

# FNPHN Continuing Care Network (CCN) Education Ad Hoc Subcommittee 2013 Charter

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## **PURPOSE**

Clinical education has been identified as a process improvement opportunity for the FNPHN CCN. Practice structure, process, quality improvement, and standardization require that all CCN clinical leaders regularly share their views and actions in this area. CCN provider members and FHS hospitals will need to access the knowledge and talents of others in the network to maximize the effect of their own efforts. By identifying and spreading education best practices in structure, process, outcomes/quality improvement and standardization, the members of the Education Ad Hoc Subcommittee will move the CCN forward with staff providing safe, effective, consistent, quality care for the FNPHN beneficiaries in all CCN settings.

The Education AD Hoc Subcommittee addresses staff educational needs, program development, and improvement efforts in their areas of expertise and responsibility. Each of these areas will be given prominence in Subcommittee agendas.

The goal is to promote a CCN wide education program to ensure staff in each care setting, clinical and practice management skills are at the forefront of the profession and to provide effective methods of sharing best practices among all CCN members to improve overall performance. A priority focus will be placed on expanding and maintaining high-intensity clinical skills, including DME consistency and standardized hand off of any equipment, for the providers of nursing, respiratory care and PT, OT, ST services.

The scope of work for the Education Ad Hoc Subcommittee of the FNPHN CCN will include the following areas:

- All FHS Acute Care Facilities
- All CCN Skilled Nursing Facilities
- All CCN Home Health agencies
- CCN Long Term Acute Care Facility
- CCN Inpatient Rehabilitation Facility
- Hospice and Palliative Care

## **REPORTING STRUCTURE**

The Education Ad Hoc Subcommittee of the FNPHN CCN reports to the CCN Coordinating Committee.

## **MEMBERSHIP**

The Education Ad Hoc Subcommittee of the FNPHNCCN will be led by the FHS System Director of Education Services and will be comprised of relevant leaders from all CCN preferred providers.

## **MEMBER RESPONSIBILITIES**

1. The Chair of the Education Ad Hoc Subcommittee of the FNPHN CCN will be responsible for leading the regular discussions, developing agendas and providing meeting minutes to the members.
2. All members will:
  - a. Attend 80 percent of all scheduled meetings and assure that an informed representative is present for any meeting that he/she is unable to attend.
  - b. Complete all assignments within the designated timeframe.
  - c. Prepare before meetings in order to fully participate.
  - d. With respect, openly share and contribute to the learning experience.
  - e. Abide by the agreed upon ground rules.
3. Voting:
  - a. All ad hoc subcommittee members are eligible to vote.
  - b. If a subcommittee member has a conflict of interest, he/she will announce it to the group and abstain from voting on issues aligned with the conflict.
  - c. Decisions are made by consensus of the voting members present and a minimum of 50 percent plus one member/vote of the total membership must be present for a vote to occur.

## **SCHEDULE**

The Education Ad Hoc Subcommittee of the FNPHN CCN will meet monthly.

## **STRUCTURE/PROCESS/OUTCOMES**

1. The CCN is composed of two standing committees and ad hoc committees that are accountable for specific actions of the overall CCN. In addition, Ad hoc committees are appointed to complete specific clinical skills and processes tasks identified as opportunities for process improvement.
2. The CCN Education Ad Hoc Subcommittee will provide oversight to the development and implementation of an educational program that will support staff development and ensure the highest standard of clinical care to the FNPHN beneficiaries.
3. The CCN Education Ad Hoc Subcommittee will develop evaluation tools and measurable compliance goals.

4. Compliance with metrics will be measured and reported on a monthly basis by the CCN Subcommittee lead to the CCN Coordinator, who will provide a summary report to the CCN Post-Acute Care Committee. The summary report will guide the Post-Acute Care Committee in refining and/or creation of structures and processes, which will in turn facilitate achievement of expected outcomes.