

Case Management Society of New England
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Policy 39-16

Date: 7/15/17

Policy and Procedure: Hospital Based Case Management Conference Committee

The Case Management Society of New England is a recognized professional entity actively engaged in promoting educational opportunities for its members. The Hospital Based Case Management Conference Committee supports the membership-at-large through development and staging of one annual day-long educational conference.

The Goals of the Hospital Based Case Management Conference Committee are:

- Organize and complete one day-long educational conference during spring.
- Develop a program focused on providing education to case managers and healthcare professionals regarding the challenges of care transitions for the population receiving care in a hospital setting: Emergency Department, Observation, Inpatient, Same day surgery as well as Utilization Review for the same population in those sites of care.
- Provide a reasonably-priced continuing education opportunity for the membership

Composition of the Program Committee:

- A Board Liaison
- A Chair or co-Chair recommended by the previous year's Chair and designated by the CMSNE Board.
- No more than four (4) members.

The Hospital Based Case Management Conference Committee is led by a Chair/Co-Chair with support from the Executive Director and Board Liaison. The Committee Chair/Co-chair keeps the Executive Director and Board Liaison informed as to ongoing progress with program development, well in advance of program dates. This is accomplished through regular written updates to the Hospital Based Case Management Conference Committee E-mail group and direct communication. The Chair is responsible for bringing obstacles in planning and organization to the attention of the Executive Director as early as possible for guidance, additional support and resolution.

Benefits of Committee membership:

Committee members benefit from involvement in the following manner:

- Receive complimentary registration for program when said committee member takes an active role in planning, development and/or administrative support on the program.
- Increased networking opportunities with Corporate and Program Sponsors, peers
- Development of organizational and event planning skills

Role of the Committee Chair/Co-chair:

- The Chair/Co-chair must be a current and active member of the Chapter. It is preferred that the Chair will have served at least one (1) previous year as a member of the Hospital Based Case Management Conference Committee.
 - The Chair/Co-chair agrees to serve for a period of at least one (1) full year.
 - The Chair/Co-chair, or their designee in cooperation with the committee members, is responsible for:
 - investigation, selection and booking of site,
 - developing the theme and educational objectives for the program,
 - identifying and contracting with qualified speakers,

- developing a budget to ensure that all expenses related to the program are met,
- obtaining conference sponsors,
- ensuring that appropriate advertisement is completed via the development and distribution of a program brochure, articles in the chapter newsletter, *The Facilitator* and postings in local healthcare publications,
- securing continuing education units for attendees to include at minimum CCM, RN & SW
- coordinating onsite facility and participant needs the day of program.
- The Chair/Co-chair shall actively mentor at least one member of the Committee as a successor for the next term.
- The Chair/Co-Chair is the committee's primary point of contact with the Executive Director.

Role of the Committee Member:

- Committee members must be current and active members of the Chapter.
- Each committee member must agree to be an active participant on the committee to ensure that all responsibilities associated with the successful implementation of the program, as mentioned under Role of Committee Chair/Co-chair.

Communication:

Primary communication vehicles include: email group, telephone contact and face to face meetings.

Committee members are placed on the Hospital Based Case Management Conference Committee email list. Each member is responsible to review all incoming email messages and respond to them as requested or desired in order to participate in committee business.

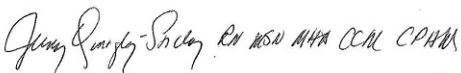
When appropriate, the committee Chair/Co-chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a live or teleconference meeting, each member notifies the Committee Chair/Co-chair in advance.

Committee members must respond to meeting agenda notices by forwarding an e-mail directly to the Committee Chair/Co-chair if they are not attending. Committee members are allowed 3 excused absences before they will be asked to excuse themselves from the committee.

All committee related correspondence must be discussed & majority approved by the committee prior to being distributed electronically through CMSNE's database.

Inability to comply with commitment:

If a committee member, Chair or Co-chair is unable to meet the requirements of committee membership, it is their responsibility to step down promptly in order to allow the Chapter to continue to meet the needs of its members. The Chair informs the Executive Director and Board Liaison of the resignation. In consultation with the President, a new committee member or chair or is selected/assigned.

Signed off: 
 Jenny Quigley-Stickney, President, 2015-17

Date 7/15/17