

Program Committee 2012-2013

Committee Members

Member	Address	Phone/Fax	Email
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Moore, Troy Board Liaison (2013) (2013)	STVHCS/University of Texas HSC San Antonio Audie L. Murphy VA Hospital Pharmacy Service 7400 Merton Minter San Antonio, TX 78229	210-321-2700 ext 64212	mode101troy@gmail.com
Smith, Tawny Past Chair (2013) Chair (2012) Vice Chair (2011) (2008, 2010-2013)	Seton Healthcare Family 3501 Mills Ave Austin, TX 78731	512-324-2027 512-324-2125	tbsmith@seton.org
Overman, Gerald Administrative Chair (2013) Board Liaison (2010-2012) Past Chair (2009) Chair (2008) (2006-2013)	National Institutes of Health 2901 16th St. NW #604 Washington, DC 20009-1653	301-402-7073	jerryoverman@gmail.com
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Cather, Jessica (2013)	St. Thomas Hospital (Summa Health System) 444 North Main St. Akron, OH 44310	330-379-9492 330-379-5538	jssckasper@yahoo.com
Chen, Jack (2006, 2013)	Loma Linda University 11262 Campus Street-West Hall Loma Linda, CA 92350	909 558 7726 909 558 7927	jjchen@llu.edu
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Charges for Program Committee 2012-2013

1. Continue to recruit mid-level members with programming experience to enhance the quality of annual meeting experience for members Standing

Due: 12/31/2012

2. Develop and implement strategies to maximize attendance at the annual meeting	Standing
<i>Due: 01/31/2013</i>	
<i>Metric: Percentage increase in attendance and changes in composition of attendees.</i>	
a. Identify large healthcare organizations (VA, state hospitals, prison systems) to market the meeting in the annual meeting locations	Standing
<i>Due: 09/30/2012</i>	
<i>Metric: Meet with members local to the area of the meeting to garner their ideas for marketing. Meet with other members from target organizations to garner their ideas.</i>	
b. Market the annual meeting to other healthcare professionals by identifying other potential organizations with emphasis on particular licensing needs/training; large healthcare organizations	Standing
<i>Due: 09/30/2012</i>	
<i>Metric: Meet with members local to the area of the meeting to garner their ideas for marketing. Meet with other members from target organizations to garner their ideas.</i>	
3. Establish and maintain consistent communication with the Research and Recertification Committees to ensure coordination in programming	Standing
<i>Due: 04/18/2013</i>	
<i>Metric: Documentation of one meeting and emails to discuss preliminary topics, objectives and any potential overlap.</i>	
4. Evaluate the success of active learning methods utilized at the recent Annual Meeting and recommend inclusion for the following year.	Standing
<i>Due: 05/31/2012</i>	
<i>Metric: Active learning recommendations outlined in presentation to the Board of Directors.</i>	
5. Plan the Annual Meeting	Standing
<i>Due: 04/18/2013</i>	
a. Complete thorough peer review of speaker materials.	Standing
<i>Due: 03/31/2013</i>	
<i>Metric: Peer review evaluations documented in the collaboration centers.</i>	
b. Submit an AM program proposal for BOD consideration including pre-meeting workshop, networking opportunities, min of 12 hours of cutting-edge, advanced level programming utilizing faculty who are experts on the identified topic, known to be good present	Standing
<i>Due: 08/31/2012</i>	
<i>Metric: Presentation at board meeting. Entire charge: Submit an Annual Meeting program proposal for Board consideration including pre-meeting workshop, networking opportunities, minimum of 12 hours of cutting-edge, advanced level programming utilizing faculty who are experts on the identified topic, known to be good presenters, willing to include interactive teaching methods, provide conflict-free presentations and are preferably PharmD speakers.</i>	
c. Develop ideas for a pre-meeting workshop for proposal to the Board in August of 2012	Standing
<i>Due: 05/31/2013</i>	
<i>Metric: Selection of faculty who are experts in the topic area, able to teach with active learning methods and provide balanced-conflict-free presentations. Development and implementation of half day of programming.</i>	
d. Communicate with other committee chairs to discuss any suggestions that they may have for content/speakers for the next meeting	Standing
<i>Due: 06/30/2012</i>	
<i>Metric: Email outreach to committee members.</i>	
e. In collaboration with the research committee, identify research topics that are in demand by the members and incorporate these into programming as appropriate	Standing
<i>Due: 06/30/2012</i>	
<i>Metric: Needs assessment/gap form completion on topic of choice.</i>	
f. Maintain ongoing, thorough communication with all speakers.	Standing
<i>Due: 04/18/2013</i>	
<i>Metric: Speaker confirmation documents, speaker manuals, speaker email communication</i>	
6. Complete needs assessments	Standing
<i>Due: 07/31/2012</i>	
a. Document all needs assessment methods demonstrating gaps in participant knowledge or skill and how the programming will assist in filling identified gaps.	Standing
<i>Due: 07/31/2012</i>	
<i>Metric: Completion of needs assessment/gap instruments.</i>	
b. From March 1 through May 31, implement grassroots efforts before, during, and after Annual Meeting to solicit ideas for programming through clear visibility of committee members and incentivizing active member participation	Standing
<i>Due: 05/31/2012</i>	
<i>Metric: Compilation and tracking of information received including number of individuals providing input.</i>	
c. Review the previous program evaluations, gather input from key individuals involved with the previous meeting, and conduct any other reasonable needs assessments to further improve the previous program	Standing
<i>Due: 06/30/2012</i>	
<i>Metric: Demonstrate responsiveness to member feedback by addressing the issues that are raised by members that deal with programming issues.</i>	
7. Finalize responsibilities and leadership administrative structure related to the newly created Administrative Chair Position	Current Year
<i>Due: 06/30/2012</i>	
<i>Metric: Documentation of job descriptions and administrative timelines.</i>	
8. Make recommendations to the Board related to implementation of member-driven program proposals for the 2013 Annual Meeting	Current Year
<i>Due: 12/31/2012</i>	
<i>Metric: Comprehensive proposal presented to the Board including discussion of pros/cons, goals, automated systems necessary, selection process.</i>	