

Statewide NC AHEC Continuing Professional Development (CPD) Discipline Chairs Group

Charter

<p>Purpose</p>
<p>The statewide NC AHEC Continuing Professional Development (CPD) Discipline Chairs group is a professional gathering of broad expertise in each NC AHEC discipline that, together, form the statewide expertise to retain the interprofessional healthcare workforce across the State through continuing professional development (CPD).</p> <p>The purpose of the statewide Discipline Chairs group is to facilitate communication, partnership, and teamwork among and between statewide interprofessional initiatives to achieve the mission and vision of the NC AHEC Program. The goals are to 1) develop, share, and execute initiatives that pertain to the statewide training and education needs of an interprofessional workforce; 2) create clear expectations about how disciplines are to work collaboratively through transparent rules of engagement on CPD activity offerings; and 3) assure effective communication about statewide interprofessional continuing education activities designed to improve interprofessional collaborative practice to each NC AHEC discipline group.</p>
<p>Area</p>
<p>Pertains to each Continuing Professional Development (CPD) Discipline Chairs group in the NC AHEC Program to include: allied health, behavioral health, medicine (CME), nursing, oral health, pharmacy, and public health.</p>
<p>Inclusion</p>
<p>The statewide CPD Discipline Chairs group consists of one representative from each of the seven (7) CPD discipline groups in the NC AHEC Program, the CPD discipline liaisons in the NC AHEC Program Office (PO).</p> <p>Guests may include representatives for accreditation needs, Program Office updates, partner academic institution(s), and additional regional representatives when applicable.</p>
<p>Members</p>
<p>Members are staff selected by each statewide discipline group to <i>represent the respective discipline</i>, serving dually as the Chair of that discipline group and a member of the Discipline Chairs group.</p> <p>Members a) have experience in continuing professional development, educational program planning, and curriculum development for the discipline in which they represent; b) develop and support relationships with statewide leaders, both academic and practice, in that discipline <i>with regular and periodic stakeholder assessments and meetings</i>; c) serve in a dual role as the</p>

<p>Chair of one of the statewide CPD discipline groups; and d) EITHER have the knowledge of the scope, responsibilities, and role of the respective discipline OR is a member of that discipline’s workforce by education, training, and experience.</p>
<p>Roles</p>
<p>Co-Chairpersons</p> <p>The NC AHEC Program Office discipline liaison(s) serve as the Co-Chairperson(s) of the Discipline Chairs group.</p> <p>The Co-Chairperson(s) will serve as the statewide Discipline Chairs group’s representative for information, communication, and direction to and from the NC AHEC Program Office. The PO Co-Chairperson(s) collaborate regularly in order to assure that there is a large, statewide vision of NC AHEC CPD activities, as well as to identify and facilitate potential interprofessional CPD activities among the disciplines.</p> <p>The Co-Chairperson(s) will ensure that issues that arise in the Discipline Chairs group requiring regional AHEC representation are addressed with regional CPD leadership in each of the 9 regional AHECs and Duke.</p>
<p>Minute Taker:</p> <ul style="list-style-type: none"> • Minute takers rotate among the Co-Chairperson(s). • Minutes are taken for all regular meetings of the Discipline Chairs group and shared with the NC AHEC Operations team. • Responsibilities <ul style="list-style-type: none"> ○ Records minutes of the meeting using a concise action-oriented format. ○ Provides a draft copy of/link to the minutes to the group members no later than two weeks after meetings. Minutes will be archived in the Discipline Chairs group Basecamp site and linked to the Operations Team Basecamp site. ○ Records attendance. • Members provide a recap to their respective discipline groups at their next meeting following statewide discipline group meeting(s), as well as updates that require timely response.

<p>Duties</p>
<p>The statewide Discipline Chairs Group is charged to:</p> <ul style="list-style-type: none"> • Establish an environment of inclusion, trust, and support for members to participate in an open manner. • Provide a forum to share best practices and activities for intra- and inter- professional continuing education. • Recommend policies, procedures, and frameworks of best practice to govern the intra- and inter- professional continuing education programs and services offered by NC AHEC, both

statewide and regionally, to the NC AHEC Operations, Leaders’ Team, and/or other relevant NC AHEC Program committees, such as IT Governance, Communications, Virtual Learning Academy, etcetera.

- Develop and maintain a standardized process to assess and prioritize interprofessional continuing education activities and interprofessional collaborative practice training needs across the state, which may require alignment of intra-professional needs assessments.
- Assure that there is a documented, supported, and evidence-based statewide need for statewide interprofessional programs.
- Assist with statewide standardization of CPD-related activities relevant to multiple professions, such as certain continuing education statements, speaker agreements, evaluation processes, planning forms, etcetera, so that programs are consistent and comparable across regions and disciplines.
- Develop goals for statewide programs and services in alignment with NC AHEC’s strategic plan/goals for CPD, with a reasonable and feasible plan of action to meet those goals.
- Plan, develop, execute, and evaluate statewide interprofessional continuing education activities based on statewide needs and shared discipline specific goals. Intentional planning includes eliminating redundant regional programming, creating the opportunity to collaborate on same/similar topics, both across regions and across disciplines, to improve planning efficiency across the state.
- Assess the shared IT needs of each discipline that can be communicated back to the PO.

Leadership Responsibilities

The PO Co-Chairperson(s) shall serve as the executive leadership.

Members

- Participating as the statewide discipline representative, not the regional AHEC representative
- Attending regularly scheduled meetings
- Sharing news and updates for the discipline group
- Offering and participating in opportunities for interprofessional collaboration
- Disseminating NC AHEC interprofessional continuing education activity news and opportunities to the discipline team.

The Program Office Co-Chair(s)

- Managing progress towards the goals of the Discipline Chairs group through effective communication, outcomes tracking, and identification of funding opportunities.
- Maintaining contact information and participation records for members of the Discipline Chairs group.
- Facilitating the identification and operations of necessary working sub-groups.
- Providing a communication channel between the Discipline Chairs group and the PO.
- Providing a communication channel between the Discipline Chairs group and the NC AHEC Operations Team.

Member Responsibilities/Expectations

- Members of the Discipline Chairs group will share successes and failures, best practices, and ideas for future endeavors to retain the workforce in North Carolina.
- Members will share with the group the education and training needs identified by disciplines as relevant and feasible.
- For greater efficiency and effectiveness, a shared platform (Basecamp) for project management and communication shall be utilized by all members when needed.
- The Discipline Chairs group requires the participation of all members. At a minimum, members are expected to attend no less than 75% of meetings and assemblies on an annual basis. In the event that a member cannot meet the attendance requirement, the discipline group shall find a suitable and fitting replacement/representative.

Accountability

Decisions will be made using a majority voting system. Voting may only take place in the presence of a quorum. The minute taker for the meeting when a particular vote is taking place is the only member of the PO who may vote. Other PO Co-Chairperson(s) may only vote in the event of a tie.

For statewide initiatives and recommendations, 1 vote per CPD discipline group is allowed. If the initiative/recommendation affects the operations of the regional AHECs, then the vote must fall to the Operations Team.

For internal operational decisions, every member in attendance will have a vote.

At the end of each fiscal year in April/May, a full discussion and possible survey of all members will take place to evaluate what is going well and areas for improvement.

The purpose, area, inclusion, membership, structure, duties and standard procedures outlined in this document shall be reviewed and updated biannually, under the guidance and direction of the members of the group.

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