

Meeting Date: Thurs Feb 19 2020	10-11a	Teleconference: Phone Audio-Only Phone: 503-444-9598, then enter 748247703 Call/text Rebecca if issues: 503-502-5019
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AGENDA - Northwestern States Residency Conference Planning Committee

Facilitators: Rebecca Britton and Kris Marcus
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Attending: ✓ Attending Conference Call 02/19/2020

✓	Rebecca Britton (OHSU), Co-Chair linesr@ohsu.edu 503-502-5019 mobile/text	✓	Kris Marcus (Pacific U SOP), Co-Chair marcusk@pacificu.edu 503-730-3365 mobile/text	PRN	Chelsea Balumas (OHSU Event Planner)
	Laura Alwan (U Washington)		Michelle Murray (Legacy Health)	PRN	Stacey Barrett (UM/ OSHP Account Manager)
✓	Toby Boslaugh (Vizient)	✓	Ruthie Nguyen (Asante)		
✓	Rachel Chlasta (Legacy Health PGY2 AmbCare)	✓	Brandon Nuziale (Pacific U SOP)		
✓	Angie Christianson (PeaceHealth SacredHeart)		Ryan Parker (Peace Health Southwest)		
	Matt Haferman (U Washington)		Tanya Ramsey (Kaiser Northwest)		
	Brian Holland (Sky Lakes)		Rachel Seitz (St. Charles)		
✓	Adriane Irwin (OSU COP)		Matt Tanner (Salem Health)		
	Jessica Jacobo (Confluence Health)	✓	Elva Van Devender (Providence Portland Area Multisite)		
	Gwen Moscoe (Asante Three Rivers)				

Topic	Discussion			Summary/Action Items
Appts Sent for Committee Meeting Dates	Mid-February	Monthly	February 19 10:00 – 11:00	ACTION ITEMS: 1) All participants: Please forward other interested committee participant info to Kris Marcus (marcusk@pacificu.edu) for addition to distribution list and calendar appts. 2) Rebecca/Kris report to OSHP BOD at their every other month meetings (Mar/May).
	Mid-March	Twice Monthly	March 13 1:00 – 2:00	
	End March	Twice Monthly	March 27 1:00 – 2:00	
	Mid-April	Twice Monthly	April 7 10:00 – 11:00	
	End April	Twice Monthly	April 20 2:00 – 3:00	
	May Wk 1	Weekly	May 8 11:00 – 12:00	
	May Wk 2	Weekly	May 14 12:00 – 1:00	
	May Wk 3	Weekly	May 22 9:00 – 10:00	
	May Wk 4	Weekly	May 29 10:00 – 11:00	
	EVENT			
Corrections to prior meeting notes?	<ul style="list-style-type: none"> Notes from second meeting emailed. Missed any attendees or volunteers for subgroups? Corrections or omissions? 			ACTION ITEMS: None.

<p>Completed items since last meeting</p>	<p><u>Reviewing actions completed</u></p> <ul style="list-style-type: none"> • Communications group finished email list which was shared with UM • Website build/updates status: UM is converting to a new platform but should be able to migrate most of last year’s build easily. • Abstract Guidance document returned from group review and sent to UM for webpage build. <ul style="list-style-type: none"> ○ The abstract guidance pdf will be sent out to audience (RPDs) and uploaded to site when announcing Registration Open. • Kris and Rebecca met with Stacey/UM and reviewed basic website build/facts <ul style="list-style-type: none"> ○ Confirmed registration rates will be same as last year. \$125 early bird, and a \$150 general registration. ○ Confirmed abstract submission date will be March 31 even though conference is later. Will allow us more time to source content to program and app. <ul style="list-style-type: none"> ▪ Abstract submission guidelines pdf also has separate place on website and will be pushed with registration confirmation. ○ Confirmed final ppt will be due to RPDs (and sent to Rebecca) by May 15. <ul style="list-style-type: none"> ▪ Powerpoint presentation guidelines pdf also has separate place on website and will be pushed with abstract confirmation. <p><u>Reviewing answers from Stacey/UM since last meeting</u></p> <ul style="list-style-type: none"> • Should be able to open registration by 2/27. Mockup of website form expected this week (by 2/24 at latest). <ul style="list-style-type: none"> ○ Requesting a couple volunteers to checkout website content/test submissions working correctly • Stacey does all of app build. Will be available to build after Annual Seminar is done. Target to have all items to her for build by 5/4. That still allows some time for updates and to test app build. • Can create a way for one member with profile on website to register “guests” under one invoice. Stacey agreed to help up create “how to” messaging that can be shared on how to do this once registration opens. Up to 50 guests per invoice. <ul style="list-style-type: none"> ○ Registration and abstract submission portals will be separate so residents can file their abstract even if someone else is registering them due to internal payment structures. 	<p>ACTION ITEMS:</p> <p>ELVA will help with reviewing the website once build is complete.</p> <ul style="list-style-type: none"> • 2/20: Stacey updated the pages on the OSHP website • 2/20: Stacey updated the abstract submission form – ready to review and test for submissions • Please send any changes or additions to Kris by 2/26. She will collate and send to Stacey. Stacey confirmed plan to open registration by Mar 2 once all proofing done and registration form built and tested. <p>Registering multiple people is possible – CO-CHAIRS and COMMUNICATIONS TEAM to work with Stacey to craft messaging with instructions on how to do it for launch.</p> <p>UM has requested excel spreadsheet with all “program” data by 5/4. This will be used to build paper program and app details including schedule.</p>
<p>Subgroups: Standing discussion items from last meeting</p>	<ol style="list-style-type: none"> 1) CE Sessions and Networking <ol style="list-style-type: none"> a) 2 hours of CE (Keynote, after lunch) <ol style="list-style-type: none"> i) Any updates/questions for group about bringing in outside speakers as desired? <ol style="list-style-type: none"> (1) Include residents in the marketing. Targeted push message to have them there. ii) Amount of networking time to offer <ol style="list-style-type: none"> (1) Amount of time last year seemed appropriate, with a lunch without a session, 5 minutes between sessions. (2) Perhaps a mid-morning session? iii) What is the honorarium that typically given by OSHP? Probably has about \$4000 to dedicate to bringing in outside speaker b) What info is needed from presenters for CE approval? <ol style="list-style-type: none"> i) Tanya and Matt? 	<p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • Does VA have special forms to be signed, and can we secure that ahead of time to help? – REBECCA to investigate • Obtain OSHP Speaker Honoraria and agreement details from UM – KRIS to obtain and share with CE Sessions team. • 2/18 Kris sent out emails to subgroups with contacts, action items, and expected deadlines based on projected timelines from last meeting. ALL-See end of agenda for messaging and timelines sent. Please reach back out

	<p>(1) Maybe some changes with OR requirements. They may need to reach out early.</p> <p>ii) Kris to reach out through Pacific U to see if some ACPE CE. Or through the VA system</p> <p>2) Adding a poster session: If we have posters, when would poster deadline be</p> <p>a) Subgroup will determine this</p> <p>b) Posters featuring research done by practitioners, posters about Preceptor Development</p> <p>i) Clinical pharmacy teams, Preceptor Development</p> <p>ii) Students or Residents??</p> <p>iii) Marketing messaging</p> <p>3) Communications requests from UM:</p> <p>a) List of targeted dates and audiences for push emails/key actions</p> <p>b) Draft messaging to be sent on those dates. Subject lines and bulleted info is sufficient.</p> <p>4) Site logistics/wayfinding/parking:</p> <p>a) What info is need to start planning</p> <p>5) Day of logistics</p> <p>a) What info is need to start planning for volunteer coordinators and training (moderators and registration staffing?)</p>	<p><u>to Kris if deadlines need to be renegotiated.</u></p> <ul style="list-style-type: none"> o If groups can meet before 3/13 and send Kris/Rebecca any updates 48h before then will add to agenda.
Still Need Workgroup Volunteers	<p>PROGRAM</p> <ul style="list-style-type: none"> • Program and presentation evaluations (review last years for any changes, work with Stacey on app build (already sent her last year's form as example), review build on app for accuracy and functionality) o NEED VOLUNTEERS 	Non-urgent. Will circle back for volunteers in April closer to need.
OPEN FORUM	<ul style="list-style-type: none"> • Questions, Concerns, Comments, BIG IDEAS! 	No new business Next month we start meeting twice monthly.
<p>Next Meeting: Mar 13 1-2p Teleconference: Phone Audio-Only Phone: 503-444-9598, then enter 748247703 Call/text Rebecca if issues: 503-502-5019</p>		

Respectfully submitted,

Rebecca Britton
Co-Coordinator

Kris Marcus
Co-Coordinator

PARKING LOT:

Moderator Volunteers from Initial Save-The-Date Call:

- Eddie Saito (Pacific/VG)
- Tuyen (Tom) Vo (Legacy)

Requests for special scheduling from residents/programs:

- 02102020/email to Co-Chairs: Eunice Pyon, PharmD, PGY1 Resident (Virginia Mason, <EunicePyon@yvmh.org>) – afternoon session request (flight arrives PDX 0915): My project is a process improvement project “Implementation and evaluation of interdisciplinary rounds in improving patient care.”

Workgroup Volunteers, Charges and Timelines (ongoing list, v02-20-2020 1500)

NWSRC PROGRAM SUBCOMMITTEE: **Communications** (Rachel Chlasta, Ryan Parker, with input/support of NWSRC Co-Chairs)
COMPLETED CHARGES (Thank you!):

- Contact list updates from residency directories - RPD/RPC emailing list updates – directory OR, WA, AK, MT [not ID, NV or UT – Mountain States]. Sent to UM/Stacey and being used for push messaging.

OTHER CHARGES:

- Once website is live, coordinate any push messages to residents, RPD/RPC, preceptors, and residents via CW group with Riley Protz (after 2/27)
- Create list of targeted push messages and desired push dates to share with UM (by 3/6)
- Create language that will be sent in push messages (subject line and bullets is sufficient) (by 3/13)
- Reach out to ASHP to see if it is possible to acquire email addresses of all regional residents and what lead time is to request for future years (by 4/30). Suggest starting with Mary Kate McGinty in Accreditation Services who has been our contact for Regional Residency Conference planning: MKMcGinty@ashp.org
- Test out app once live (expect by 1-2 weeks before conference)

NWSRC PROGRAM SUBCOMMITTEE: **Poster Session Exploration** (Toby Boslaugh, Rebecca Britton, Elva Van Devender, Brandon Nuziale)

CHARGES:

- Explore/bring proposal for adding Poster session (by 3/31)
- If poster session pursued (due dates TBD):
 - Create poster categories/target presenter audience descriptions
 - Create call for posters and work with communications group to get messaging out
 - Coordinate poster board rentals and poster materials requests (push pins, etc)
 - Create poster presenter guidelines and coordinate correspondence to presenters
 - Decide if award program for poster submissions will be pursued
 - Test out app poster session functions once live (expect by 1-2 weeks before conference)

NWSRC PROGRAM SUBCOMMITTEE: **Preceptor Development Topics/Speakers and Networking Sessions** (Adriane Irwin, Michelle Murray, Tanya Ramsey, with input/support of NWSRC Co-Chairs)

CHARGES:

- Review guidance from OSHP on engaging speakers and reimbursement rates (honoraria, etc, and speaker agreement details, [verifying attached 2017 is most current, will send updated if necessary]) (before contacting outside speakers)
- Bring desired speakers, topics, and budget to committee for approval (by 3/27)
- Work with speakers on desired content and format, presentation norms (by 4/7)
- Work with CE team and UM to secure necessary information from speakers for CE approval (by 3/30 if ACPE accredited, by 4/17 for state approvals)
- Work with schedule team to finalize presentation titles and speaker info for publication (by 4/17)
- Plan for speaker gifts and introductions (by 5/4)
- Test out app preceptor session functions once live (expect by 1-2 weeks before conference)

NWSRC PROGRAM SUBCOMMITTEE: **Abstract Screening and Schedule of Resident Presentations** (Matt Haferman, Brian Holland, Brandon Nuziale, with input/support of NWSRC Co-Chairs)

COMPLETED CHARGES (Thank you!):

- Proof abstract guidance for posting to website

CHARGES:

- Proof abstract submission portal once available and send any changes to co-chairs (by 3/2)
- Build proposed tracks based on submitted abstracts submitted by 3/31 and time available (draft ready for review by 4/20 committee meeting)
- Manage resident/RPD special requests for scheduling (ongoing as forwarded from Co-chairs – tracked at bottom of minutes in parking lot)
- Edit and clean draft schedule checking for consistency of formatting, site names, etc (by 4/17 for distribution for 4/20 meeting)
- Work with co-chairs to make room assignments based on predicted topic attendance (by 4/17 for distribution for 4/20 meeting)

- Push approved schedule to RPD/RPC for final proofing with all changes communicated final date of 4/29 (send to RPDs on 4/20 after committee meeting)
- Send finalized and approved schedule information in Excel format to UM for import to app and printed brochure (by 5/4)
- Test out app schedule functions once live (expect by 1-2 weeks before conference)

NWSRC PROGRAM SUBCOMMITTEE: **CE Approval** (Kris Marcus, Tanya Ramsey, Matt Tanner)

CHARGES:

- Start inquiries about any changed processes for CE approval given our program format (by 3/13)
- Forecast final CE hours offered and categories based on high level schedule (by 4/17)
- Reach out to VA contacts about their CE requirements (every year they have brought a form for signature. Is there a way for us to be more proactive?) (by 4/30)
- Interface with Stacey/UM to make sure we are completing all steps they need for recordkeeping and to determine if app will play a role (by 4/30)
- Review draft schedule based on abstracts and give input to schedulers as applies to CE needs (expect early draft available 4/17)
- File for CE approval for OR (at least 1 month before event)
- File for CE approval for WA (at least 1 month before event)
- File for CE approval for MT (at least 1 month before event)
- Kris: Inquire about Pacific affiliation agreement with vendor for ACPE to confirm this is operational and get "pass through" pricing (by 2/28)
- Create CE form documentation once schedule known (by 5/15)
- Test out app CE content/ functions once live (expect by 1-2 weeks before conference)
- Send CE approval documentation to Stacey/UM for filing (after event)

NWSRC PROGRAM SUBCOMMITTEE: **Site Logistics and Volunteer Coordinators** (Angie Christianson, Gwen Moscoe, Tanya Ramsey, with input/support of NWSRC Co-Chairs and OHSU Event Planner [Chelsea Balumas] and OSHP Acct Manager [Stacey Barrett, UM])

CHARGES:

- Discuss and determine site logistics/wayfinding based on attendee feedback: e.g. Check-in, signage, parking (by 4/30)
- Request items needed for site logistics/wayfinding (by 5/15)
- Give input on food/reception [+ Chelsea] (TBD)
- Solicit and schedule volunteers (solicit by 4/10, schedule by 5/8, confirm by 5/25)
- Appoint site volunteer coordinators (registration, room moderators, welcome/program introductions) (solicit by 4/10, confirm by 4/17)
- Determine who can help with setup day before? Morning of? and assign tasks (by 5/25)
- Determine if we need Stacey/UM on site and communicate needs to her. Assume Chelsea or her designee will be there day of event as well. (by 4/30)
- Test out app maps/wayfinding/general conference info sections once live (expect by 1-2 weeks before conference)