

Assisted Living Sub-committee Charter Document

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| Purpose | PALMed’s Assisted Living Subcommittee is dedicated to enhancing the quality of life and well-being of residents in the assisted living setting. We advocate for the assisted living community through collaborative efforts and educational initiatives and strive to create inclusive, caring living spaces where residents can thrive and lead fulfilling lives. |
| Ongoing Sub-committee Activities / Charges & Strategies | <p>The sub-committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Develop education, tools, and resources for LTC professionals specific to Assisted Living settings. • Create and maintain collaborative partnerships to best meet the needs of Assisted Living stakeholders, including patients, families, staff, and volunteers. • Contribute Assisted Living guidance and best practices to JAMDA through the development of editorials, white papers, and Pragmatic Innovation Section topics. |
| 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 members and the advancement of activities and charges. • 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. • Identify, mentor, and groom the next Chair. • Assist with structure and selection of members. <p>Vice Chair</p> <ul style="list-style-type: none"> • Support the Chair to ensure responsibilities are met in a timely manner. • Serve as interim 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. |
| Expected Commitment | <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> |

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| Sub-committee Composition | The Assisted Living Subcommittee is comprised of medical directors, physicians, nurses, and academicians |
| Sub-committee Terms | 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. |
| Selection/ Appointment | 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. |
| Sub-committee Requirements | <p>Members:</p> <ul style="list-style-type: none"> • Express desire to serve with a special interest in best practices in Assisted Living settings. • Desire to advance the mission of PALTmed. • 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>Chair:</p> <ul style="list-style-type: none"> • In addition to the above requirements, when possible, the Chair should have previously served as the 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 member. |
| Committee Members | <p>Chair - Michael Nash, MD, CMD</p> <p>Vice Chair - Brandon Verdoorn, MD, CMD</p> <p>Members</p> <ul style="list-style-type: none"> • Katherine O'Brien, MD • Sheryl Zimmerman, PhD • Pamela Truscott, DNP/HSL, MSN/Ed, RN, QCP, DNS-CT, RAC-CT, CDP • Grady Goodwin, MD • Mary Bonnet, MD • Courtney Uhlar, MD • Calvin Groeneweg, RN • Mandy Curtis, MSN, RN • Barbara Resnick, PhD, RN, CRNP, FAAN, FAANP • Kaitlyn Grausam, AGPCNP, APRN, CNP, DNP • Suzanne Huber, LNFA • Amy Loomis, AGNP-C, DNP |
| Staff Liaison(s) | <p>Erin O'Brien, RN, MA - Director, Clinical Affairs & Education</p> <p>Ellen Cook - Administrative Assistance Specialist</p> <p>Alicia Graf, MEd, CHES - Special Projects Manager, Clinical Affairs</p> |