



# UC Wide Advanced Practice Fellowship Advisory Group Charter



## Purpose

The UC Wide fellowship advisory board will provide oversight for UC health system advanced practice fellowship programs that facilitates transition to advanced practice for new graduates. The overarching goal is to create a unified approach to develop competent APP's that will deliver evidence based, safe quality care in the selected primary care and specialty practices.



The UC Wide advisory board will recommend a framework to promote skill acquisition in a protected environment. Assessment, planning and implementation of the fellowship program will be administered by the Director of Advanced Practice or their designee at each campus. A robust infrastructure for practice-based learning will be created to support our fellows' expansion of knowledge and progressive clinical competency. Outcome measures will be defined to evaluate the overall program impact on transition to practice and to analyze individual program elements like practice settings, preceptors, fellow experience and skill acquisition.



## Advisory Group Goals

The Advisory Group goal is to provide strategic direction for the advanced practice fellowship program through the following activities:

- Development of uniform selection criteria
- Consensus on programmatic materials
- Selection of practice-based learning environments
- Unification of standards and measurement tools
- Forecast needs related to accreditation.
- Provide direction for any human resources issues



## Project Outcome

The process will be considered a success if:

- The Advisory Group establishes clear, consensus-based recommendations on the program format and measurement metrics;
- The Advisory Group is engaged in a meaningful way in evaluating the proposed tools, educational objectives and commenting on the project progression;
- Appropriate program design and success metrics are chosen to support accreditation

### **Terms of membership**

The Fellowship advisory board will be composed of a balanced representation of non-represented Advanced Practice leaders from the UC campuses. The committee will remain at a maximum membership of ten (6) excluding ad hoc members. The director of advanced practice or their designee will serve as voting member of the advisory board. Each board member (approved by the Board) will serve as co-chair the Fellowship Advisory Board and serve for one-year on a revolving schedule in case of absence. The board will seek a volunteer replacement for the co-chair position one month in advance of completing their term as selected by unanimous decision of current board membership. A member's position on the Advanced Practice Fellowship Advisory Board may be declared vacant if the member:

- Resigns from the fellowship advisory board (this should be in writing and forwarded to the Chair)
- Fails to attend more than two meetings without prior notice

In a case where a member's position is declared vacant, the Chair may appoint an alternative representative from the same specialty to fill the position.

### **Advisory Group Operating Guidelines**

#### Convening of Meetings

- Meetings will be held at the time and place chosen by the group in the course of their first meeting.
- It is anticipated that there will be four (4) meetings per calendar year.
- UC Wide Advanced Practice Fellowship Advisory Group members will be informed of meetings through email at least two weeks prior to the meeting.

#### Conduct of meetings

- Meetings will be open to board members only and invited guests as appropriate.
- Meetings will be facilitated.(a facilitator will be identified at the first meeting)
- All cell phones will be turned off during the meetings.
- Meetings will end with a clear understanding of expectations and assignments for next steps.
- Meetings are expected to be one hour. Extension of time, in 15 minute increments, will require the consent of the majority of members attending that meeting. Consensus will be indicated with a show of hands.
- The Co-Chair will keep a record of meeting attendees, key issues raised, and actions required. Comments from individual members

will generally not be attributed and a verbatim record of the meeting will not be prepared.

- The previous meeting record and a meeting agenda will be forwarded to members of the Advisory Group at least one week before the next meeting. Any changes to the record of the past meetings shall be in writing and forwarded to the Co-Chair prior to the next meeting.

#### Meeting Ground Rules

- Speak one at a time – refrain from interrupting others.
- Wait to be recognized by facilitator before speaking.
- Facilitator will call on people who have not yet spoken before calling on someone a second time for a given subject.
- Ensure that all members who wish to have an opportunity to speak are afforded a chance to do so.
- Maintain a respectful stance toward towards all participants.
- Listen to other points of view and try to understand other interests.
- Share information openly, promptly, and respectfully.
- If requested to do so, hold questions to the end of each presentation.
- Remain flexible and open-minded, and actively participate in meetings.

#### **Roles and Responsibilities**

##### Advisory Board members agree to:

- Provide specialty group expertise, including identifying department specific issues;
- Review project training tools and candidates and comment promptly;
- Attend all meetings possible and prepare appropriately;
- Complete all necessary assignments prior to each meeting;
- Relay information to their team members after each meeting and gather information/feedback from their team as practicable before each meeting;
- Maintain a focus on solutions that benefit the fellowship program not one specific department;
- Present recommendations for the project at the end of the planning process.

#### **Communication**

Advisory Board members will be informed of meetings through email at least two weeks prior to the meeting.

- Project documents and notices will be emailed or made available at the meeting

- Email: Chair and Co-chair should be copied on all correspondence that relates to program decisions, and if Chair chooses to open a dialogue via email, all Advisory Board members will be copied.

### **Decision Making**

The Advisory Board is designed to oversee the process and take necessary action related to the success of the fellowship program. In those areas where it has decision-making authority, members will strive to reach agreement by consensus at a level that indicates that all partners are willing to “live with” the proposed action. Partners will strive to work expeditiously and try to avoid revisiting decisions once made.

### **Conflict Resolution**

When an issue arises that cannot be easily resolved, Advisory Board members agree to:

- Remember that differences of opinion are inherent, so the intent of all parties is to resolve issues so the project can be executed.
- Determine if the issue should be resolved within or outside of the Advisory Board and participate however is appropriate.
- Ensure the appropriate decision makers are at the table to resolve the issue.