p> <ul style="list-style-type: none"> <li>• Help structure agenda for meetings.</li> <li>• Run an effective meeting to ensure involvement of members and the advancement of activities and charges.</li> <li>• Communication with the Board liaison before and after each Board meeting to share updates from the Sub-committee and to hear about new Board initiatives. Report back to the full Sub-committee on each discussion with the Board liaison.</li> <li>• Identify, mentor, and groom the next Chair.</li> <li>• Assist with structure and selection of members.</li> </ul> <p>Vice Chair</p> <ul style="list-style-type: none"> <li>• Support the Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Chair in the absence of the Chair.</li> <li>• Recommend individuals to serve as the next Vice Chair.</li> <li>• Ascend to the position of Chair.</li> </ul> <p>Members</p> <ul style="list-style-type: none"> <li>• Be prepared and actively participate in all conference calls and meetings.</li> <li>• Work on projects as delegated by the Chair.</li> </ul>
<b>Expected Commitment</b>	<p>The committee meets quarterly via conference call. 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>

<b>Sub-committee Composition</b>	The Transitions of Care Sub-committee is comprised of medical directors, physicians, nurses, nurse practitioners, pharmacists, students, and academicians.
<b>Sub-committee Terms</b>	All sub-committee members serve a two (2) year term and are eligible for reappointment once. Terms run May to April. The Chair and Vice Chair each serve a two-year term.
<b>Selection/ Appointment</b>	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.
<b>Sub-committee Requirements</b>	<p>Members:</p> <ul style="list-style-type: none"> <li>• Express desire to serve with a special interest in best practices concerning transitions of care among patients in post-acute and long-term care settings.</li> <li>• Desire to advance the mission of AMDA.</li> <li>• Ability to make the necessary time commitment.</li> <li>• Must be a Society member in good standing.</li> <li>• Must disclose all financial relationships on an annual basis.</li> <li>• Ability to attend and actively participate in conference calls.</li> </ul> <p>Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Chair should have previously served as the Vice Chair.</li> </ul> <p>Vice Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Vice Chair should have previously served as a member.</li> </ul>
<b>Committee Members</b>	<p><b>Chair</b> - Sing T. Palat, MD, CMD  <b>Vice Chair</b> - Mark Toles, PhD, RN, FAAN</p> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>• Carl J. "Christian" Bergman, MD, CMD, FACP</li> <li>• H. Edward Davidson, PharmD, MPH</li> <li>• Aval-Na' Ree S. Green, MD, CMD, MHA</li> <li>• Benjamin Canter, BA, OT/s</li> <li>• Sandeep Pagali, MD, MPH</li> <li>• Jessica L. Kalender-Rich, MD, CMD</li> <li>• Donna M. Kaba, NP</li> <li>• Mamata Yanamadala, M.B.B.S</li> <li>• Danny Felty, MD</li> <li>• Lora Crowe, DNP</li> </ul>

	<ul style="list-style-type: none"><li>• Cecilia Cai, MD, CMD</li><li>• Pam Aung, MD, CMD</li></ul>
<b>Staff Liaison(s)</b>	Erin O'Brien, RN, MA - Director, Clinical Affairs Ellen Cook - Administrative Assistance Specialist Alicia Graf, M.Ed. - Special Project Manager, Clinical Affairs