

NC AHEC Health Sciences Liaisons Group

Charter

Purpose

The purpose of the Health Sciences Liaisons (HSL) group is to facilitate communication, partnership and teamwork among and between the NC AHEC Program Office (PO) contacts and health sciences liaisons from the Programs, Departments, Schools, Centers and Libraries on UNC-Chapel Hill's campus that receive funding from NC AHEC to support the accomplishment of the NC AHEC Program's work.

The goal of the HSL group is to provide a space for collaboration, sharing of best practices, and discussion of the work each unit is doing to further NC AHEC's mission.

Area

Pertains to health sciences units on UNC-Chapel Hill's campus that receive funding from NC AHEC to further the AHEC mission by having faculty serve as instructors for Continuing Professional Development (CPD) events, providing Technical Assistance, Consultation Clinics, support of affiliated residencies and many other services.

Members

The HSL group will include one representative from each of the approximately 19 Programs, Departments, Schools, Centers and Libraries on UNC-Chapel Hill's campus who is tasked to lead their unit on all the work the unit does that pertains to NC AHEC. The HSL group also includes the NC AHEC Director, PO Contacts, Director of Planning and Innovation and other PO team members who partner with UNC units to accomplish the NC AHEC Program work.

Duties

The HSL group is charged to:

- Establish an environment of inclusion, trust and support for members to participate in an open manner.
- Discuss the NC AHEC Program work and how UNC-Chapel Hill campus units partner with the NC AHEC Program Office to accomplish that work.
- Share each unit's accomplishments, challenges, best practices and activities that are a part of the unit's yearly Work Statement, including any quarterly updates to that work.
- Discuss, support and guide on-campus units as they support the Regional AHECs in the areas of: CPD, Technical Assistance, Consultation Clinics, affiliated residencies and other services as needed.
- Utilize time together to identify other opportunities to advance the AHEC Program's work.

Directional Guidance

The Director of the NC AHEC Program shall provide Directional Guidance including:

- Manages process flow. In this role, the Director is an interdependent member of the HSL group but does not drive ideas or work. Action/implementation of ideas/work will be the role of all members of the team.
- Manages progress towards the goals of the HSL group through effective communication, outcomes tracking, and identification of new opportunities.
- Facilitates the identification, operations and evaluation of necessary working sub-groups. Assures sub-groups are efficiently completing assigned tasks and are staying on track.

The Administrative Support Specialist at the NC AHEC Program shall provide logistical support. Responsibilities of this role, with support from the PO Contacts Committee includes:

- Prepares the Agenda with items from the NC AHEC Director and the PO Contacts Committee for each quarterly meeting.
- Maintains contact information and attendance records for members of the HSL group.
- Captures and distributes minutes from the quarterly meetings.

Member Responsibilities/Expectations

- Members will share successes and failures, best practices, and ideas for future endeavors to recruit, train, and retain the workforce in North Carolina.
- Members are expected to attend no less than 75% of meetings annually. In the event that a member cannot meet the attendance requirement, the On-Campus unit shall find a suitable and fitting replacement/representative.

Accountability

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 PO Contacts Committee.

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