**Pulmonary PRN officers meeting**

(1/15/21)

Attendees: *Brittany Bissell (chair), Megan Fleischman (secretary), Melissa Santibanez (EPC Chair), Paul Boylan (WSP chair),* Damien Fisher *(EPC Chair-elect)*, Lori Ann Wilken *(immediate past chair)*

Unable to attend*: Jean Moon (chair-elect),* J. Andrew Woods (Research Chair-elect)

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| Agenda Item | Charges/Updates/Notes |
| **Updates or items from the chair** | *Increasing membership* |
| **Education committee updates**  *Chair: Melissa Santibanez Chair-elect: Damien Fisher*  *Liaison: Jean Moon* | *Annual meeting PRN focus session: Updates in asthma treatment guidelines: comparing GINA and EPR-4*   * *Submitted full proposal* * *Pending feedback (6 weeks)*   *Pulmonary PRN e-Newsletter article*   * *Submitted*   *Other* ***Charges*** *– Will begin after finalize focus session*   * *Maintain list of pulm PRN focus sessions* * *Newsletter guidance* * *Membership needs survey (complete for 2020-2021)* * *Develop of SOP/guidance document*   + *Submit to steering committee by May 2021* |
| **Workforce committee updates**  *Chair: Paul Boylan Chair-elect: Lori Wilken*  *Liaison: Megan Fleischman* | ***Charges:***  *Nominations for ACCP Awards*  *Increase membership by 20% this year*  *Development of awards – travel, student, etc*   * *Goal time frame: 6 months*   *Maintenance of PRN homepage and Twitter homepage*   * *Connected with ACCP to determine if examples or rules. Found that ACCP will retweet any items the PRN posts.*   *Develop of SOP/guidance document*   * *Submit to steering committee by May 2021* |
| **Research committee updates**  *Chair/Liaison: Brittany Bissell Chair-elect: J. Andrew Woods* | ***Charges***  *Increase publications through PRN*   * *Theophylline use in practice*: Initial review * *Steroids in COPD study: Data combination* * *Next Idea: Theophylline survey to assess theophylline prescribing practices (prescriber demographics, monitoring, etc)*   *Development of awards with workforce committee (see above)*  *Development of pre-peer review program for pulm PRN research projects*  *Track PRN related abstracts at annual meeting*  *Maintenance of SOP/guidance document*   * *Submit for review by May or June 2021* |
| **Open Topic forum** | *Description of responsibilities for the officers – to address after more immediate deadlines*  *Create a model like the Rx for Change initiative for pulmonary medicine in general.*   * *Maybe an education initiative. Special charges within the committee (aka subcommittees, charge lead)* * *Consider putting in charges for future committee to build this program* * *Possible grant opportunity, which may relate to research* * Brittany will reach out to find out if Pulm PRN can own this vs have to work through a different branch of ACCP * Lori will reach out to Rx for Change to get ideas   Membership stats (# and funds)   * 92 total members (8 students, 3 residents) |
| Next meeting | Early March |