

## **ADULT MEDICINE PRN STANDING COMMITTEES**

*Dates listed below are general guidelines – committee chairs should review the annual PRN Handbook for exact due dates.*

### **NOMINATIONS COMMITTEE**

Chair: Immediate past Chair of PRN

Charges:

- Review and revise award criteria as appropriate
- Facilitate / promote nominations of members of the Adult Medicine PRN for ACCP fellow status (2+) and ACCP awards
- Facilitate / promote nomination of members of the Adult Medicine PRN for the Board of Directors for Pharmacotherapy
- To nominate PRN officers
- Determine recipients of PRN-specific awards and develop/modify award criteria when necessary

Specific tasks

- Email reminders to the listserv with description of awards and deadlines for nominations and link to nominations portal on ACCP website
- Repeat this process as needed, encouraging members to nominate others for awards, fellowship, etc.
- Assist members through the online nominations process
- Provide template letters as necessary
- Send out email with description of officer positions and encourage nominations
- Gather a list of potential applicants
- Send sample bio to candidates

#### **Important Dates:**

- November: Nominations for ACCP elected office or an ACCP award
- February: Nominations for ACCP fellows and Parker Medal
- March: Issue call for nominations for PRN officers
- June: Final slates for PRN elections due at ACCP office
- July: Electronic distribution of PRN ballots
- August: PRN balloting closes & nominations committee notified of PRN election results
- End of August (within 10 days of nominations committee receiving results from ACCP):  
Deadline by which PRN nominations committee should notify all candidates of election results

PRN Awards: *Timelines and number of awards to be granted should be reviewed and revised each year at the discretion of the nominations chair in conjunction with committee members. The awards criteria are available through the PRN portal.*

1. Adult Medicine PRN Outstanding Paper of the Year
2. Adult Medicine PRN Distinguished Investigator
3. Adult Medicine PRN Mentoring
4. Adult Medicine PRN Clinical Practice

## **PROGRAMMING COMMITTEE**

Chair: Chair-Elect of PRN

### Charges:

- Develop the PRN Focus Sessions and other educational programming held at the Annual meeting

### Specific Tasks:

- Identify topics, develop objectives, and organize format of program
- Identify speakers – members of PRN or potentially outside speakers
- Complete and submit proposals to ACCP according to established timeline
- Moderate Focus Sessions and other programming as necessary

### Important Dates:

- November/Early December: Program synopsis due for Annual Meeting Focus Session
- December/Early January: Preliminary Program due for Annual Meeting Focus Session
- January: Program for pre-symposium session due if applicable
- February: Feedback from ACCP regarding program proposal
- March: Final program/speaker confirmation due to ACCP
- ACCP will contact speakers regarding due dates of slides/handouts/bios/COI forms. However it is recommended that the committee chair reach out to speakers prior to the meeting to obtain a copy of the slides to have available at the presentation.

## **TRAINING AND TRAVEL AWARDS COMMITTEE**

Co-Chairs (2): Volunteer, to be assigned annually by PRN chair after Fall Annual Meeting

Charge:

- Determine recipients of PRN-specific awards and develop/modify award criteria when necessary
  1. Adult Medicine PRN Practitioner Registration Award
  2. Resident or Fellow Travel Award
  3. Student Travel Award

Specific tasks

- Review & revise the awards criteria as needed
- Email reminders to the listserv with description of awards and deadlines for nominations
- Solicit applications for the following awards:
  1. Adult Medicine PRN Practitioner Registration Award
  2. Resident or Fellow Award
  3. Student Travel Award
- Communicate with PRN officers regarding award and necessary funding that will be provided

### **Important Dates for Student and Resident Awards:**

- May 1: Notify PRN members of award availability
- August 1: Deadline for award applications
- August 15: Committee co-chairs disseminate application materials to committee members for review
- September 1: Committee members will return results of review to committee co-chairs
- September 15: Notification of recipient of award

### **Important Dates for Practitioner Registration Award:**

- May 1<sup>st</sup>: Notify PRN members of award availability
- July 1<sup>st</sup>: Deadline for award applications
- July 15<sup>th</sup>: Committee co-chairs disseminate application materials to committee members for review
- August 1<sup>st</sup>: Committee members will return results of review to committee co-chairs
- August 15<sup>th</sup>: Notification of recipient of award

PRN Awards: *Timelines and number of awards to be granted should be reviewed and revised each year at the discretion of the PRN chair and the committee chair in conjunction with committee members. The awards criteria are available through the PRN portal.*

## **INTERNAL AFFAIRS COMMITTEE**

Chair: Secretary/Treasurer of PRN

Vice Chair: Volunteer, to be assigned annually by PRN chair after Fall Annual Meeting

Charges:

- Distribute newsletter to Adult Medicine PRN membership bi-annually
- Maintain list-serve document archives
- Maintain operation guideless and update as needed

Specific tasks

- Solicit contributions from PRN for newsletter articles
- Edit and format newsletter, as appropriate
- Distribute newsletter to PRN
- Post newsletters to PRN portal
- Review documents that are distributed through listserv and select documents to be PRN archives on an as needed basis
  - Selected documents will be mailed to the PRN chair on a quarterly basis
- Review archives as directed by committee

**Important Dates:**

- September/October: distribution of Fall Newsletter to the PRN listserv and website
- April/May: Distribution of Spring Newsletter to the PRN listserv and website

## **EXTERNAL AFFAIRS COMMITTEE**

Chair: Volunteer, to be assigned by the PRN Chair after Fall Annual Meeting

Vice Chair: Volunteer, to be assigned by the PRN Chair after Fall Annual Meeting

Charges:

- Engage members of the PRN through social media venues

Specific Tasks:

- Create student and resident interest in the PRN
- Create and maintain social media sites
- Create a time and secure a location during the Annual Meeting when members can gather for an informal networking/socializing event
- Reconnect with former members to determine reasons for leaving the PRN
- Other tasks, as assigned

## **WALK-ROUNDS COMMITTEE**

Chair: Volunteer, to be assigned annually by PRN chair after Fall Annual Meeting

Vice Chair: Volunteer, to be assigned annually by the PRN chair after the Fall Annual Meeting

### **Charges:**

- Assess posters being presented at the ACCP Annual meeting in Adult Medicine
- Engage current and future members of the PRN about their research
- Review criteria for Poster Award, revising as necessary

### **Specific Tasks:**

- Determine posters being presented by Adult Medicine PRN members
- Organize PRN membership attendance at the annual meeting poster sessions to engage presenters and encourage PRN member participation
- Work with ACCP (Emma Webb) to identify abstracts with top 5 scores from list of committee identified posters
- Determine recipient of poster award based on committee-developed criteria

### **Important Dates:**

- June: Abstract deadline for Annual Meeting
- August: Abstracts released to be presented at Annual Meeting
- August: Review all accepted abstracts with the guidance of the committee chair(s) in order to identify all posters being presented by Adult Medicine PRN members
- September: Solicit PRN membership for participation in walk rounds at the annual meeting
- September: Email ACCP (Emma Webb) the list of all posters identified so that you can be provided with the top 5
- October: Attend annual meeting and poster session walk-rounds, identify winner of the poster award and notify the winner via the Adult Medicine Listserv and Spring newsletter

## **PBRN RESEARCH COMMITTEE**

Chair: Volunteer, to be assigned annually by PRN chair after Fall Annual Meeting

Vice Chair: Volunteer, to be assigned annually by PRN chair after Fall Annual Meeting

Charges:

- Serve as Frontiers Fund liaison between the AMED PRN and the ACCP Research Institute
- Develop a mechanism for AMED PRN members to discuss ideas and collaborate on research initiatives

Specific Tasks:

- To be determined