

AACP Committee Report Form
Winter 2008

Committee:
Clinical Services-Quality Management

Members Present:
Steve Jewel
Ken Minkoff
Allison Nitsche
Walter Rush
Jules Ranz
Linda Gochfeld

Agenda Items:

We followed up on a project to summarize list serve topics that was conceptualized at our last committee meeting. The committee chair, Walter Rush, presented a short paper summarizing a list serve discussion on the time required for med checks and initial evaluations. The group gave feedback on the paper and we began to discuss a process by which future projects will be summarized.

1. Topics will be identified as those that generate a large number of member responses on the list serve.
2. One member will summarize topic using following format
 - a. Identification of issue and importance
 - b. Bullet points of important topics—both topics that were discussed and those that may have been omitted
 - c. Summary of discussion
3. Originator of discussion will be contacted to see if any responses may have been sent directly to that person rather than to the list serve. These additional topics can be incorporated into the paper.
4. Paper will be distributed to committee members with expectation that review could occur within 2 weeks.
5. Author will incorporate feedback from committee members.
6. Paper will be distributed to list serve for additional comments.
7. Author will incorporate comments and post the discussion on web site in a location to be determined.
8. Papers will not be considered a definitive summary of the topic, but will reflect the views of AACP members who participate in discussion
9. Turn-around time for the process will be relatively short to keep the process from becoming onerous

ACTIONS:

	Person Responsible	Projected Date of Completion
Send out notice to list serve	Rush	10 days
Incorporate committee comments	Rush	14 days
Send paper back to list serve	Rush	14 days
Incorporate final comments and post	Rush	30 days
Inspire future authors	Rush	on-going

Other Discussion Points: