

## PALTC Workforce Development Committee Charter

<p><b>Purpose</b></p>	<p>The Workforce Development Committee serves PALTmed by raising awareness about the benefits of pursuing a career in PALTC medicine. The committee develops programs and activities that target recruiting students, residents, fellows, advanced practice providers and mid-career professionals to pursue a career in PALTC.</p>
<p><b>Ongoing Committee Activities / Committee Charges &amp; Strategies</b></p>	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Develop tactics to implement the value proposition and benefits through PALTmed communication vehicles, as well as newly identified communication channels and organizational partnerships.</li> <li>○ Partner with schools of medicine, nursing, and fellowships to promote PALTC as a career.</li> <li>○ Consider if any tactics need to be different based on the targeted audience.</li> </ul> </li> <li>• Plan the onsite Futures program to be held in conjunction with PALTmed’s annual conference, including educational sessions and networking events. <ul style="list-style-type: none"> <li>○ Develop and implement a program extension to include year-round educational sessions and participant networking.</li> <li>○ Create an annual program evaluation to measure impact, value, and opportunities for continued improvement.</li> <li>○ Develop metrics to evaluate program impact to demonstrate program value to funders and future participants.</li> </ul> </li> <li>• Document the best practice for meeting the long-term care requirement for family medicine and geriatric 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 to advocate for other residency programs. Begin PALTC exposure in medical school.</li> <li>• Create a residents/fellows special interest group within PALTmed 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.)</li> <li>• Support the Futures Program in its work and guide program expansion and audience generation opportunities to encourage young practitioners to pursue careers in PALTC.</li> <li>• Support the Mid-Career group's work and provide guidance on program expansion and audience generation opportunities.</li> <li>• Improve integration of PALTC into NP/PA educational programs.</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 the involvement of committee 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 Committee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison.</li> <li>• Identify, mentor, and groom the next Chair of the Committee.</li> <li>• Assist with the structure and selection of committee members.</li> </ul> <p>Vice Chair</p> <ul style="list-style-type: none"> <li>• Support the Committee Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Committee 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>Workgroups and Other Committee Relationships</b>	<p>As program ideas are generated, the committee is encouraged to work with other PALTmed committees for implementation, such as the Education Committee, ABPLM, and others, as needed.</p>
<b>Expected Commitment</b>	<p>The committee meets quarterly via conference call. Committee members are expected to review all agenda/materials before each meeting and attend the conference calls as scheduled.</p> <p>The estimated monthly time commitment is one hour.</p>
<b>Committee Composition</b>	<p>The Workforce Development Committee comprises the Committee Chair, Vice Chair, Futures Program Director, and up to 10 members.</p>
<b>Committee Terms</b>	<p>All committee members serve a two-year (2) 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>
<b>Selection/ Appointment</b>	<p>The President appoints members with input from the Chair. The outgoing chair recommends and appoints the Committee Chair and/or Vice Chair.</p>

<b>Committee Requirements</b>	<p>Committee Members:</p> <ul style="list-style-type: none"> <li>• Express a desire to serve with a special interest in helping to attract the next generation of PALTC clinicians.</li> <li>• Desire to advance the mission of PALTmed.</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> <li>• Diversity in committee composition to include different viewpoints, potentially including students, program directors, and advanced practice providers.</li> </ul> <p>Committee 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 Committee Vice Chair.</li> </ul> <p>Vice Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, the Vice Chair should be the current chair of the Futures Subcommittee when possible.</li> </ul>
<b>Committee Members</b>	<ul style="list-style-type: none"> <li>• Chair - Michele Bellantoni, MD, CMD</li> <li>• Vice Chair – Open</li> <li>• Laurent Adler, MD</li> <li>• Erin Brooks, PA-C</li> <li>• Gwen Buhr, MD., MEd, CMD</li> <li>• Elizabeth Bukowy, DO, CMD</li> <li>• Emily Zagorski Butler, DO, CMD</li> <li>• David Colvin, MD, CMD</li> <li>• John Culberson, MD</li> <li>• Pavitri Dwivedi, DO, MPH</li> <li>• Julie Gammack, MD, FACP, CMD</li> <li>• Cheryl Huckins, MD, CMD</li> <li>• Sandeep Patel, MD, CMD</li> <li>• Neema Sharda, MD</li> </ul>
<b>Staff Liaison(s)</b>	Christine Ewing
<b>Board Liaison</b>	Beth Galik, PhD, CRNP