**Pulmonary PRN officers meeting**

(7/22/21)

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

Unable to attend*:* J. Andrew Woods (Research Chair-elect)

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| Agenda Item | Charges/Updates/Notes |
| **Updates or items from the chair** | *PRN business meeting*   * Waiting for more direction from ACCP to finalize planning   *SOP/guidance document*   * *Passes on expectations for committees from year to year* * *Feedback today* * *Goal: upload to website by annual meeting – send to Megan to upload* |
| **Membership and financial updates from secretary** | Membership 88 total members (6 students, 3 residents)  Financials: $2,962 (June) |
| **Education committee updates**  *Chair: Melissa Santibanez Chair-elect: Damien Fisher*  *Liaison: Jean Moon* | ***Charges***  *Annual meeting PRN focus session: Updates in asthma treatment guidelines: comparing GINA and EPR-4*   * *Received full approval. Confirmed speakers.*   *Maintain list of pulm PRN focus sessions*  *Newsletter*   * *In development, deadlines have been set. Goal to complete in mid August and send to the steering committee.*   *Membership needs survey*   * *Eval completed for 2020-2021* * *Develop and issue for 2021-2022*   *Develop of SOP/guidance document*   * *Submitted to steering committee, pending feedback* |
| **Workforce committee updates**  *Chair: Paul Boylan Chair-elect: Lori Wilken*  *Liaison: Megan Fleischman* | ***Charges:***  *Nominations for ACCP Awards*   * *Submitted for the 2020-2021 year*   *Solicitation for officers complete and submitted 2 candidates for each category*  *Increase membership by 20% this year - ongoing*  *Development of awards*   * *Posted on ACCP website* * *Will be developing a rubric at next committee meeting* * *Consider adding membership fee to the award (ask outcomes PRN how they do it)*   *Maintenance of PRN homepage and Twitter homepage*   * *Submitted to steering committee, feedback provided*   *Biannual - Next due to Peter Burns (*[*pburns@accp.com*](mailto:pburns@accp.com)*) on 8/11/21*  *Develop of SOP/guidance document*   * *Submitted to steering committee, feedback provided* |
| **Research committee updates**  *Chair/Liaison: Brittany Bissell Chair-elect: J. Andrew Woods* | ***Charges***  *Increase publications through PRN*   * *Theophylline use in practice*: write up in development * *Steroids in COPD study: Data combination* * *Theophylline survey to assess theophylline prescribing practices: IRB submissions being submitted*   *Development of awards with workforce committee (see above)*  *Development of pre-peer review program for pulm PRN research projects - did not have volunteers this year*  *Track PRN related abstracts at annual meeting*  *Maintenance of SOP/guidance document*   * *Submitted for review, pending feedback* |
| **Open Topic forum** | *Plan for proposal to create a model like the Rx for Change initiative for pulmonary medicine in general. (next steps in 4/2021 minutes)*   * Needs assessment survey sent and feedback provided * Add   + Explanation of what we are trying to develop   + Question on survey taker’s interest in developing a topic |
| Next meeting | PRN business meeting.  Finalize communications and tasks via email. Meeting only if needed. |