



## Special Notice on New CAAHEP Practitioner Commissioner

Dear CAAHEP Commissioners, Committees on Accreditation, Program Directors and Deans:

At the 2012 Annual Meeting the CAAHEP Bylaws were amended to add a Commissioner position to represent “practitioners” in the professions whose educational programs are accredited by CAAHEP. This Commissioner will also serve on the CAAHEP Board of Directors. Attached to this notice is the policy language concerning the Practitioner Commissioner as well as the Nomination Form. In addition, there is information concerning the responsibilities of serving on the CAAHEP Board of Directors.

The Practitioner’s term of office is three years and a person may serve up to two consecutive terms. The CAAHEP Board of Directors will select the individual to fill this slot based on a review of the forms received.

Travel expenses to all meetings of the Commission and the Board of Directors will be paid by CAAHEP.

If you know of any practitioner who meets the enclosed criteria and who may be interested in this position, please fill out the attached forms and return them to the CAAHEP Office no later than February 28, 2013. The Board will make its selection at their March teleconference so that the individual can plan to attend the first Board meeting scheduled for July 17-18, 2013 in Boston.

Forms may be emailed to: [megivern@caahep.org](mailto:megivern@caahep.org); faxed to 727-210-2354 or mailed to: CAAHEP, 1361 Park Street, Clearwater, FL 33756.

**508. Representative of Practitioners**

*The interests of practitioners in the accreditation of health science education programs are represented in the governance of CAAHEP by a an individual who works in one of the health science disciplines whose programs are accredited by CAAHEP*

**A. Qualifications:**

The Practitioner Commissioner:

1. Is a graduate of a CAAHEP accredited program who is employed in the field for which he/she was trained.
2. Understands and is willing to represent on the Board of Directors and the Commission the interests of professionals practicing in the health science disciplines whose programs are accredited by CAAHEP
3. Demonstrates active involvement in his/her health science field.

**B. Role and Responsibility of Practitioner Member on the BoD:**

1. Monitors accreditation actions with particular attention to due process issues.
2. Participates in BoD/COA quality assurance processes.
3. Fulfills all obligations associated with serving on the Board of Directors.

**C. Roles and Responsibilities of the Practitioner as a Commissioner:**

1. Attends CAAHEP Annual Meeting
2. Participates in the business of the Commission, including such activities as electing the CAAHEP Board of Directors, amending CAAHEP Bylaws, changing CAAHEP mission and vision statements, approving new organizations for membership; recognizing health science disciplines and monitoring the Board of Directors to ensure quality and equity within the CAAHEP system.
3. Brings to the attention of the Commission educational concerns that impact on the accreditation of academic programs, especially concerns of practitioner.
4. Participates as an observer in a CAAHEP accreditation site visit(s).
5. Addresses the Commission at the Annual Business Meeting on a topic of her/his choice.



## CAAHEP Practitioner Nomination Form

Nominee Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Name and campus of the CAAHEP accredited program from which you graduated:

\_\_\_\_\_

Date Graduated \_\_\_\_\_

**Briefly describe your interest in serving on CAAHEP's Commission as a representative of the practitioners of the allied health professions in which CAAHEP accredits programs.**

- I understand the role and responsibilities of the Practitioner Member Commissioner and am willing to represent the CAAHEP Board of Directors and Commission in this capacity.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Nominee's Name: \_\_\_\_\_

Reference \_\_\_\_\_

Institution \_\_\_\_\_

Phone Number \_\_\_\_\_

Briefly describe why you believe this individual is a good candidate for CAAHEP's Practitioner Commissioner. Include information about his/her involvement in professional activities, employment experiences and any other relevant information.

Please return this form to the attention of the Executive Director, CAAHEP, 1361 Park Street, Clearwater, FL 33756



## What You Need to Know Before You Decide to Run for the CAAHEP Board

### Meeting Attendance:

CAAHEP Board Members are expected to actively participate in Board meetings by reviewing materials distributed prior to the meeting, submitting questions on accreditation actions by stated deadlines, and being prepared for and engaged during Board meetings. There are at least two face to face meetings per year:

- January – Just prior to the CAAHEP Leadership Conference. This meeting is normally held in Florida. Example of meeting schedule: arrival Wednesday afternoon/evening, Board meets all day Thursday, Leadership Conference runs all day Friday and ends by noon on Saturday.
- July – Just prior to the Committees on Accreditation Summer Workshop. This meeting is held at different locations throughout the country. Example of meeting schedule for new members: arrival early Wednesday morning (or Tuesday evening if necessary) with an orientation for new members in the morning and the full Board meets Wednesday evening and Thursday, CoA Workshop runs Friday and Saturday. While attendance at the CoA Workshop is not required, it is recommended.

In addition, there are teleconferences held at 3:00 PM (Eastern time) on the third Friday in the months of March, May, September, and November to address accreditation actions.

Also in April, the CAAHEP Annual Commissioners Meeting is held at different locations throughout the country. While there is not always a Board meeting held in connection with the Annual Meeting, it is expected that members of the Board, as Commissioners, make every attempt to attend the Annual Meeting. Attendance at this meeting is not reimbursed by CAAHEP, but should be the responsibility of the sponsoring organization.

### CAAHEP Technology:

Board Members must be able and willing to use the technology used and adopted by CAAHEP. This includes accessing the Accreditation Services Hub (the “Hub”) to download meeting agendas, accreditation materials, etc., reading and responding to email communications, and use of the Go to Meeting / Go to Webinar software for teleconferences.

### Committees:

Each Board Member serves on a Committee of the Board – Recommendation Review Committee, Performance Oversight Committee or Planning and Development Committee. Board Members are expected to review Committee materials distributed prior to the meeting and be prepared for and engaged during Committee meetings. The Committees normally meet at a specified time during the face to face Board meetings. In addition, some project work done by the Committee may require participation in conference call and Go to Meeting sessions.

### Board Liaisons:

At some juncture, most Board Members will be assigned to serve as a Board Liaison to a Committee on Accreditation. Normally, Board Members are not asked to take on this responsibility while in their first year on the Board. Board Liaisons represent CAAHEP at CoA meetings (conference calls and face to face), report on CAAHEP activities, and report the CoA activities back to CAAHEP. Meeting schedule and frequency varies from CoA to CoA.

### Site Visits and CoA Meetings:

It is a requirement of a Board Member to attend a site visit and/or a Committee on Accreditation meeting, if the Board Member has never attended one. The rationale for this is to give the Board Member a better understanding of CAAHEP, the CoAs, and the entire accreditation process.

### Surveys and Evaluations:

The CAAHEP Board is surveyed from time to time on a number of issues:

- Board Evaluation – annual opinion poll on how each Board Member feels the Board has done over the past year.
- Meeting Evaluations – evaluation of each meeting, what was done well, what could be done better.
- Executive Director Evaluation – annual evaluation of the Executive Director's performance.

It is imperative to the improvement of CAAHEP's processes and procedures that all Board Members respond to these surveys and evaluations.