

Education Committee Charter

Purpose	<p>The Education Committee evaluates the educational needs of clinicians working in PALTC medicine and develops an educational strategy that is responsive to those needs. The Committee is also responsible for ensuring AMDA meets and/or exceeds all requirements for accreditation by the Accreditation Council for Continuing Medical Education (ACCME); reviewing policies and procedures to assure that the educational activities are developed and offered in a manner consistent with the requirements of the ACCME.</p>
Ongoing Committee Activities / Committee Charges & Strategies	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Develops an annual Educational Strategy aligning with AMDA's strategic plan and the implementation plan. • Oversees and develops evidence-based educational programs for PALTC clinicians. • Recommends, reviews, and evaluates the current educational content and programming delivered by AMDA and makes recommendations to the Board of Directors (BOD) regarding the need for new and/or updated programs. • Ensures that education, both live and online, is available that addresses the lifelong learning needs of our members. • Oversees the content for the annual conference program, and solicits and reviews proposals submitted for presentation. • Oversees any updates and/or enhancements to the Core Curriculum and Core Synthesis product lines.
Roles and Responsibilities	<p>Chair</p> <ul style="list-style-type: none"> • Helps structure agenda for meetings. • Runs an effective meeting to ensure involvement of committee members and the advancement of activities and charges. • Communicates with the Board liaison before and after each Board meeting to share updates from the Committee and to hear about new Board initiatives. Reports back to the full committee on each discussion with the Board liaison. • Identifies and mentors the next Chair of the Committee. • Assists with structure and selection of committee members. <p>Vice Chair</p> <ul style="list-style-type: none"> • Supports the Committee Chair to ensure responsibilities are met in a timely manner. • Serves as interim Committee Chair in the Chair's absence. • Recommends individuals to serve as the next Vice Chair. • Ascends to the position of Chair. <p>Members</p> <ul style="list-style-type: none"> • Prepares for and actively participates in all conference calls and meetings. • Works on projects and serves on workgroups as delegated by the Chair.

Workgroups and Other Committee Relationships	<ul style="list-style-type: none"> • To accomplish the Committee’s work, work groups may be established. Currently there are two workgroups – Annual Meeting Program and Core Curriculum. Both work groups are represented on the committee. • Receives updates from workgroups on projects, activities, etc. to ensure they are meeting the term objectives. • Works with clinical affairs committees and subcommittees as appropriate regarding development of resources for specific clinical topics
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 Education Committee is comprised of a Chair, Vice Chair, Annual Meeting Program Director, Core Curriculum Director and up to 10 committee members.</p>
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. • Exhibit a desire to advance the mission of AMDA. • Can make the necessary time commitment. • Must be a Society member in good standing. • Must disclose all financial relationships on an annual basis. • Can 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 – Fatima Sheikh MD, MPH, CMD</p> <p>Members</p> <ul style="list-style-type: none"> • Shauna Assadzandi, MD • Chelsea Brower, MD • Julie Gammack, MD, CMD • Paige Hector, LMSW • Carolyn Kadzan, MHSA, NHA • Jamie Smith, RN, MSN, FNP • Mamata Yanamadala, MBBS, MS • Luz Ramos-Bonner MD, MBA, CMD • Diane Sanders-Cepeda DO, CMD • David Siskind MD, CMD • Kenya Rivas Velasquez MD, FAAFP, CMD • Christine Mlot MD • Chris (Russell) Darling • Amy Berkley MSN, PhD, RN • Dominique Vinh MD, FACP, CMD • Kristin Hueftle MD, CMD
Staff Liaison(s)	Erin O'Brien, MA, RN - Director, Clinical Affairs & Education