

Master Worksheet (updated 10/2017)

<i>CHARGE</i>	<i>DATE CHARGED</i>	<i>DUE DATE</i>	<i>ARCI</i>	<i>STATUS</i>
<p>Practice and Research Committee be charged to investigate avenues for collaborating with the PA State Board of Physical Therapy regarding the interpretation of requirements for approved contact hours in order to support and address members' concerns about the restrictions on continuing education content areas that are currently approved by the PA State Board of Physical Therapy.</p> <p>Such strategies to be employed should include but not be limited to:</p> <ol style="list-style-type: none"> 1. Review of the current requirements and practices for contact hours approval by the PA State Board of Physical Therapy 2. Identify areas that seem ambiguous related to continuing education content that qualifies as "relating directly to patient care" 	1/15	No date specified	A-BOD R-PRC C-State Board; CCEC; mem I-mem	<p>Practice and Research Committee included update on activities of the State Board Liaison Work Group in 1/2016 Board Report . They have had one meeting.</p> <p>4/2016 report at BOD meeting: 1) looking for a member to chair the State Board Liaison Work Group 2) SBPT has not responded to invite to have one of their members serve as a liaison to this group</p> <p>10/2016 Scott Voshell will be attending the SBPT meetings</p> <p>4/2017 Scott Voshell continues to attend SBPT regularly. He has provided an update on the state of the SBPT, but not on the progress on this particular issue</p> <p>10/17 No board report from PRC. Scott Voshell continues to attend PA SBP meetings regularly. Cindy</p>

<p>3. Develop strategies regarding the interpretation of what courses can qualify for approval to better reflect what the chapter and members feel are supportive of quality patient care</p> <p>4. Provide guidance for developing objectives that will meet the requirements for assigning contact hours</p>				<p>Potter, Chair of the PA SBPT, apprised those at the Oct BOD meeting re: a recent Governor's executive order that will review all PA State Board licensing agencies' policies & procedures with a report due in 180 days, including education contact hour requirements. So this charge is on hold for the time being</p>
<p>PPTA Holiday E- Card picture to be taken at the 2016 PPTA Conference</p>	<p>11/15</p>		<p>A-BOD R-MC C- chapter office I-mem & vendors</p>	<p>Did not occur Do we want to recharge Membership for 2017 PPTA Conference? Completed 10/17.</p>
<p>The Membership Committee was charged to monitor the effectiveness of the Career Starter Dues program that the Chapter is currently piloting and provide Semi Annual reports to the Board beginning in January of 2016 and through 2017. This should include an outreach to similar sized Chapters who had entered the pilot in 2014 for the purpose of gaining insight into the effectiveness of the pilot in their chapter</p>	<p>8/15</p>	<p>Reports due June and Dec 2016 and 2017</p>	<p>A-BOD R-MC C-other chapters; APTA; chapter office I-BOD</p>	<p>2016 reports not received. At the January 2017 BOD meeting, New Membership Chair did present a comprehensive analysis of the status of PA membership historically and in comparison to similar states. Although student membership was analyzed, this specific metric was not addressed, particularly a comparison of our success with the CSD program to other similar sized states.</p>

				<p>Treasurer did report on our status with this program at May 2017 BOD meeting.</p> <p>10/17 Update in MC board report. Still awaiting data from APTA regarding effectiveness of the Career Starter Dues Program.</p>
Charge the Practice Act Work Group to pursue unrestricted direct access as the priority issue.	1/16	Quarterly reports as part of the PPAC BOB report	A-BOD R-PPAC/PAWG C-leg; State Board, APTA I:mem	<p>Written reports at 4/16 and 10/16 BOD meetings with updates at 6/16 and 8/16 BOD meeting.</p> <p>Ivan Mulligan, the committee chair, presented a PP at the 4/17 BOD meeting</p> <p>10/17 This group is currently on hold but remains intact so as to be mobilized quickly when needed.</p>
PAPTPAC to work with PPAC to create a branding campaign	11/16	Report to BOD Jan 2017	A-BOD R-PAPTPAC-PPAC I-mem	<p>Rough drafts of concepts presented at Jan 2017 meeting by PAPAC for discussion and PAPAC to incorporate feedback into graphic for review by BOD</p>
CCE committee charged to develop alternative conference structures	10/2016	Jan 2017	A-BOD R-CCE C-mem I-BOD	<p>Reviewed in Nov BO, CCE December meeting, and Jan BOD meeting</p>

				Brainstorming activity addressing this occurred as part of Strategic Planning session on 4/17. Completed.
A Task Force on District Engagement, which would consist of the District Directors or their designees and be chaired by a member of the Membership Committee, is charged to examine the structure and operations of the Chapter's districts with a goal of enhancing member connection with PPTA at the grassroots level.	4/17	Report in August with commentary on what are determined to be the strengths and weaknesses of the current operational model of meetings and communication with an update in October. A final report in January of 2018 should enumerate recommended approaches to greater involvement and participation of members at both the District and Chapter levels.	A-BOD R-mem C-DD I-BOD	Task force did not report out in August as first meeting occurred 8/21. 10/17 Update included in MC board report addressing the strengths and areas of opportunity of the current operation model of meetings and communication. Final report with recommendations is due in Jan 2018.

Each member in leadership submit a minimum of one Volunteer Want Ad to the Webmaster to jumpstart this process.	July 2017	July 31, 2017	A -BOD R-CC, EC, ED, C- CM I - webmaster	Completed by MC 9/17, PAPT PAC committee and SC district chair
Workgroup formulated and charged to develop a plan to reconfigure/reformat the current Chapter Newsletter and how this it disseminated to the membership. The current configuration includes a representative from the District Directors, Committee Chairs, SIG Chairs, Connect PA and the Chapter Office.	May 2017	In time to implement changes for Fall newsletter	A-BOD R- previously listed C- ED, CM I-Mem	“Guidelines for Article Submission” shared at July 2017 BOD meeting which are being implemented for Fall 2017 newsletter. Significant changes to the Fall Conference Program that were developed by this group were also shared and are currently being implemented Completed
District Directors to find at least one mentor to conduct a webinar (presentation or discussion) as part of new & improved mentoring program (clinical practice, advocacy, leadership, business/administrative)	Oct 2017	?	A-MC R- DD C-mem I-MC	
District Directors, Committee and SIG chairs to procure list of names who are willing to attend advocacy event, including name and state senator/representative and send to Colleen	Oct 2017	11/8/17	A-BOD R-DD, CC C-mem I-P	

Task force to be formed to create a Media Kit.	Oct 2017	By Jan BOD	A- BOD R- BOD C- mem/pub I-CCE	
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Abbreviations:

BOD	Board of Directors	L	Liaison
CC	Committee Chair	P	President
CM	Committee Member	MAL	Member at Large
Leg	Legal	MC	Membership Committee
E	Ethics Committee	AC	Awards Committee
CCE	Conference and Con-ed Committee	ACM	Awards Committee Member
PPAC	Public Policy and Advocacy Committee	SACM	Awards Committee Sub-member
FC	Finance Committee	WG	Work Group
T	Treasurer	CD	Chief Delegate
Mem	Member	D	Delegates
Pub	Public	EC	Executive Committee
ED	Executive Director		

- A Who is ultimately accountable for the charge?
- R Who is responsible to complete the charge?
- C Who can or should be consulted?
- I Who needs to be informed?

Updated through October 2017 by Jane Oeffner