

Transitions of Care Sub-committee Charter Document

Purpose	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.
Ongoing Sub-committee Activities / Charges & Strategies	The sub-committee undertakes the following activities: <ul style="list-style-type: none"> • Develop clinical tools, guidance, and best practices related to transitions of care among PALTC patients and residents. • Develop partnerships with AMDA committees and partner organizations to enhance transitions of care among PALTC patients and residents.
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>

Sub-committee Composition	The Transitions of Care Sub-committee is comprised of medical directors, physicians, nurses, nurse practitioners, pharmacists, students, 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 concerning transitions of care among 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>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 - Sing T. Palat, MD, CMD Vice Chair - Mark Toles, PhD, RN, FAAN</p> <p>Members</p> <ul style="list-style-type: none"> • Aval-Na’Ree S. Green, MD, CMD, MHA • Benjamin Canter, BA, OT/s • Sandeep Pagali, MD, MPH • Jessica L. Kalender-Rich, MD, CMD • Donna M. Kaba, NP • Lora Crowe, DNP • Cecilia Cai, MD, CMD • Pam Aung, MD, CMD • Tiffany Rose, NP

	<ul style="list-style-type: none">• Thad Clements, MD, CMD• Lauren Gleason, MD, CMD
Staff Liaison(s)	Erin O'Brien, RN, MA - Director, Clinical Affairs & Education Ellen Cook - Administrative Assistance Specialist Alicia Graf, M.Ed. - Special Project Manager, Clinical Affairs