

PALTC Workforce Development Committee Charter

Purpose	The PALTC Workforce Development Committee serves AMDA by raising awareness about the benefits of pursuing a career in PALTC medicine. The Committee develops programs and activities targeting recruiting students, residents, fellows, and mid-career professionals to pursue a career in PALTC.
Ongoing Committee Activities / Committee Charges & Strategies	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Define and articulate the value proposition and benefits of pursuing a career in PALTC medicine from the perspectives of students, residents, fellows, and mid-career providers. <ul style="list-style-type: none"> • Develop tactics to implement the value proposition and benefits through AMDA communication vehicles, as well as newly identified communication channels and organizational partnerships. • Consider if any of the tactics need to be different based on the targeted audience. • Plan the onsite Futures program held in conjunction with AMDA’s annual conference to include educational sessions and networking events. <ul style="list-style-type: none"> • Develop and implement a program extension to include year-round educational sessions and participant networking. • Create an annual program evaluation to measure impact, value, and opportunities for continued improvement. • Develop metrics to evaluate program impact to demonstrate program value to funders and future participants. • Document the best practice for meeting the long-term care requirement for family medicine. Implement this best practice with up to five pilot sites to solicit feedback and determine if/how this could be rolled out on a broader national scale. • Create a residents/fellows special interest group within AMDA to introduce them to PALTC medicine, engage them in the annual meeting, and introduce them to the Futures Program. (Note, this could be a pre- and post-Futures activity.) • Support the Futures Program Subcommittee in their work and provide guidance on program expansion and audience generation opportunities. its activities to pursue young practitioners in a career in PALTC. • Support the Mid-Career Outreach Subcommittee in their work and provide guidance on program expansion and audience generation opportunities.

Roles and Responsibilities	<p>Chair</p> <ul style="list-style-type: none"> • Help structure agenda for meetings. • Run an effective meeting to ensure the 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 the 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	<p>As program ideas are generated, the committee is encouraged to work with other AMDA committees for implementation, such as the Education Committee, ABPLM, and others, as needed.</p>
Expected Commitment	<p>The committee meets quarterly via conference call. Committee members are expected to review all agenda/materials prior to each meeting and attend the conference calls as scheduled.</p> <p>The estimated monthly time commitment is one hour.</p>
Committee Composition	<p>The Workforce Development Committee comprises medical directors, physicians, and advanced practice providers.</p>
Committee Terms	<p>All committee members serve a two (2) year term and are eligible for reappointment once. Terms run from 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 a desire to serve with a special interest in helping to attract the next generation of PALTC clinicians. • 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, the Vice Chair should be the current chair of the Futures Subcommittee when possible.
Committee Members	<ul style="list-style-type: none"> • Chair - Nancy Istenes, MD, CMD • Vice Chair – Open • Michele Bellantoni, MD, CMD – Futures Subcommittee liaison • Gwen Buhr, MD., MEd, CMD • Stefan David, MD, CMD • Diane Dietzen, MD • Larry Feliciano, MD, CMD • Cheryl Huckins, MD, CMD – DEI liaison • Fatima Naqvi, MD, CMD • Clarence Smith, FACHE • Sabine von Preyss-Friedman, MD, FACP, CMD • Ralph Warnock, MD, CMD • Elizabeth White, PhD, APRN • George Woods, MD • James Yates, MD, CMD
Staff Liaison(s)	<p>Chris Ewing</p>
Board Liaison	<p>Danny Felty, MD</p>