

North Carolina (NC) Area Health Education Center (AHEC)

Public Health Discipline Group Charter

Charter

Purpose
<p>The Public Health discipline group is a professional gathering of regional expertise that, together, form the statewide expertise to recruit, train, and retain the public health workforce across the State.</p> <p>The purpose of the public health discipline group is to facilitate communication, partnership, and teamwork among and between regional AHECs on intra-professional initiatives aimed to recruit, train, and retain the healthcare workforce needed for a healthy North Carolina. The goals are to 1) to develop, share, and execute initiatives that pertain to the statewide training and education needs of the public health professional workforce and 2) create clear expectations about how regional AHECs are to work collaboratively to engage in transparent processes to avoid any competition (intentional or unintentional) on CPD activity offerings.</p>
Inclusion
<p>The public health discipline group consists of one or more representative(s) from each of the nine (9) regional NC AHECs as appointed by each regional AHEC, in addition to one member from the NC AHEC Program Office (PO). The Public Health discipline group will also include a liaison(s) from the UNC School of Public Health /NC Institute for Public Health. Ideally, each group should identify and invite appropriate statewide stakeholders to participate.</p> <p>Minimal membership roles include Regional AHEC member, a discipline group elected Chairperson and a NC AHEC Program Office representative.</p>
Members
<p>Members are staff selected by their regional AHEC to represent the respective discipline.</p> <p>Members a) should have experience in continuing professional development, educational program planning, and curriculum development; b) develop and support relationships with regional leaders, both academic and practice, in that discipline <i>with regular and periodic stakeholder assessments and meetings</i>; c) should serve on the regional CPD team with the 6 other discipline representatives in that region; 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>
Discipline Roles
Chairperson

The elected AHEC Chairperson is a current regional representative member who will serve two years. The Regional AHEC Chairperson will also serve as the discipline's representative on the Discipline Chair's Group. PO will pay \$4,000 annually to the chairperson's AHEC to help compensate for time spent in the chair role.

The appointed PO Representative will serve as the discipline's representative for information, communication, and direction to and from the PO. The PO Representative of each discipline group 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.

Minute Taker:

- Minute takers rotate among the AHECs alphabetically.
- The Regional AHEC Chairperson informs the appropriate AHEC of minute taking responsibility prior to meeting.
- Minutes are taken for all regular meetings of the Discipline Group.
- Responsibilities
 - Records minutes of the meeting using a concise action-oriented format.
 - Provides a draft copy of/link to the minutes to the Chairperson for review no later than two weeks after meetings. Minutes will be archived in the statewide Public Health Discipline Group Basecamp site.
 - Records attendance.

Duties

The statewide NC AHEC discipline groups are each charged to:

- 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-professional education.
- Recommend to the Discipline Chairs Group, policies, procedures, and frameworks of best practice to govern the intra-professional education programs and services offered by the NC AHEC program, both statewide and regionally.
- Assure that there are documented, supported, and evidence-based statewide need for statewide programs.
- Develop measurable objectives for statewide discipline specific programs and services in NC on a periodic basis, with a reasonable and feasible plan of action to meet those goals.
- Plan, develop, execute, and evaluate statewide discipline specific education based on statewide needs and statewide discipline specific priorities. Intentional planning includes eliminating redundant regional programming, creating the opportunity to collaborate on same/similar topics to improve planning efficiency across the state.
- Coordinate regional education and training to avoid conflict and competition.
- Ensure a program evaluation process that is consistent and comparable across regions.

- Use process and evaluation data to educate the local, regional and statewide community regarding the work and effectiveness of the NC AHEC Program to recruit, train, and retain the healthcare workforce.

Leadership Responsibilities

The Regional AHEC Chairperson and the PO Representative shall serve as the executive leadership.

Regional AHEC Chairperson

The Regional Chairperson needs a minimum of 2 years AHEC experience. It is *estimated* this will require at a minimum 6 hrs/month on average in addition to the standard 2 hrs/week for all members (noted below). Responsibilities of the Regional Chairperson include:

- Leading regularly scheduled meetings, including setting the agenda and distributing minutes.
- Facilitating the identification and operations of necessary working sub-groups.
- Participating on the Discipline Chairs Group as the statewide discipline representative: attending regularly scheduled meetings and sharing news and updates for the discipline group; offering and being willing to partake in opportunities for interprofessional collaboration and disseminating NC AHEC interprofessional education news and opportunities to the discipline team.

The Program Office Representative

- Managing progress towards the priorities of the discipline group through effective communication, outcomes tracking, and identification of funding opportunities.
- Maintaining contact information and participation records for members of the statewide NC AHEC discipline group.
- Facilitating the identification and operations of necessary working sub-groups.

Member Responsibilities/Expectations

- Each member will participate as frequently as is needed to be an active and engaged member.
- Members of the discipline group will share successes and opportunities, best practices, and ideas for future endeavors to recruit, train, and retain the workforce in North Carolina.
- Members of the discipline group will share with the group the education and training needs identified within their region of that discipline on an annual basis, at a minimum.
- For greater efficiency and effectiveness, a shared platform (Basecamp) and the PH Listserv can be utilized for project management and communication by all members.
- Each statewide discipline 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 regional AHEC 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 of AHECs. The PO Representative may only vote in the event of a tie

For statewide or discipline specific initiatives and recommendations 1 vote per Regional AHEC.

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

Each year a full discussion, possible survey of all members to evaluate what is going well and additional opportunities

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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