**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* |
| **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 |
| **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 meeting  Website 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 |
| **Next meeting** | Within virtual business meeting – tentatively July 24 |