

## **Mountain/Plains Clinical Network (MPCN) Steering Committee Member Position Description**

### **Mission and Goals**

The Mountain/Plains Clinical Network (MPCN) encompasses all health care providers working at Region VIII (CO, MT, ND, SD, UT, WY) community, migrant and homeless health centers, and also includes National Health Service Corps (NHSC) participants working in Region VIII. The mission of MPCN is to facilitate the professional, administrative, and educational development of Region VIII community health center providers to ensure the delivery of the highest quality of care, eliminate disparities, and increase access.

The strategic goals of MPCN, as set out during the strategic planning meeting in October of 2012, include: reaching out to MPCN members; education and training; building and nourishing partnerships; the provider resource library; and health care reform.

### **Steering Committee (SC) Purpose**

The purpose of the MPCN Steering Committee is to represent MPCN and help guide CHAMPS' clinical programs and services to ensure that the programs/services meet the needs and challenges of MPCN.

### **SC Member Responsibilities**

Each member on the MPCN SC is responsible for providing input and feedback to the CHAMPS Clinical Programs Director and other CHAMPS staff regarding CHAMPS' clinical programs and services. Each member is expected to make suggestions and recommendations based on his or her experience and specific community needs within Region VIII. Input may be provided during scheduled meetings or conference calls, or through email or phone discussions. When unable to attend a scheduled conference call or meeting, SC members are responsible for assigning their proxy to another MPCN clinician or member of the SC, and for communicating that proxy assignment to the CHAMPS Clinical Programs Director prior to the call/meeting.

### **SC Member Qualifications**

SC members must work for a Region VIII community, migrant, or homeless health center, or participate in the National Health Service Corps (NHSC) in Region VIII. Each of the six states in Region VIII may have up to four representatives on the SC including two medical providers, one oral health provider, and one behavioral health provider. SC members must be qualified to hold the appropriate medical, oral, or behavioral health provider position on the SC. One additional SC member

may serve as the Quality Improvement (QI) Consultant and must have QI experience and a broad clinical background.

### **SC Leadership Composition and Responsibilities**

The SC leadership consists of the current Chairperson, the Vice Chairperson, and the Immediate Past Chairperson. The Chairperson shall be elected from the current SC members every two years. The Chairperson is responsible for running the SC conference calls and meetings, and reviewing agendas for calls/meetings with the CHAMPS Clinical Programs Director. The Vice Chairperson shall serve as the SC leader in the absence of the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the Immediate Past Chairperson will serve as the SC leader.

### **SC Meetings, Conference Calls, and Time Commitment**

The MPCN SC holds conference calls every other month; the second Tuesday of even numbered months (except for October). The SC meets at least once per year, usually at the CHAMPS Annual Primary Care Conference in October. Conference calls are held for 45 minutes, and annual meetings are held for approximately one to two hours. Every two to three years, a strategic planning session is held to review MPCN goals and objectives. These are generally half-day planning sessions. Email discussions may occur six to 12 times per year and are generally brief.

### **Length of Term for SC Members**

Each SC member shall serve a two-year term. SC members may serve more than two consecutive two-year terms in cases where there is no other provider able to serve. A SC member may resign at any time by giving written notice to a CHAMPS staff member.

### **Benefits of Serving on the SC**

SC members have direct input into the creation, development, and maintenance of CHAMPS' clinical programs and services, and thus have the ability to influence such programs/services to meet the needs of the MPCN providers in their state. SC members have the opportunity to participate in a professional steering committee and learn the standards of conduct and protocols utilized by a steering committee for a large network. SC members may also enjoy adding MPCN Steering Committee participation to their CV/resume. Also, MPCN SC members receive an extra \$100 (totaling up to \$800) in travel reimbursement to attend the CHAMPS Annual Primary Care Conference.