

PRACTICE

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Category

Policy

I. Activities Related to Serving

- A. Serving as the Section Liaison
- B. Serving as the Section Delegate
- C. Serving on the OPTP Advisory Council
- D. Answering Clinical and Professional Questions from Members
- E. Distribution of Compendium

II. Budget Development, Review of Policies and Strategic Plan

- A. Development of Budget
- B. Review of Practice Committee Policy and Procedures
- C. Review of Strategic Plan

III. Meetings

- A. Section Board of Directors Meetings
- B. Attendance at APTA Meetings
- C. Practice Committee Annual Conference Call
- D. Chair's Absence from a Meeting
- E. Practice Committee Reports

IV. Practice Committee Members

- A. Recruitment/Section of New Committee Members

PRACTICE

I. ACTIVITIES RELATED TO SERVING

A. Serving as the Section Liaison

1. When appropriate, respond on behalf of the Section, to material (i.e. surveys, inquiries, etc) from the APTA Federal Government Affairs, APTA State Governmental Affairs, and/or APTA Reimbursement Departments.
2. When appropriate get feedback from specific groups (i.e. Section's Board of Directors and/or Practice Committee members) prior to responding to the requests.

B. Serving as the Section Delegate

1. The Practice Committee Chair will often serve as the Section's Delegate to the APTA House of Delegates (HoD).
2. Throughout the year review and be responsive to the APTA HoD message board.
3. Be prepared to bring forth motions, support motions, oppose motions, always keeping in mind the Mission, Vision, and Strategic Plan of the Orthopaedic Section.
4. Keep the Section's Board apprised of your actions as the Section Delegate.
5. Keep the Section's Board apprised of the issues and request their feedback/guidance regarding issues relevant to the Orthopaedic Section.
6. Immediately following the HoD, write a report that summarizes the activities of the HoD.
7. Send the report to the Section's Board of Directors and Executive Office.
8. Submit all receipts with reimbursement form to Executive Office.

C. Serving on the *Orthopaedic Physical Therapy Practice* (OPTP) Advisory Council

1. Perform tasks as requested by the Editor in Chief of OPTP.
2. Write a Practice Affairs column for each issue of OPTP.

D. Answering Clinical and Professional Questions from Members

1. Frequently the Chair will receive forwarded e-mails and/or calls from the Executive Office regarding issues related to orthopaedic practice (clinical and/or professional). The Chair will appropriately respond to each of these questions and/or forward the question on to another source that may be able to assist the individual.
2. Frequently the Chair will share the inquiry with the Practice Committee members to utilize their expertise and experience to provide an appropriate response.
3. When appropriate the Chair may pass the inquiry as well as his response on to the Practice Committee members, the Section's Board of Directors, and/or the APTA Practice Department to keep them informed regarding issues of the membership.

E. Distribution of Compendium

Distribution of *Manual Manipulative Therapy: A Compendium for Physical Therapists Regarding Practice and Legislative Issues* compiled by the Practice Committee will be sent to any Section member free of charge upon request.

PRACTICE

II. BUDGET DEVELOPMENT, REVIEW OF POLICIES AND STRATEGIC PLAN

A. Development of Budget

1. Formulate a budget upon the request of the Section's Executive Office.
2. Take into consideration the activities of the committee based on the past year as well as new activities that promote the Section's Mission, Vision, Strategic Plan, and Policies.
3. Submit the budget by the deadline imposed by the Executive Office.
4. Be fiscally responsible with the development of the budget. Only activities that are in line with the Section's Mission, Vision, Strategic Plan, and Policies should be considered. In some cases activities may be in line with the items mentioned above, but still not be fiscally responsible based on the Section's current financial status.

B. Review of Practice Committee Policy and Procedures

1. The Chair will perform an annual review of the committee's policies and procedures and perform any necessary updates.
2. Submit the recommended changes to the Section's Board of Directors for their approval.
3. If approved, work with the Section's Executive office to update the official policy and procedure documents.
4. Disseminate the updated policy and procedures to the Practice Committee members.

C. Review of Strategic Plan

1. At a minimum of twice per year, perform a review of the Practice Committee's responsibilities relative to the Section's Strategic Plan.
2. Provide updated information to the Section's Board of Directors in the reports submitted prior to CSM and the Fall Board of Directors meeting.

III. MEETINGS

A. Section Board of Directors Meetings

1. The Section's Board of Directors typically meets during APTA's CSM and at the Sections Fall Board of Directors meeting. The Practice Committee Chair (or their designee) will attend those meetings since this individual serves in an advisory role to the Sections Board of Directors.
2. The Practice Committee Chair (or their designee) will participate in the Sections Board of Director monthly conference calls.
3. The Practice Committee Chair is not permitted to vote at any of the Board of Directors meetings. However, they can make motions, second motions, debate motions, and take part in all discussions throughout the course of the Board of Directors meetings.

B. Attendance at APTA Meetings

1. The Practice Committee Chair (or their designee) will serve as the Orthopaedic Section Liaison to APTA sponsored meetings such as the Federal Governmental Affairs Forum, State Governmental Affairs Forum, and Reimbursement Forum.
2. Make sure the Section Executive Office notifies APTA to your status (or the designee) as the Section's Liaison for each of the meetings.
3. Make appropriate travel arrangements as indicated by the APTA and/or Section Executive.

PRACTICE

- 1 4. Make sure you are representing the Section during your discussions and actions during the
- 2 conference/meeting.
- 3 5. Immediately following the meeting, write a report that summarizes the activities of the
- 4 conference /meeting.
- 5 6. Send the report to the Section's Board of Directors and Executive Director.
- 6 7. Submit all receipts with reimbursement form to Executive Director.
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8 C. Practice Committee Annual Conference Call

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- 10 1. The Chair will seek input from the committee members to determine the date for the
- 11 committee's annual conference call, which will typically take place during the summer.
- 12 2. The Chair will ask for agenda items from the committee members and then the Chair will
- 13 establish the agenda and share with the committee members at least one week prior to the
- 14 conference call.
- 15 3. The Chair will appoint a member to take minutes during the meeting. The minutes will be
- 16 reviewed by all members of the committee and approved via e-mail. Once the minutes are
- 17 approved they will be forwarded to the Section's Board of Directors and the Executive
- 18 office.
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20 D. Chair's Absence from a Meeting

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22 In the event that the committee chair is unable to attend a meeting that they are required to

23 attend, the chair will designate a committee member to attend in their place.

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25 E. Practice Committee Reports

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- 27 1. The Practice Committee Chair will provide the Sections Board of Directors with at least
- 28 two reports annually. These reports will provide an update to the Board of Directors
- 29 regarding the activities of the Practice Committee. The reports will be submitted to the
- 30 Executive Office prior to the Fall Board of Directors Meeting and prior to the Board of
- 31 Directors meeting at the APTA CSM.
- 32 2. These reports will be in addition to other reports prepared by the Chair as a result of serving
- 33 as the Sections Liaison to various Departments of the APTA.
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36 **IV. PRACTICE COMMITTEE MEMBERS**

37 A. Recruitment/Section of New Committee Members

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- 40 1. Throughout the year while attending the various meetings, the Chair will be looking for
- 41 potential members to be appointed to the Practice Committee.
- 42 2. The Chair will contact Practice Committee Chairs from the State Chapters to ask for
- 43 recommendations of individuals to be appointed to the Orthopaedic Section's Practice
- 44 Committee.
- 45 3. Each year the Chair will make recommendations to the Section's Board regarding
- 46 appointments to the committee.
- 47 4. The Section's Board will make all committee appointments.
- 48 5. Once the appointment has been made, the Chair will contact the new committee members
- 49 and provide them with an orientation to committee functions/activities via a conference
- 50 call. The new committee members will be provided with the Practice Committee's Policy
- 51 and Procedures, the Section's Strategic Plan, and any other material the Chair deems
- 52 important to share.
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