

Education Committee Charter

<p>Purpose</p>	<p>The Education Committee provides strategic guidance, leadership, and subject matter expertise related to the development, delivery, and evaluation of educational programs and learning opportunities that support the professional growth of members and advance excellence in post-acute and long-term care medicine. The Committee shall advise on educational priorities, emerging learning needs, and programmatic strategies to ensure PALMed’s educational offerings are relevant, evidence-informed, practice-based, and responsive to the evolving needs of clinicians across care settings.</p>
<p>Ongoing Committee Activities / Committee Charges & Strategies</p>	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Develop an annual educational strategy informed by a member needs assessment and aligned with PALMed’s strategic plan. This plan is presented annually to the Board for their review and input. (Strategic Plan) • Recommend, review, and evaluate the current educational content and programming delivered by PALMed and make recommendations to the Board regarding the need for new and/or updated programs. • Ensure that education, both live and online, is available that addresses the lifelong learning needs of our members. • Serve as the planning committee for the annual conference program; responsibilities include: <ul style="list-style-type: none"> ○ Review and update submission topics and guidelines as needed. ○ Define learning objectives. ○ Review and score submission topics and posters. ○ Identify topics and make recommendations for speakers. ○ Review learner feedback for continuous refinement. ○ Work with the Membership Committee to implement the annual Futures Program educational content. • Oversee any updates and/or enhancements to the Online Core Curriculum on Medical Direction and Core Synthesis product lines. • Develop and distribute a PALTC Guide to Learning that helps to standardize the educational training of residents, fellows, NP, and PA students in PALTC. (Strategic Plan) <ul style="list-style-type: none"> ○ Improve integration of PALTC into NP/PA educational programs. ○ Create and implement a best practice for meeting the long-term care requirement for family practice medicine, internal medicine, and geriatric fellowship programs. • Expand access to high-quality education programs - launch a new annual educational series focused on delivering bite-sized education focused on key clinical topics in PALTC. (Strategic Plan) • Develop and implement an Intro to PALTC Bootcamp that is focused on provided on demand education for those clinicians new to PALTC. (Strategic Plan) • Develop and implement a new Medical Director Bootcamp that increases the knowledge of existing and new medical directors on their roles and responsibilities. (Strategic Plan)

	<ul style="list-style-type: none"> • Ensure the Accreditation Council for Continuing Medical Education (ACCME) requirements are met and/or exceeded for all accredited activities. • Review policies and procedures to assure that the educational activities are developed and offered in a manner consistent with the requirements of the ACCME. • Advance PALTmed’s mission by fostering lifelong learning, supporting excellence in practice, and strengthening the knowledge and capabilities of the PALTC workforce.
Roles and Responsibilities	<p>Chair</p> <ul style="list-style-type: none"> • Helps structure agenda for meetings. • In conjunction with the committee staff liaison, develop committee report for PALTmed Board (3x per year). • 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	<p>Works with The Clinical Practice Committee, Membership Committee, Infection Control and Prevention Committee, and utilizes work groups as needed to advance the work of the Committee.</p>
Expected Commitment	<p>The committee meets monthly via conference call. Committee members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled. 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 chair and vice chair, core faculty chair, core faculty vice chair, and up to 10 committee members.</p>

Committee Terms	<p>The term runs July to June.</p> <p>All committee members serve a two (2) year term, renewable for one additional term. The committee chair and vice chair each serve a two-year term. The Annual Meeting Program Chair and Vice Chair each serves a one-year term. The Annual Meeting Program Vice Chair ascends to the Chair position. The Core Faculty Chair and Vice Chair each serve a two-year term. The Core Faculty Vice Chair ascends to the Chair position.</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>Members</p> <ul style="list-style-type: none"> • Express desire to serve with a special interest in advising the Association’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 PALTmed. • Can make the necessary time commitment. • Must be an Association member in good standing. • Must disclose all financial relationships on an annual basis. • Can 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 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: Jamie Smith, FNP-C Vice Chair: Shauna Assadzandi, MD</p> <p>Members</p> <ul style="list-style-type: none"> • Patricia Bach, PsyD, MS, RN • Russell Darling • Andrew Dentino, MD, FACP, CMD • Elizabeth Galik, PhD, CRNP • Julie Gammack, MD, FACP, CMD • Kristin Hueftle, MD, CMD • Jaclyn Jaeger, DO, FACP, CMD • Mark Johnson, PA-C • Carolyn Kazdan, MHSA, NHA • Laura Morton, MD • Luz Ramos-Bonner, MD, MBA, CMD (Core Curriculum Director) • Kenya Rivas, MD, FAAFP, CMD • David Siskind, MD, CMD (Annual Meeting Program Chair)

	<ul style="list-style-type: none">• Dominique Vinh, MD, FACP, CMD
Staff Liaison(s)	Erin O'Brien, MA, RN Linda Lang