

## Certification Council Charter

<b>Purpose</b>	<p>The Certification Council ensures the integrity, quality and effectiveness of the professional certification(s) offered by PALMed. The Council is responsible for overseeing the development, implementation, and continuous improvement of the certification standards, policies, and procedures.</p> <p>By maintaining rigorous standards and promoting best practices, the Certification Council aims to enhance the professional competence and credibility of post-acute and long-term care administrative and clinical practitioners and medical directors thereby facilitating high quality patient care and organizational leadership within the PALTC setting.</p>
<b>Ongoing Council Activities / Council Charges &amp; Strategies</b>	<p>The council undertakes the following activities:</p> <ul style="list-style-type: none"> <li>• Establish and regularly update the certification criteria to reflect the latest advancements and best practices in medical leadership and patient care.</li> <li>• Ensure that the certification processes, including application and recertification procedures, are fair, transparent, and consistently applied.</li> <li>• Monitor and enforce compliance with the established certification criteria, addressing any discrepancies or issues that arise during the certification process.</li> <li>• Facilitate the ongoing review and enhancement of the program to adapt to evolving needs and professional requirements.</li> <li>• Promote the value and recognition of the certification within the PALTC community, ensuring that certification is regarded as a credential acknowledging leadership, knowledge, and professional achievement.</li> <li>• Review waiver requests submitted by applicants.</li> <li>• Review and consider for approval applications for certification.</li> </ul>
<b>Roles and Responsibilities</b>	<p><b>Chair</b></p> <ul style="list-style-type: none"> <li>• Help structure agenda for meetings.</li> <li>• Run an effective meeting to ensure involvement of council members and the advancement of activities and charges.</li> <li>• Identify and mentor the next Council Chair.</li> <li>• Assist with structure and selection of council members.</li> <li>• Serve as ex-officio, voting member of the PALMed Board of Directors.</li> <li>• Recommend individuals to serve as Members to the Council and next Council Vice Chair.</li> </ul> <p><b>Vice Chair</b></p> <ul style="list-style-type: none"> <li>• Support the Council Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Council Chair in the absence of the Chair.</li> <li>• Recommend individuals to serve as Members to the Council and next Council Vice Chair.</li> <li>• Ascend to the position of Chair.</li> </ul> <p><b>Immediate Past Chair</b></p>

	<ul style="list-style-type: none"> <li>• Support the chair in their transition into the role.</li> <li>• Ensure continuity in the work of the Council throughout the year.</li> <li>• Provide guidance and counsel to the Council.</li> <li>• Recommend individuals to serve as Members to the Council and next Council Vice Chair.</li> </ul> <p><b>Members</b></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> <li>• Elect Vice Chair.</li> </ul>
<b>Workgroups and Other Council Relationships</b>	<p>Collaborate with the Education and Publications Committees as it relates to topics specific to the certification program.</p> <p>Council Chair is ex-officio, voting member of the PALTmed Board.</p>
<b>Expected Commitment</b>	<p>The Council meets monthly via conference call. Council 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 2 hours.</p>
<b>Council Composition</b>	<p>The Certification Council is comprised of up to 13 members. Composition of members should include –</p> <ul style="list-style-type: none"> <li>• physicians with CMD certification,</li> <li>• up to two public members, and</li> <li>• other member types as deemed appropriate by the Certification Council.</li> </ul>
<b>Council Terms</b>	<p>All council members serve a two (2) year term and are eligible for one reappointment to a second term.</p> <ul style="list-style-type: none"> <li>• Terms run May to April.</li> <li>• Council Chair and Vice Chair each serve a two-year term that is non-renewable.</li> <li>• Immediate Past Chair serves a two-year term.</li> </ul>
<b>Selection/ Appointment</b>	<p>Members are recommended by the Council with final appointment by the PALTmed President. The Council Vice Chair is elected by Council members with final appointment confirmation by the PALTmed President.</p>

<b>Council Requirements</b>	<p>Council Members:</p> <ul style="list-style-type: none"> <li>• Express desire to serve with a special interest in medical direction and leadership.</li> <li>• Desire to advance the mission of PALTmed.</li> <li>• Ability to make the necessary time commitment.</li> <li>• Must be a 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> </ul> <p>Council 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 Certification Council Vice Chair.</li> </ul> <p>Vice Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Vice Chair should have previously served as a Council member.</li> </ul>
<b>Council Members</b>	<ul style="list-style-type: none"> <li>• Thomas E. Lawrence, MD, CMD (Chair)</li> <li>• Teresa C. McCarthy, MD, MS, CMD (Vice Chair)</li> <li>• Dallas Nelson, MD, CMD (Immediate Past Chair)</li> <li>• Masaya Higuchi MD, CMD</li> <li>• Verna Sellers MD, MPH, CMD</li> <li>• Robert Siebel, CEO</li> <li>• Michele Bellantoni MD, CMD</li> <li>• Christopher Joncas MD, CMD</li> <li>• Toby Smith DO, CMD</li> <li>• Todd Sobol MD, FACP, CMD</li> </ul>
<b>Staff Liaison(s)</b>	Erin O’Brien, Avon Pagon, Michelle Zinnert
<b>Board Liaison</b>	Not applicable. Chair is a Board member.