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IHCA/INCAL Regulatory Clinical Committees Description of Duties & Expectations

The Regulatory Clinical Committees will advise, assist, support and advocate for the IHCA/INCAL members. There are two separate committees – one with a focus on nursing facilities and one with a focus on assisted living communities. The committees examine and analyze emerging regulatory, clinical, and quality issues that impact, or could impact, the long term care and assisted living profession. The committees also discuss practical matters related to how the survey process is applied, with an eye toward identifying regulatory trends and/or patterns that can be instructive to all members. The committees coordinate with other committees of the association, including the INCAL Advisory Council, and makes recommendations to the IHCA Board of Directors on items requiring action.

Members

Members shall be selected and appointed by IHCA Chairman of the Board and represent a cross-section of the long term care and assisted living profession. Each committee will be comprised of approximately 12-20 members. The members will be comprised of individuals will expertise in the following positions:

Nursing Facility Focus	Assisted Living Focus
1. Administrator/Regional Director of Operations	1. Administrator/Executive Director/Regional Director of Operations
2. Clinical Director/Regional Nurse Consultant	2. Resident Services Director/Director of Health Services/Regional Consultant
3. MDS Coordinator	3. Wellness Coordinator/Hospitality Director
4. Social Services	4. Culinary Services Manager
5. Dietary/Dietician/Nutritional Services	5. Pharmacy Consultant
6. Business Office/Marketing and/or Admissions	6. Dementia Specialist/Consultant/Social Worker
7. Legal	7. Marketing and Admissions
8. Environmental Services	
9. Activities/Recreational Programming	

Member terms will be for (1) year with the expectation of serving at least (2) two years. Terms will run from January 1 to December 31. Members can serve consecutive terms.

Officers

Officers shall be a Chairperson and a Vice Chairperson who will work directly with the Director of Regulatory and Clinical Affairs who will staff the committees. Officers shall be

appointed after review by the Director of Regulatory and Clinical Affairs and the President of IHCA/INCAL.

Meetings

The committees shall meet in-person routinely throughout the year, likely on a quarterly basis. The committees will also meet via conference call as needed in order to address emergent issues.

Subcommittees

Subcommittees shall be appointed by the Chairperson as needed to accomplish the tasks and complete special projects. Size of a subcommittee will be of the size necessary to carry out their assigned tasks.

Throughout the year, members may be asked to serve on one or more subcommittees, which focus on a specific topic and provide recommendations related to that topic to the full committee for further discussion and approval.

Responsibilities

1. Attend and engage in Committee Meetings

Committee members are expected to actively participate and engage in the process of determining special focus projects and establishing recommendations in the best interest of our members. Each committee will meet quarterly for a working meeting in person or via conference call. Time commitment is 2-3 hours a quarter.

2. Participation on Subcommittees as needed

Subcommittees will be appointed by the Chairperson as needed to accomplish special projects and be of size necessary to carry out their assigned task and reasonable participation is expected. Time commitment is an additional 1-2 hours for the duration of the subcommittee.