**Pulmonary PRN Steering Committee meeting**

(6/5/20)

Attendees: *Lori Wilken (chair), Brittany Bissell (chair-elect) and Megan Fleischman (secretary)*

Unable to attend*: Kristen Pogue (immediate past chair)*

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| Agenda Item | Notes |
| **Updates or items from Lori** | *Offer virtual business meeting ahead of the annual meeting to help beef up engagement (late July)** *Consider Template from newsletter, open to ideas on presentations*
* *Idea: digital inhalers*
* *Committee reports, possible opportunity for officer candidates to speak*
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| **Education committee updates:***Lead: Jean Moon**Liaison: Lori Wilken* | *Annual meeting PRN focus session** *All set, have speakers lined up, materials from PRN submitted and approved*

*Newsletter in development* |
| **Workforce committee updates:***Lead: Paul Boylan**Liaison: Megan Fleischman* | *Nominations for Pulm PRN officers**Nominations submitted for ACCP Awards**Compiling templates for future announcements and nomination needs of the workforce committee**Twitter link is on the PRN webpage* * <http://pulmprn.accp.com>
* Will seek volunteer to maintain posts on twitter

*Inhaled medications Tool kit idea** *Tool kit available to PRN members?*
* *Could still entertain as a publication idea*

*PRN report due August**Business meeting at annual meeting – offsite vs virtual (TBD)* |
| **Research committee updates:** *Lead/Liaison: Brittany Bissell* | *Theophylline use in practice* (review article)* Paul had good interested and is getting the project started

*Steroids in COPD study** *Justin heads this project*
* *4 sites participating; IRB alignment in works*

*SOP for charges developed** Could consider a scoring rubric as research projects become more competitive
* live link vs sending out survey out to the committee for voting on projects chosen
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| **Open Topic forum** | Meeting minutes for PRN steering committee are being posted * http://pulmprn.accp.com/business\_docs.aspx

Officer responsibilities –should we review and update for clarity? Review at business meetingWebsite additions – add protocols and templates that already have been developed in existing pulmonary clinics* Add standing agenda item for officers to review posts on the listserv for ideas/opportunities
* Lori will do a call out for protocols/templates for new practitioners to pulmonary

Recruiting new members – Focus on learners* Consider student scholarship award for ACCP +pulm PRN membership – will email PRN contact about feasibility
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| **Next meeting** | Within virtual business meeting – tentatively July 24 |