

**Long Term Care Professional Leadership Council
Professional and Technical Advisory Group
Guidelines for Inclusion
October 2008**

Overview: The Long Term Care Professional Leadership Council consists of the leaders of the major professional leadership associations* of long term care: ACHCA, AMDA, ASCP, and NADONA.

This Council was formed to foster collaboration in defining and addressing issues related to standards for quality care in long term care facilities, including:

- Advancing consistent standards, positions, and recommendations pertaining to long-term care
- Promoting evidence-based approaches to common problems and risks of long-term care patients and residents
- Coordinating and creating cross-disciplinary educational programs
- Improving coordination among key professional disciplines and reducing fragmented and incompatible initiatives and approaches
- Clarifying accountability for the standard of care as established by law and regulation
- Promoting more effective root cause analysis of commonly identified issues that affect long-term care performance and practice
- Promoting more effective approaches to improving long-term care
- Offering a united voice on matters that address and advance the quality of services and care for residents of long-term care facilities

** Those associations representing professional disciplines with administrative accountability for the quality of care and service provided in the Skilled Nursing Facility as per the requirements in 42 CFR Part 483, Subpart B.*

Professional and Technical Advisory Group (PTAG) Inclusion Criteria

Member Category	Inclusion Criteria	Designated Representative	Membership Term	Responsibility/Commitment	Privileges
Charter/ Steering Committee (ACHCA, AMDA, ASCP, NADONA)	* Those associations representing professional disciplines with administrative accountability for the quality of care and service provided in the Skilled Nursing Facility as per the requirements in 42 CFR Part 483, Subpart B.	Top staff leadership (ED/President/CEO) and Board Chair/President or designee	N/A	Shared responsibility for administrative activities	Voting/Board engagement

Professional and Technical Advisory Group Members	1. Clinical Practice Professionals: Professional Associations whose members serve residents of LTC facilities and are responsible for management and clinical care.	Two representatives per organization: 1. Member of Executive staff and 2. One other volunteer member	Executive staff – no term limit Volunteer representative – set by PTAG member organization	Participate in routine conference calls. Provide perspective of the organization on issues considered by the Steering Committee.	Review and advisory to the steering committee
	2. Ancillary Service Professionals: Professional groups whose members come from non-clinical (IT/Finance) orientations in LTC.				
	3. Product and Services Provider Professionals: Product and services vendors who serve LTC.				
	4. Government and Regulatory Agencies; CMS and state regulatory agencies that serve as industry stakeholders.				
	LTC Quality organizations				

Professional and Technical Advisory Group (PTAG)

Overview

PTAG members of LTCPLC include professional associations, ancillary service professionals, product and service providers, and governmental and regulatory agencies whose members and employees provide products and services to long term care.

PTAG members serve in an advisory role to the LTCPLC steering committee and serve as expert review panel for professional and technical issues being considered by the LTCPLC. As such, PTAG members are not voting members of the LTCPLC.

Each PTAG member may have two representatives, one being an executive staff member who would have no term limit on the LTCPLC, and one other volunteer member whose term would be two years. That member is eligible to serve up to 3 consecutive terms.

The membership term begins the first day of the month following acceptance of the application by the Steering Committee.

The LTCPLC meets via conference call each month. It is important for PTAG members to attend these calls to be informed and up to date. The calls are open to all PTAG members, except if designated as a closed call.

Application Process

The Executive of the organization interested in applying for PTAG membership in the LTCPLC will submit a letter of interest to the Executive of any of the LTCPLC Steering Committee associations. This request, on association letterhead, will describe the organization and its interest in becoming a PTAG member of the LTCPLC. The Steering Committee member will bring the application to the LTCPLC for consideration. The specific information to be submitted is:

1. Description of the organization
2. Mission of the applying organization
3. Other pertinent information about the organization
4. Reason for interest and what the organization can contribute
5. Who the designated representatives would be and what their position in the organization is

Application Review Process

The LTCPLC Steering Committee reviews PTAG applicants each month as they are received. The Steering Committee validates that the organization provides services to LTC and that the mission of the organization supports the mission of the LTCPLC in addressing issues related to standards for quality care in LTC facilities. The Steering Committee confirms that the two representatives meet the designated criteria and informs the applying organization in writing of the acceptance or non-acceptance of the application.

Applications received by the 10th of each month will be reviewed by the Steering Committee and voted on at the next regular meeting of the Steering Committee. Applicants will be notified in writing within 10 days of the meeting.

PTAG Participation Protocols

Professional and Technical Advisory Group (PTAG) members serve in an advisory capacity to the Steering Committee, and while participation of all PTAG Members is voluntary, the input and recommendations of PTAG members is important to the work of the Steering Committee, and regular participation is encouraged.

Ways to Participate:

1. Vial Conference Call -

- All regular conference calls of the Steering Committee are open to PTAG members. All Steering Committee and PTAG members should respond in advance to chair as to whether they will be attending the conference call.
- The Agenda for each conference call is set by the chair and all PTAG members will be included in the distribution list for agendas and call materials.
- PTAG members are invited to speak freely during conference calls.
- PTAG members may present / lead discussion of agenda items as appropriate and as requested by the Steering Committee.
- PTAG member input serves to educate and inform all members of the LTCPLC, and also to assist in developing consensus on issues. Voting on any items is limited to the Steering Committee Members only.
- Agenda items may be submitted by any PTAG member. These should be presented to the chair in advance of the next regular meeting.

2. Live Meetings - PTAG member attendance at live meetings of the Steering Committee is by invitation of the Steering Committee.LTCPLC

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