

North Carolina (NC) Area Health Education Centers (AHEC)
Allied Health (AH) Continuing Professional Development (CPD) Education Discipline
Group
Charter

Mission

The NC AHEC Program provides and supports educational activities and services to recruit, train, and retain the workforce needed to create a healthy North Carolina. The focus of the AH CPD Discipline Group is to train and retain a strong oral health workforce across NC as a part of the NC AHEC mission.

Purpose

The AH CPD Discipline Group is a professional gathering of regional expertise in CPD that, together, form the statewide expertise to adequately train and retain allied health providers across North Carolina. The intent and purpose of this group is charged to:

- Establish an environment of inclusion, trust, and support for members to participate in an open manner.
- Facilitate communication, partnership, and teamwork among and between regional AHECs on activities planned and implemented for oral health providers.
- Assess and provide statewide program collaboration within the AHEC system and across the state.
- Develop goals for statewide CPD programs and services to meet the needs of oral health providers across the state, with a reasonable and feasible plan of action to meet those goals.
- Create clear expectations about how regional AHECs are to work collaboratively, when necessary, and intentionally on AH CPD activity offerings. Intentional planning includes eliminating redundant regional programming and creating the opportunity to collaborate on same/similar topics to improve planning efficiency.
- Make decisions collectively by majority consensus on subjects specifically related to AH CPD.
- Provide recommendations to the Discipline Chairs Group, IT Governance, NCAHEC Operations Team and the State Program Office.

Composition

The NC AHEC AH CPD Discipline Group is a collection of professionals within the NC AHEC System who lead continuing professional development for the allied health workforce across NC. The discipline group is composed of one or more representative(s) who work

directly with CPD programming at each of the nine (9) regional AHECs across the state: Area L, Charlotte, Eastern, Greensboro, Northwest, Mountain, Southern Regional, Southeast, and Wake.

This group is led by a Discipline Chair, Chair-Elect (optional) and a liaison from the state program office.

Members from each of the regional AHECs are selected by their AHEC to represent the AH CPD discipline in their region.

Roles & Responsibilities

Chair of the AH CPD Discipline Group will:

- Serve as an actively contributing member of the AH CPD Discipline Group for a minimum of two years prior to moving into the Chair role.
- Serve as Chair for a two-year term beginning in November, after being voted into this role at the Discipline Group spring meeting in May. May serve one second successive term.
- During the first year of service, if the Chair is not available to oversee an AH CPD Discipline Group meeting, the immediate past Chair will lead the meeting. If, for some reason, that person is unavailable, the Program Office Liaison will lead the meeting in the Chair's absence. During the second year of the term, the Chair-Elect (if applicable) will facilitate the meeting if the Chair is unavailable. If a Chair-Elect has not been identified, the Program Office Liaison will lead the meeting, just as he/she did in the first year of the term.
- Chair the meetings of the AH CPD Discipline Group and initiate the scheduling of virtual and ad hoc meetings, as needed.
- Plan and organize each AH CPD Discipline Group meeting in collaboration with the Program Office Liaison. This will include developing the agenda, working with the host AHEC (when the meeting will be face-to-face) to handle logistics, reaching out to guest speakers and attendees, and informing the appropriate AHEC of minute taking responsibilities at least two weeks prior to the scheduled meeting. Minute taking should go in alphabetical order by regional AHEC name.
- Facilitate communication among members of the NC AHEC AH CPD Discipline Group.
- Serve as the AH CPD representative on the statewide Interprofessional Education (IPE) Continuing Professional Development (CPD) team (aka the "Discipline Chairs Group"). This will include attending regularly scheduled meetings and sharing news and updates bi-directionally between the IPE CPD group and the AH CPD Discipline Group, offering and being willing to partake in opportunities for interprofessional collaboration, and disseminating NC AHEC interprofessional education news, opportunities, and policies to the AH CPD Discipline Group.
- Attend regional and statewide meetings (or assigns a designee) as the AH CPD Discipline Group representative, as necessary.
- Organize and lead statewide programs that provide collaboration and distributes revenue fairly across the AHECs.

- Work with the Program Office Liaison, Discipline Group members, and other partners (as necessary) for accountability to the charter and to facilitate a cooperative and collaborative environment that honors the contributions of all involved.
- Assist in organizing and posting documents in Basecamp.

Chair-Elect of the AH CPD Discipline Group will (position is optional):

- Learn about the responsibilities of the AH CPD Discipline Group Chair in preparation for assuming them.
- Serve as a contributing member of the CDE Discipline Group for a minimum of one year, demonstrating leadership abilities.
- Serve at least a one-year term beginning in November, after being voted into this role at the Discipline Group spring meeting in May. The Chair-Elect will be voted in at the start of the second year of the Chair's two-year term.
- Contribute as an active AH CPD Discipline Group member, demonstrating leadership abilities to take on the role of the Chair.
- Demonstrate ability to chair meetings, lead workgroups, and work well with other Discipline Group members and educational partners.
- Assist the Chair in all administrative duties, projects and workgroups.

AH CPD Discipline Group Members will:

- Participate actively in all AH CPD Discipline Group initiatives and attend all meetings or prepare and assign a proxy if unable to attend.
- A member will manage the ASHA credit for the NC AHEC system.
- A member will manage the NC BOC credit for the NC AHE system.
- Share successes and failures, best practices, and ideas for future strategies and initiatives to train and retain the allied health provider workforce in North Carolina at both the regional and statewide level.
- Work cooperatively and collaboratively with colleagues to develop pilot projects and collaborative programming that includes marketing, lead AHEC models and best practices for education development and delivery.
- Utilize a shared platform (Basecamp) for project management and communication with other Discipline Group members.
- Participate in taking notes on a rotation and work with the Chair for approval and posting for the meeting minutes.

Program Office Liaison will:

- Mentor and assist the Chair and Co-Chair with coaching, and provide appropriate tools to carry out their roles during their term.
- Coordinate the annual payment of \$2,000.00 from the Program Office to the Chair's AHEC for being the AH CPD Discipline Chair.
- Coordinate the annual payment from the Program Office to the ASHA Credit Liaison's AHEC.
- Coordinate the annual payment from the Program Office to the NC BOC Credit Liaison's AHEC.
- Provide leadership and consultation to the AH CPD Discipline Group and ensure all necessary communication from the AHEC Program Office is relayed to this group in a timely manner.

- Serve as a non-voting member of the AH CPD Discipline Group, working directly with the Chair to develop and manage agendas, review minutes, assist with task force work, and facilitate projects as necessary.
- Work collaboratively with the Chair to ensure that the Charter is being upheld and roles and responsibilities are being carried out accordingly.
- Serve as an advisor from the Program Office to assist the AH CPD Discipline Group in their decision making to work collaboratively with other disciplines, to identify and facilitate potential interprofessional CPD activities among discipline groups, and to coordinate AHEC grants and/or Program Office funds for statewide programming or special projects.

Minute Taker will:

Minutes are taken for all regular meetings of the AH CPD Discipline Group. Minute takers rotate among the AHECs alphabetically. The Chair informs the appropriate AHEC of their minute taking responsibility at least two weeks prior to the scheduled meeting. The minute taker will:

- Record minutes of the meeting using a concise, action-oriented format.
- Provide a draft copy of the minutes to the Chair and Program Office Liaison to review no later than two weeks after the meeting concludes.
- Accurately records attendance.

Task Forces & Ad Hoc Subcommittees

Task forces and ad hoc subcommittees needed to facilitate the work of the NC AHEC system and/or AH CPD Discipline Group can be formed as decided upon by AH CPD Discipline Group members.

Accountability

Decisions will be made using a majority voting system.

- Voting may only take place in the presence of a quorum.
- For statewide or CDE specific initiatives and recommendations, each regional AHEC shall get one (1) vote.

The AH CPD Discipline Group will aim to meet biannually – May and November. One meeting can be virtual (May) and one can be in-person (November). Depending on the needs of the Discipline Group, a virtual meeting can be changed to in-person and vice versa. If the meeting is not needed, we can cancel.

This document shall be reviewed and updated as needed every other year (at the time the new Chair begins in his/her term). Any changes to the Charter are to be agreed upon by a majority

vote of the group.

Authored by Toni Chatman, Chair of the AH CPD Discipline Group (April, 2021)

Adoption by the AH CPD Discipline Group: (September, 2021)

Review due: November 2023