Practice Management Committee Charter

**Purpose:** The purpose of the National Network for Oral Health Access Practice Management Committee is to:

1. Develop practice management resources to assist the work of safety-net oral health programs;
2. Review existing resources and promising practices and share the information with the membership; and
3. Serve as experts on the practice management issues to assist NNOHA staff and members.

**Committee Membership and Organization:** The committee shall consist of at least 8 members to be designated by the committee co-chairs. The Practice Management co-chairs are appointed by the NNOHA President to serve 2-year terms and may be reappointed at the President’s discretion. The committee co-chairs may appoint new committee members at any time during the year. Committee member interest and expertise will represent a broad array of interests and expertise important in developing a strong non-profit organization dedicated to oral health access.

The members are appointed for 2-year terms and serve at the discretion of the committee co-chairs and NNOHA staff. Members are selected for their expertise and interest in serving as a group of experts to help guide NNOHA with developing practice management resources to support oral health providers at Health Centers. Members are expected to actively participate in all committee activities and may continue to serve beyond 2 years if active in the committee. If at any time a member needs to resign from the committee, they may do so in writing to the committee co-chairs and NNOHA staff.

NNOHA members who are interested in volunteering for the committee will be considered by committee co-chairs and NNOHA staff. The committee and NNOHA staff will identify opportunities for NNOHA members who are interested in joining the committee to participate in specific and/or short-term workgroups and projects. A workgroup or project volunteer may be invited by the Committee Chairs to join the committee after he or she has demonstrated sufficient knowledge, experience, and skills needed to be an effective committee member.

**Meetings:** The committee shall meet as often as its members deem necessary to perform the committee’s responsibilities. This includes one in-person meeting per year, as well as monthly conference calls.

**Committee Responsibilities and Authority:** The committee shall have the following authority and responsibilities:

- Maintaining the six *Operations Manuals for Health Center Oral Health Programs*
- Develop white papers on emerging topics related to safety-net oral health programs
- Implement a fundamentals training and manage the practice management track at the NNOHA Conference
- Develop promising practices and emerging issues newsletter articles
- Advise NNOHA’s networking and mentorship member benefits
- Support other work and activities outlined in NNOHA’s workplan as needed

**Workgroups:** The committee may establish workgroups on specific areas within the committee to support the work of NNOHA and its staff. Committee chairs shall appoint a workgroup liaison that would report on the progress of the workgroup at the overall committee meetings. Workgroup members are not necessarily the members of the Practice Management committee. The Practice Management co-chairs will be responsible for appointing workgroup chairs. A workgroup shall meet on an ad hoc basis depending on the needs of the Practice Management committee. Currently, NNOHA’s Practice Management Committee has a Quality Workgroup and a National Oral Health Learning Institute (NOHLI) Advisory Workgroup.

The Quality Workgroup responsibilities include:

- Maintaining the NNOHA Quality Operations manual
- Advising NNOHA staff about the NNOHA Dashboard
- Advocate for dental quality metrics
- Maintaining other quality improvement-related content for NNOHA
- Advise and inform NNOHA in order to advance dental quality improvement, including best practices and innovations.

Informing NNOHA’s risk management, professionalism and ethics, and other quality assurance-related content. The primary authority for these areas belong to the larger Practice Management Committee and are not the primary areas of focus of the Quality Subcommittee. The National Oral Health Learning Institute (NOHLI) Advisory Workgroup responsibilities include:

- Maintaining NOHLI content for case studies and modules
- Organizing the NOHLI Boot Camp
- Identify and cultivate faculty for NOHLI
- Maintain and develop scoring criteria for NOHLI Scholar selection

**Reporting and Review:** The committee shall make regular reports to the Board and will propose any needed action to achieve its purpose to the Board.

The committee shall review and reassess the adequacy of this charter annually and recommend any proposed changes to the committee chair and for board action.

The committee shall annually evaluate the committee’s own performance and provide a report on such evaluation to the Board.

**Approved By Board of Directors: 11.10.18**