

Publications Committee Charter

<p>Purpose</p>	<p>The Publications Committee provides oversight of the development of clinical publications to help ensure consistency, effectiveness, optimal reach, and impact of these resources. The Committee oversees the development, review, revision, and dissemination of the organization’s clinical publications to ensure publications developed by writing groups, committees, and networks reflect high standards, scientific rigor, and alignment with organizational priorities.</p>
<p>Ongoing Committee Activities / Committee Charges & Strategies</p>	<p>The Publications Committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Define the role, format, and process for the development of each of PALTmed’s clinical publications. (See publications descriptions at end of document.) • Serve as peer reviewer of all publications for consistency, quality, and adherence to defined guidelines of the specific publication format. • Develop a schedule and process to review existing publications on an annual basis to determine if updates are needed. Ensure publications are reviewed every three years or sooner if a clinical update has been made. • Respond to Board requests to develop new or updated publications as needed. • Serve as a liaison to writing groups to ensure a consistent process and format is utilized for all PALTmed publications. • Develop and implement a PALTmed communications style guide that includes preferred terminology for use across all publications, communications, and marketing efforts. • Select writing group members, in partnership with PALTmed staff, as needed. • Advance PALTmed’s mission by supporting the development and dissemination of high-quality publications that inform practice, advance knowledge, and improve care in post-acute and long-term care medicine.

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 committee members and the advancement of activities and charges. • Communication with the BOD liaison before and after each Board meeting to share updates from the subcommittee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison. • Identify, mentor, and groom the next Chair of the subcommittee. • Assist with structure and selection of committee members. <p>Vice Chair</p> <ul style="list-style-type: none"> • Support the Committee Chair to ensure responsibilities are met in a timely manner. • Serve as interim Committee Chair in the absence of the 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.
Workgroups and Other Committee Relationships	<p>The Publications Committee collaborates with the Clinical Practice Committee, Infection Prevention & Control Committee, and others as needed. Writing Groups are used to develop specific resources as requested by the BOD.</p>
Expected Commitment	<p>The Publications Committee meets monthly via conference call. Committee members are expected to review all agenda/materials prior to each meeting and attend the conference calls as scheduled. Participate in clinical and editorial review of publications as needed. Note, work may be time sensitive and require short-turnaround timeframes. The estimated quarterly time commitment is 5 hours.</p>
Committee Composition	<p>The Publications Committee is comprised of a Chair, Vice Chair, and up to 8 members.</p>
Committee Terms	<p>Terms run July to June.</p> <p>Committee members serve a term of two years, renewable for one additional term. The Committee Chair and Vice Chair each serve a two-year term. The Vice Chair ascends to the Chair position.</p>
Selection/Appointment	<p>Members are appointed by the President with input from the Committee Chair. The Committee Vice Chair is selected by the President.</p>

Committee Requirements	<p>Committee Members:</p> <ul style="list-style-type: none"> • Express desire to serve with a special interest in publications and education. • Desire to advance the mission of PALTMED. • 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>Committee Chair:</p> <ul style="list-style-type: none"> • In addition to the above requirements, when possible, the Chair should have previously served as the Subcommittee Vice Chair. <p>Committee 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 Subcommittee member.
Committee Members	<ul style="list-style-type: none"> • Chair - Barbara Resnick, PhD, RN, CRNP, FAAN, FAANP • Vice Chair - VACANT • Anita Arthur, ARNP-C, FNP-BC, GNP-BC, MSN • David Smith, MD, CMDR • Amrita Singh, MBBS, MD, CMD • Talin Dadoyan, MD, CMD • John Gilstad, MD • Laurie Archbald-Pannone, MD, FACP, MPH • Amita Patel, MD, MHA, CPE, CMD
Staff Liaison(s)	<p>Erin O’Brien - Director, Clinical Affairs & Education Ellen Mullally – Manager, Communications</p>
Board Liaison	<p>Monica Ott</p>
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The Committee oversees the following publication types:

- **Clinical Guidance:** Clinical guidance on topics unique to the PALTC setting developed with evidence obtained through a literature review as well as consensus opinion when research-based evidence is insufficient.
- **Pocket Guides:** Guides that address essential components of recognition, assessment, treatment, and monitoring of clinical issues specific to PALTC settings. Guides include tables and charts and are intended to be a quick reference resource for providers.
- **Best Practice and Consensus Statements:** Developed when research-based evidence is insufficient, but available research and expert opinion are used to develop clinical guidance.
- **White Papers:** Developed by committees or ad hoc writing groups at the request of the BOD to define a current problem and present possible solutions.

- **Position Statements:** 1–2-page document developed as needed to communicate the Society’s stance on new policy recommendations, federal government guidance, industry trends, etc.
- **Toolkits:** Collation of evidence-based resources and information on a specific clinical topic, such as COVID-19 Vaccines and Therapeutics