

Certification Council Charter

Purpose	<p>The Certification Council provides oversight, leadership, and strategic guidance related to certification programs that advance excellence in post-acute and long-term care medicine. The Council shall establish and uphold standards, policies, and processes that support the development, integrity, relevance, and continuous improvement of certification programs.</p> <p>The Council shall serve as a resource to the Board of Directors, committees, and staff on matters related to certification and shall provide recommendations to inform PALTmed priorities and strategic initiatives within its scope.</p>
Ongoing Council Activities / Council Charges & Strategies	<p>The council undertakes the following activities:</p> <ul style="list-style-type: none"> • Establish and regularly update the certification criteria to reflect the latest advancements and best practices in medical leadership and patient care. • Ensure that the certification processes, including application and recertification procedures, are fair, transparent, and consistently applied. • Monitor and enforce compliance with the established certification criteria, addressing any discrepancies or issues that arise during the certification process. • Facilitate the ongoing review and enhancement of the program to adapt to evolving needs and professional requirements. • 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. • Review waiver requests submitted by applicants. • Review and consider for approval applications for certification. • Review the process for recertification and address any needs or questions • Consider and explore additional certifications and/or micro credentials as directed by the Board. • Advance PALTmed’s mission by supporting high standards of practice and professional excellence among clinicians serving post-acute and long-term care populations. • Evaluate additional certification program needs to continue to grow and develop expertise. (Strategic Plan)
Roles and Responsibilities	<p>Chair</p> <ul style="list-style-type: none"> • Help structure agenda for meetings. • In conjunction with the committee staff liaison, develop committee report for PALTmed Board (3x per year). • Run an effective meeting to ensure involvement of council members and the advancement of activities and charges. • Identify and mentor the next Council Chair. • Assist with structure and selection of council members. • Serve as ex-officio, voting member of the PALTmed Board of Directors.

	<ul style="list-style-type: none"> • Recommend individuals to serve as Members to the Council and next Council Vice Chair. <p>Vice Chair</p> <ul style="list-style-type: none"> • Support the Council Chair to ensure responsibilities are met in a timely manner. • Serve as interim Council Chair in the absence of the Chair. • Recommend individuals to serve as Members to the Council and next Council Vice Chair. • Ascend to the position of Chair. <p>Immediate Past Chair</p> <ul style="list-style-type: none"> • Support the chair in their transition into the role. • Ensure continuity in the work of the Council throughout the year. • Provide guidance and counsel to the Council. • Recommend individuals to serve as Members to the Council and next Council Vice 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. • Elect Vice Chair.
Workgroups and Other Council Relationships	<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>
Expected Commitment	<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>
Council Composition	<p>The Certification Council is comprised of Chair, Vice Chair, Immediate Past Chair and up to 10 members. Composition of members should include –</p> <ul style="list-style-type: none"> • physicians with CMD certification, • up to two public members, and • other member types as deemed appropriate by the Certification Council.
Council Terms	<p>Terms run July to June.</p> <p>All council members serve a two (2) year term and are eligible for one reappointment to a second term. Council Chair and Vice Chair each serve a two-year term that is non-renewable. Immediate Past Chair serves a two-year term.</p>
Selection/ Appointment	<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>

Council Requirements	<p>Council Members:</p> <ul style="list-style-type: none"> • Express desire to serve with a special interest in medical direction and leadership. • Desire to advance the mission of PALTmed. • Ability to make the necessary time commitment. • Must be a member in good standing. • Must disclose all financial relationships on an annual basis. • Ability to attend and actively participate in conference calls. <p>Council Chair:</p> <ul style="list-style-type: none"> • In addition to the above requirements, when possible, the Chair should have previously served as the Certification Council 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 Council member.
Council Members	<ul style="list-style-type: none"> • Teresa C. McCarthy, MD, MS CMD (Chair) • Michele Bellantoni, MD, CMD (Vice Chair) • Thomas E. Lawrence, MD, CMD (Immediate Past Chair) • Masaya Higuchi MD, CMD • Verna Sellers MD, MPH, CMD • Robert Siebel, CEO • Christopher Joncas MD, CMD • Toby Smith DO, CMD • Todd Sobol MD, FACP, CMD
Staff Liaison(s)	Kenyatta Jones-Hunt, Erin O'Brien
Board Liaison	Teresa McCarthy