



KEY POINTS TO REMEMBER

1. The template is designed to serve as an agenda and documentation of minutes in the same form.
2. The Advisory Committee must endorse the required program goal from CAAHEP Standard II.C and the goal statement is included in the template for reference.
3. The Advisory Committee must endorse the required minimum numbers of patient/skill contacts for each of the required patients and conditions, CAAHEP Standard III.C.2, and the reminder appears as an agenda item.
4. Space is provided for the name of the individual preparing the minutes, approving the minutes and the dates.
5. The Medical Director signature on the minutes serves as documentation that if he or she was in attendance, they approved the goal statement and required minimum number of patient/skill contacts. Documentation of Medical Director approval of these items is required.
6. Appendix G must be attached to the minutes when this agenda item is discussed to verify the requirements the Committee reviewed.
7. The final page of the Minutes document describes the purpose of the Advisory Committee and also lists the responsibilities of the members. This is especially helpful for new members or as a reminder for existing participants.
8. All Advisory Committee members should receive a copy of the agenda, either via hard or electronic copy.
9. The discussion column of the form is the most important component and at times the most neglected. The purpose of minutes is to document the discussion and actions for future reference and also inform those who were not able to be in attendance, so enough detail must be provided to meet these parameters.
10. The purpose of the Advisory Committee is to advise and discussion and recommendations from the external communities of interest provide an outside perspective and feedback for program growth. The meeting should not be a monolog by the Program Director providing updates. While updates and reports are important information, the real value of the group is input from the stakeholders. The chair of the group should be one of the external representatives. Program personnel are considered ex-officio members as they are intimately involved in the daily operation of the program.