



AAN Section Primer

Approved by COS/COSEC August 2007/Updated 2011

I. AAN Organizational Mission

Vision

To be indispensable to our members.

Mission

To promote the highest quality patient-centered neurologic care and enhance member career satisfaction.

Core Values

Leadership

We provide guidance and inspiration through education, information, policy development and advocacy for our members and their patients

Integrity

We set and maintain the highest ethical and professional standards for ourselves, our staff and our programs

Professionalism

We work with expertise, commitment and diligence to provide high quality neurological care

Commitment

We are dedicated to upholding the integrity and mission of the American Academy of Neurology

Respect

We embrace the dignity and uniqueness of every human being and in all we do keep the interests of the patients first

Compassion

We are sensitive and empathetic to the needs of others

II. Sections, COS, and COSSEC – Overview of Structure

A. Sections

The Board of Directors has the power to establish subspecialty sections of the Academy to provide a forum for discussion in selected areas of clinical neurology and the basic neurological sciences. There are currently 32 sections in the AAN. Sections report to the Committee on Sections and the Council on Sections and Subspecialties Executive Committee (COSSEC; formerly the Committee on Sections Executive Committee). Sections cannot officially represent or act on behalf of the AAN. All Section activities

that relate to external communication/activities, must be approved by the AAN Board of Directors. (A list of current AAN Sections can be found under area IV.A.)

Membership in a section is open to any member of the Academy interested in the subject addressed by a particular section. Most AAN members belong to more than one section depending on their area of interest.

Each section has its own mission, bylaws, and officers. Each section's activities are planned and implemented in accordance with the mission and bylaws. Officers are elected by the section members in accordance with the officer nomination/voting process outlined in the section bylaws. It is important that all officers, members, and staff are familiar with their individual section bylaws.

The general membership of each section will meet once per year at the AAN's Annual Meeting. Section executive committees may also meet via conference call throughout the year.

B Committee on Sections:

The Committee on Sections (COS) is a standing committee of the AAN. It is comprised of the elected chairs of each section. Each section reports directly to the COS through their representative (chair of the section). Attendance at the COS meetings by the section chair or a delegated representative is a crucial way of communicating section concerns and requests to the AAN leadership. COSSEC reviews the activities and requests of the sections. The sections cannot independently identify themselves as official representatives of the AAN.

C. Council on Sections and Subspecialties Executive Committee (COSSEC)

The Committee on Sections Executive Committee (COSEC) was established by the Board of Directors in 2006 and held its first official meeting in 2007. The role of COSEC was to facilitate communication between sections and the AAN leadership by providing a mechanism whereby section concerns can be communicated throughout the year. In 2011, COSEC's role was expanded to include collaboration with subspecialty societies, resulting in a name change to Council on Sections and Subspecialties Executive Committee (COSSEC). COSSEC meets during the winter and also prior to the summer/fall COS meeting and by conference call monthly. Members of the COSSEC include either current or past members of COS or representatives of subspecialty societies. It is comprised of nine individuals appointed by the AAN President.

D. AAN Board of Directors

Sections report to the AAN Board of Directors via COS and COSSEC. The AAN Board of Directors reviews the reports and requests from these committees. Taking into consideration the AAN mission and strategic plans and goals, the Board carefully reviews each request before making a final decision.

The Board of Directors and the committees/subcommittees considers sections valuable resources. At times, sections will be asked to provide advice and input into AAN policy and procedures. If this process occurs, it is important that the section keep the Board and/or appropriate committee/subcommittee apprised of the status of the project and any new developments. The section should provide a final report which the Board can

forward as the official representative of the AAN. Staff liaisons are responsible for keeping all parties advised of the project status.

III. Proposing New Initiatives/Projects

A. Section/COSSEC/COS/Board Approval Process

If a section has a proposal they would like to put forth to the AAN leadership, they should use the following process:

- Discuss and gain support/approval for the idea at the general section level
- Review and approve the idea at the section executive committee level
- Submit the complete proposal to COSSEC.
- Proposals should outline the specific action item for COSSEC/COS consideration along with the following elements: project description, need, objective/purpose, development and implementation plan, expected outcome/results of the project, budgetary needs, staffing needs, and any other information that may be helpful to COSSEC in making an informed decision. If applicable, it may be helpful to attach examples of materials (e.g. survey tools, award proposal/criteria, etc.)
- If approved, the COSSEC/COS then forwards the proposal to the Board of Directors for consideration.

NOTE: There may be exceptions to this process when an activity involves other areas or committees within the AAN. For example, all award proposals must go through the Awards Subcommittee of the Science Committee and, if approved, would go from the Science Committee to the Board for approval. *This is one of the many reasons why it is vitally important that the staff liaison is involved. They can advise the section on the appropriate course of action.*

B. Expediting an Action

At times an action needs to be approved quickly and the AAN staff can bring proposals to the Board of Directors for approval. The process is as follows:

- Section proposals must be reviewed and supported by the section executive committee.
- Section chair, with assistance from the AAN staff liaison, puts the proposal in writing to the Chair of COSSEC and COSSEC staff liaison
- The COSSEC reviews the proposal. If COSSEC supports the proposal and agrees to expedite the process, the proposal is moved to the COS for email ballot. If the COS approves, the COS chair and staff liaison prepare a report for the Board of Directors.
- The Board of Directors empowered its Executive Committee to work on its behalf between their regularly scheduled meetings. The Executive Committee would review the COS proposal and make a decision. The COS, via AAN staff, will notify the section of the final outcome.

Support for other activities or projects outside of the standardized support guidelines will be given based on COSSEC, COS, and Board approval of the proposed section activity/project. For example, if a section is interested in seeking subspecialty certification, the section must first seek approval for the project. If the activity/project is approved by the COSEC, COS and Board, it is the responsibility of the AAN to provide staff support.

It is important that staff provide sound, accurate advice on how to move projects forward. COSSEC/COS staff and the RED director should ensure that appropriate processes are followed and that the communication flow is complete.

IV. Section Staff Liaisons and Section Chairs

A. Staff Liaisons to Sections

Each section has an AAN staff liaison. The liaison is involved with all section business and activities in order to provide assistance to the section.

AAN staff liaisons assist sections with the following standardized support:

- Correspondence
- Distribution of information to Executive Committee and section membership
- Meeting and conference call arrangements
- Agenda development/preparation
- Meeting/conference call minutes
- Web page updating
- AAN Communities
- Assisting the Section in pursuing subspecialty accreditation/certification (if applicable)
- Keeping the Section on track with their strategic plan goals
- Other Section duties as assigned/approved by AAN Board of Directors, COS, and COSSEC

B. Section Chairs

The Section Chair, with AAN staff support and guidance, has responsibility for overseeing the activities and processes for their section according to section bylaws, AAN bylaws, and AAN processes and guidelines.

Specific responsibilities include:

- Attending annual COS meetings or identifying alternate representative
- Directing and leading the section in regard to the section activities in accordance with AAN policy and guidelines
- Working with the AAN staff liaison on all section activities
- Selecting meeting and conference call dates/times
- Chairing the section's executive committee, general meetings and executive committee conference calls according to Robert Rules of Order
- Reviewing and approving agendas (staff will draft agendas for chair's review, edit and approval)
- Reviewing and approving meeting and conference call minutes (staff will draft for chair's review, edit, and approval)
- Reviewing and approving activity reports for COS meetings (staff will draft for chair's review, edit, and approval)
- Reviewing and approving correspondence and website materials (note: some sections may have designated editors for newsletters or webmasters for the web materials)
- Developing and approving proposals (e.g. new initiatives)
- Providing input to other areas of the AAN, if applicable (e.g. Annual Meeting, practice parameters, etc.)

- Identifying section members to review practice parameters and technology, assessment statements, and program requirements via the Graduate Education Subcommittee (GES)
- Identifying section members to be part of the Education and Science programming process
- Leading their Section in meeting the Strategic Plan goals

V. Budgeting

AAN staff is responsible for budgeting for section activities and must be aware of section activities and future projects.

Standard section budgets include funds for the following list of activities:

- Section meetings at the AAN Annual Meeting
- Executive Committee conference calls (3 to 5 per year per Section)
- Work Group conference calls (5 to 7 per year per Section)
- Routine section correspondence

If the section members wish to support a meeting and/or activity outside of the standard budget items, they must seek COSSEC approval during the budgeting process. COSSEC reviews all non-standard budget requests at its summer meeting. Upon COSSEC review and approval, the request is forwarded to the AAN Finance Committee and AAN Board of Directors.

VI. General Section & COS Meetings

A. General Section Meetings

Sections are required to have one meeting of its members at the AAN Annual Meeting. Section executive committees meet via conference call throughout the year to discuss business outside of their regularly scheduled meetings.

Per the standard budget guidelines outlined in section V, the AAN will cover the following expenses in relation to the general section meetings: staff time, meeting room rental (if applicable), agenda printing, audio-visual (audio-visual includes: microphones, recorders, and flipcharts; all other audio visual needs are handled on a case-by-case basis). The AAN does not cover travel expenses for section members or executive committee members to attend general section meetings.

Any additional section meetings and/or meeting needs outside of the standard meetings must have COS, COSSEC, and Board approval, per the budget guidelines outlined in section VII of this document.

B. Committee on Sections Meetings

The COS meets once per year (summer/fall). All section chairs are responsible for attending the COS meeting. If a section chair cannot attend, the chair should arrange for their vice chair or an executive committee representative to attend the meeting on their behalf.

The AAN pays for travel expenses related to attending the COS meeting. The expenses are reimbursed based on the AAN guidelines.

C. Council on Sections and Subspecialties Executive Committee (COSSEC)

COSSEC meets twice per year and meets via conference call monthly. COSSEC meeting minutes are distributed to COS members in a timely manner (2-3 weeks following the meeting). COSSEC conference call minutes are not distributed.

VII. Section Involvement Opportunities

The opportunities for Section involvement are as follows. Complete descriptions of each opportunity and how Sections can be involved can be found immediately following the listing (see below).

- A. AAN Foundation Silent Auction**
- B. ACGME Program Requirements – Review/Comment**
- C. Annual Meeting Education**
- D. Annual Meeting Science (multiple opportunities)**
- E. AAN Product Review (via AEI)**
- F. Awards**
- G. Clinical Practice Guidelines – Participating in the Dissemination of Guidelines**
- H. Clinical Practice Guidelines – Topic Suggestion and Review Process**
- I. Clinical Research Training Fellowship Program Support**
- J. Coding and Reimbursement Representative**
- K. *Continuum: Lifelong Learning in Neurology*[®]**
- L. Core Curricula**
- M. Digital Resource Library (DRL)**
- N. Evidence-Based Medicine Toolkit**
- O. Regulatory/Coding/Reimbursement**
- P. Quality Measures (Pay for Performance)**
- Q. Payment Policy Subcommittee Requests for Section Member Review of Payer Medical Policies**

A. Activity/Program:

AAN Foundation Silent Auction

Department, Committee, Subcommittee Responsible

AAN Foundation

Description of Activity/Program:

The Silent Auction, sponsored by the AAN Foundation, is held during the AAN Annual Meeting.

Section Involvement:

There is an opportunity for a Section – both individually and collectively – to donate items and packages for the Silent Auction. Books, CDs, DVDs, and artwork unique to the Section would be popular items. Additionally, this is a way to promote the Section name.

Timeline:

Date TBD: For completion of donation form to assure inclusion in Silent Auction Catalog and donor lists which will be on display during the Annual Meeting.

Date TBD: Receipt of item(s) at AAN Foundation offices.

B. Activity/Program:

ACGME Program Requirements – Review/Comment

Department, Committee, Subcommittee Responsible

Center for Research, Education, and Development; Graduate Education Subcommittee

Description of Activity/Program:

When the ACGME has made changes to the program requirements they request the AAN via the GES to review and provide input.

Section Involvement:

Depending on the scope of the changes to the requirements, the GES can solicit help from the sections to provide input.

Timeline:

This is done on an as needed basis outlined by the ACGME.

C. Activity/Program:

Annual Meeting Education

Department, Committee, Subcommittee Responsible

Center for Research, Education, and Development; Education Committee; Annual Meeting Subcommittee

Description of Activity/Program:

Education Proposals – Proposals are accepted for the AAN Annual Meeting. Education proposals can be submitted by individuals, Topic Work Groups (TWG), sections, or committees. Proposals are reviewed by TWGs and the Education Committee.

Topic Work Groups (TWG) – A TWG is a group of neurologists who review the past years Annual Meeting education programs, along with proposed programs grouped by a specific topic, to put together a recommendation for the Education Committee for programming for the next Annual Meeting. A TWG has between five and seven members and consists of section expert(s), general practitioner(s), at-large expert(s) and is chaired by a member of either the Annual Meeting Subcommittee or Education Committee who are not topic experts. The Education Committee uses the TWG report to make final programming decisions. This review process ensures a rigorous and comprehensive program.

Section Involvement:

Sections are encouraged to submit new education proposals.

Section chairs are contacted to identify potential section experts to serve on TWGs (i.e., Education Working Group Leaders).

Timeline:

Sections should provide education proposals to the AAN by May each year. Section chairs will be contacted by AAN staff late summer/early fall.

D. Activity/Program:

Annual Meeting Science

Department, Committee, Subcommittee Responsible

Center for Research, Education, and Development; Science Committee

Description of Activity/Program:

Integrated Neuroscience Sessions (INS) - These comprehensive programs provide in-depth subspecialty concentration around a topic using a combination of presentations, primarily platform sessions, invited lecturers, and poster sessions. Presently, there are twelve Integrated Neuroscience programs – two per day from Sunday through Friday.

Future of Neuroscience Conference - This interactive day-long program focuses on a single topic of interest, with the idea of appealing to both basic neuroscientists and clinical neurologists. The program features poster sessions, platform presentations, and several invited lecturers discussing new developments in the field. The presenters will combine high-level science with practical clinical application.

Topic Chairs – Topic Chairs are assigned to a particular specialty topic, and are responsible for coordinating the grading, selection, and assignment of abstracts in that topic for the AAN Annual Meeting Scientific Program.

Topics – Topics are the categories that abstracts are grouped into for the AAN Annual Meeting Scientific Program.

Auditors – Auditors review specifically assigned poster and platform sessions with knowledge in a particular topic, and fill out an evaluation form to help us improve these sessions in the future.

Section Involvement:

Sections are encouraged to provide suggestions for potential topics for abstracts, INS, and the Future of Neuroscience Conference. They are also encouraged to provide suggestions for future topic chairs and auditors (i.e., Science Working Group Leader).

Timeline:

Staff will solicit section suggestions for topics in time for the summer Science Committee meeting. Section chairs can work with their staff liaisons to send a memo of request to the Science Committee meeting. Topic chair recommendations may also be made at this time. Section chairs will be contacted by AAN staff in February with a request to identify potential auditors for the scientific program.

E. Activity/Program:

AAN Product Review

Department, Committee, Subcommittee Responsible

Academy Enterprises Incorporated (AEI)

Description of Activity/Program:

AAN sells a variety of products directly to members through the AAN store (members may order from catalog by contacting AAN Member Services, on-line at <http://www.aan.com/go/market/store>, or in person at the AAN Annual Meeting).

Section Involvement:

- Suggest new products for possible inclusion in AAN store.
- Review new products for possible inclusion in AAN store: would product be useful to neurologists? Should AAN consider adding to catalog?

Timeline:

Ongoing. Sections can work directly with AEI on this initiative.

F. Activity/Program:

Awards

Department, Committee, Subcommittee Responsible

Center for Research, Education, and Development; Science Committee

Description of Activity/Program:

The AAN awards acknowledge significant achievements in neurology ranging from clinical research to creative writing. The awards applaud the achievements of neurologists from their high school beginnings to lifetime accomplishments.

Section Involvement:

Sections are encouraged to create and/or support the development of future awards and nominate individuals for the various awards.

Timeline:

If a section is interested in proposing an award, they should work with their staff liaison to obtain the new award creation form. Award proposals may come at any time, although they need to get approval from the section, the full COS, and the Science Committee. Finalized, funded, and approved award proposals must be in place by June in order to be offered at the following year's Annual Meeting.

G. Activity/Program:

Clinical Practice Guidelines – Participating in the Dissemination of Guidelines

Department, Committee, Subcommittee Responsible

Center for Health Policy, Practice Committee; Practice Improvement Subcommittee

Description of Activity/Program:

The Practice Improvement Subcommittee determines the level of dissemination activity specific to each guideline. The activities associated with each level are outlined in internal documents. They include advertising, direct marketing to select groups, media campaign, surveys and AAN communication venues. After the level of dissemination is determined by the subcommittee, staff coordinates and facilitates a dissemination panel. Each panel includes 5-7 people including authors, staff and interested clinicians. The task of the panel is to identify key messages for the public, clinicians and patients. These key messages are used in dissemination materials and to write guideline summaries.

Other activities include:

- Dissemination and implementation of large-scope guidelines
- Increasing guideline accessibility and creating guideline-related products
- Education of AAN members on evidence-based medicine and guidelines
- Development of patient education activities and long-term plans

Section Involvement:

Sections can primarily be involved with the Practice Improvement Subcommittee in three ways: (1) Participating on a Guideline Dissemination Panel, 2) Using a Guideline as the topic for grand rounds; or (3) Present a guideline at a State Neurological Association meeting.

Contact Julie Cox, Guideline Dissemination Program Manager, at jcox@aan.com to join the Guidelines speaker pool or communicate your interest in helping to disseminate these upcoming guidelines in other ways.

Timeline:

Guideline Dissemination Panels are formed throughout the year, based on the anticipated publication of a guideline.

Grand Rounds as opportunities present themselves.

State meetings are scheduled throughout the year with speaker presentations.

H. Activity/Program:

AAN Clinical Practice Guidelines – Topic Suggestion and Review Process

Department, Committee, Subcommittee Responsible

Center for Health Policy; Practice Committee; Quality Standards Subcommittee; Therapeutics and Technology Assessment Subcommittee

Description of Activity/Program:

The AAN develops Clinical Practice Guidelines to assist its members in clinical decision making related to the prevention, diagnosis, treatment, and prognosis of neurologic disorders. Each guideline makes specific practice recommendations based upon a rigorous and comprehensive evaluation of all available scientific data. AAN guidelines are used to: Improve health outcomes of patients, stay abreast of the latest in clinical research, appeal payment denials, provide Medico-legal protection, advocate for fair reimbursement, determine whether your practice follows current, best evidence, affirm the role of neurologists in the diagnosis and treatment of neurological disorders, influence public or hospital policy, promote efficient use of resources, identify research priorities based on gaps in current literature

Section Involvement – Suggesting Guideline Topics:

Sections can primarily be involved with AAN Clinical Practice Guidelines in two specific ways: (1) Suggesting Guideline Topics and 2) Guideline Review. (The second item, guideline review, is outlined in the next section below. This area focuses on topic submission.)

Any member, Section, or Committee can nominate a guideline topic. Guidelines take approximately two years to complete. The AAN selects eight to twelve topics per year. AAN guidelines are evidence based; therefore, peer-reviewed literature must be available on the topic. Topics should be focused, rather than broad, and address specific clinical scenarios for which there is confusion, controversy, or practice variation. Topics are most easily addressed when they are submitted in the form of a clinical question identifying the following: type of patient, type of exposure that the patient experiences (risk factor, intervention, diagnostic test), outcomes to be addressed

To suggest a guideline topic, access the AAN website at <http://www.aan.com/go/practice/guidelines/topic> and enter the detailed information. Please note that the more information you provide, the better able the AAN is to make a decision regarding whether to address the topic.

Timeline:

Sections can suggest topics for guidelines at any time throughout the year via the website noted above.

Section Involvement – Guideline Review:

Over the past couple years, the Quality Standards Subcommittee (QSS) and the Therapeutics and Technology Assessment Subcommittee (TTA) have welcomed input from sections of the AAN to review draft guidelines. Sections typically have responded with review comments if the draft guidelines pertained to their practicing area of interest or specialty.

The following is the process for obtaining feedback from sections during the guideline review:

- The guideline staff will send an email out through MCT to all members of all sections (deduplicated) asking for volunteers. From the responses, guideline staff will then choose one volunteer from each section randomly. This process increases the chance that everyone who would like to review has an equal chance, and it also reduces the number of emails being sent to section members who are in more than one section. Section liaisons will be copied on the email.

Timeline:

QSS and TTA meet each quarter throughout the year. Sections will be asked to comment on draft guidelines after each meeting when a guideline is approved by QSS or TTA.

I. Activity/Program:

Clinical Research Training Fellowship Program Support

Department, Committee, Subcommittee Responsible

AAN Foundation/Research Council

Description of Activity/Program:

The AAN Foundation sponsors Clinical Research Training Fellowships each year and looks for partnerships and support from internal and external partners.

Section Involvement:

There is an opportunity for Sections to participate in raising funds to support a Fellowship which could be Section specific.

Timeline:

Application deadline is October 1st for the following year. Proposals to the AAN Foundation will be presented to the AAN Foundation Research Council at its fall meeting.

J. Activity/Program:

Coding & Reimbursement Representatives

Department, Committee, Subcommittee Responsible

Center for Health Policy; Medical Economics & Management (MEM) Committee

Description of Activity/Program:

Each section is asked to designate a coding and reimbursement representative.

Section Involvement:

Representatives are encouraged to bring forward issues from their sections as well as take back issues from the liaison to the section membership. Representatives communicate with each other and Medical Economics staff via a listserv.

Timeline:

The MEM convenes a meeting of the Section Coding & Reimbursement Representatives at the Annual Meeting. Representatives meet to discuss coding, reimbursement, regulatory, and payer issues affecting their sections.

K. Activity/Program:

Continuum: Lifelong Learning in Neurology

Department, Committee, Subcommittee Responsible

*Continuum*TM Editorial Board

Description of Activity/Program:

Continuum: Lifelong Learning in Neurology is a topic-based self-study continuing medical education publication from the American Academy of Neurology. *Continuum* is clinically based and written in clear, concise language by experts in the neurology subspecialties. Published six times a year, each *Continuum* issue includes diagnostic and treatment outlines, clinical case studies, topic-relevant ethics and practice cases, a detailed patient management problem, and a multiple-choice self-assessment examination. Participants who complete the examination will earn up to 10 AMA PRA Category 1 CreditsTM. *Continuum* self-assessment examinations can be completed online or in print.

Section Involvement:

Before an issue of *Continuum* is published, neurologists—both topic experts and nonexperts—are needed to serve as peer reviewers and provide comments on the clarity and correctness of the text. Reviewers are desired in all subspecialties, as well as general neurologists.

Section members who are interested in serving as a peer reviewer for *Continuum* should contact Amanda Tourville at atourville@aan.com. All reviewers receive a complimentary copy of the issue they review upon publication.

Timeline:

Opportunities to review *Continuum* occur six times per year. Section members who agree to review an issue are given 2 to 4 weeks to complete the review, depending on time constraints.

L. Activity/Program:

Core Curricula

Department, Committee, Subcommittee Responsible

Fellowship Core Curricula – GES

Resident Core Curricula – GES

Clerkship Core Curricula – UES

Description of Activity/Program:

The AAN Fellowship, Residency, and Clerkship Core Curricula provide recommendations to identify the core content of the knowledge base for fellowship trainees, neurology residents, and medical students

involved in neurology clerkships. These curricula are informational resources and do not represent AAN policy in regard to the fellowship, resident, or clerkship training requirements. Twenty two sections have developed Fellowship Core Curricula and 21 sections have developed Resident Core Curricula.

Section Involvement:

Sections can review core curricula and make recommendations for enhancements or changes by accessing the AAN website at: <http://www.aan.com/go/about/sections/curricula> and clicking on the particular section.

Timeline:

Sections can review core curricula at any time throughout the year via the website noted above. Recommendations for enhancements/changes can then be forwarded to the GES or UES for consideration.

M. Activity/Program:

Digital Resource Library (DRL)

Department, Committee, Subcommittee Responsible

Center for Research, Education, and Development; Education Committee; Distance Learning Subcommittee (DLS)

Description of Activity/Program:

The purpose of the DRL is to serve as a repository of high-quality neurologic images, specimen pictures, and video clips. Images and videos are digitized and stored on the website of the American Academy of Neurology (AAN). Each asset is accompanied by text that briefly describes the condition or disease depicted. In some cases information about the patient and how the image was created (for example, T1 or T2 weighting of an MRI) may be included. All DRL activities are coordinated by the Distance Learning Subcommittee (DRL) liaison and the DRL editors. The editors are members of the DLS.

Assets from three sources are considered for the DRL:

First, assets from the AAN-owned journals *Continuum* and *Neurology* may be included in the DRL. Section members may request that specific assets from these sources are added to the DRL.

Second, members may submit images. The member must be the copyright owner of the asset and it must meet HIPAA standards.

Third, assets may come from the AAN online community devoted to the discussion of member-submitted images (“user generated content”). Members may request that an asset from this site should be included in the DRL. However, the individual who originally posted the asset must be the copyright owner.

DRL assets may be downloaded by AAN members for use in educational settings.

Section Involvement:

To insure that the DRL is a high-quality source of educational materials, assets must be carefully evaluated by content experts. Experts from the sections would be asked to do the following activities:

- Determine whether an asset would be useful in an educational setting. That is, does the asset have characteristics that would help a student learn useful knowledge in clinical neurology?
- Determine whether the asset meets minimum quality standards. That is, does the asset clearly present characteristics that make it useful educational material?

- Create or edit text for each asset. This would include writing the text for an asset or editing text submitted by a contributor.
- Maintain a peer review system that will allow contributors to include approved assets for display in the DRL on their curriculum vitae.

The DLS will present each section with basic requirements for the peer review system and educational and quality standards. Each section will be asked to modify the educational and quality standards in order to meet any unique needs of their discipline.

A final review of all submissions is conducted by the DRL editors. The editors are members of the Distance Learning Subcommittee who insure that the assets meet AAN quality standards.

All administrative records (HIPAA releases, copyright permissions, peer review results, etc.) will be maintained by AAN staff. Technical standards (acceptable image and video formats, etc.) will be developed by AAN staff responsible for maintaining the DRL.

Timeline:

The DRL is currently viewed as an ongoing project where assets will be regularly added and deleted over time in order to maintain quality and display new technologies. Consequently, the DLS would like to see each section contribute new assets and review existing assets at least once a year.

N. Activity/Program:

Evidence-based Medicine (EBM) Toolkit

Department, Committee, Subcommittee Responsible

Center for Health Policy, Practice Committee, Practice Improvement Subcommittee

Description of Activity/Program:

Objectives:

- Develop a Formal Education Program to train and support a cohort of mentors (program/residency directors, practicing neurologist champions) for teaching EBM to residents and general membership.
- Develop a Web-based Interactive Program to provide a “one-stop shop” of resources for residents and program directors, who will need to access tools that help them apply EBM principles on a day-to-day basis (online educational modules containing worksheets, educational prescriptions, clinical filters, tools to assess data quality, etc.)
- Develop an Outcomes Measurement Program to evaluate the educational intervention. This effort will require us to gather both qualitative and quantitative data in an attempt to document intervention-related changes in the behavior of program participants. Surveys, tabulation of the number and characteristics of programs and participants, and formal site visits will all be part of this effort.

Section Involvement:

If you are interested in reviewing or helping to develop the 20 modules with the course content for the EBM Toolkit contact Sarah Tonn at 651-695-2819 or via email at stonn@aan.com. Course content module titles have already been established.

Timeline:

The course contents, syllabi, course materials, and interactive-web tools will be developed over the course of the next five months with content finalized by January 31, 2008. Monthly calls and emails will be used to facilitate communication and completing the modules.

O. Activity/Program:

Patient Safety Programs

Department, Committee, Subcommittee Responsible

Center for Health Policy; Practice Committee; Patient Safety Subcommittee

Description of Activities/Programs:

1. The Patient Safety Colloquium, a free course at the Annual Meeting for which attendees may receive CME credits.
2. Patient Safety Tips, Tools and Resources are available on CD-ROM and on the AAN web site. This initiative provides practicing neurologists and other clinicians with low-burden strategies to provide safe, high quality care, to facilitate the creation of more efficient office practices, and to improve practice risk management programs.
3. Patient Safety Education for Neurologists, Residents materials and a slide presentation development for use in a variety of speaking or presentation venues. These materials offer CME credits accessed on the website.

Section Involvement:

Sections can primarily be involved with the Patient Safety Subcommittee in two ways: (1) Submit Patient Safety Tips and Tools to the Tips and Tools web site and (2) Present patient safety tips, tools and resources at a State Neurological Association meeting. Contact Sarah Tonn, MPH, Sr. Manager, Quality Improvement, at stonn@aan.com to join other members interested in the Patient Safety speaker pool.

Go to www.aan.com/go/practice/patientsafety and scroll to the bottom of the page to read, use, and share Patient Safety Tips.

Timeline:

Submitting Tips and Tools can be done at any time via the web site.

State meetings are scheduled throughout the year with speaker presentations often planned several months in advance.

P. Activity/Program:

Regulatory/Coding/Reimbursement

Department, Committee, Subcommittee Responsible

Center for Health Policy; Medical Economics & Management (MEM) Committee

Description of Activity/Program:

As the MEM develops proposals for new CPT or ICD-9 codes, conducts surveys, or reviews regulations, it often turns to the relevant sections for subject matter experts or member participation.

Section Involvement:

Medical Economics staff approaches the relevant sections to ask for volunteers. Volunteers may help draft comments, complete reimbursement surveys, or assist with proposals for new codes.

Timeline:

Ongoing.

Q. Activity/Program:

Quality Measures – serve on expert panels in indicator development and prepare for performance measurement

Department, Committee, Subcommittee Responsible

Center for Health Policy; Practice Committee; Quality Measurement and Reporting Subcommittee

Description of Activity/Program:

The AAN receives requests from outside organizations to serve on their measure development panels on varied neurological conditions. Methodologists as well as content experts are needed to represent the AAN on the collaborative efforts. The Quality Measurement and Reporting Subcommittee will be developing training materials for members interested in performance measurement and quality improvement initiatives. We are looking for members who are interested in developing skills and or serving as experts in these two areas.

The awareness component is a primary goal while assimilating the use of performance measurement in everyday practice is the next step. We invite sections to present AAN developed material in your practice setting to increase awareness about measurement and reporting initiatives enabling use of performance measures in your practice setting.

Section Involvement:

If you are interested in 1) developing your skills in performance measurement and quality improvement, 2) serving on expert panels in indicator development, or 3) educating others by presenting materials, please contact Sarah Tonn at 651-695-2819 or via email at stonn@aan.com.

Timeline:

The need for performance measurement and quality improvement experts is growing. We will need to develop experts in this area on an ongoing basis. We receive approximately 10 requests for panel experts every year in all areas of neurology. We would like educational efforts on what and how to use measure in practice to continue. We will have new materials as CMS programs develop.

R. Activity/Program:

Payment Policy Subcommittee Requests for Section Member Review of Payer Medical Policies

Department, Committee, Subcommittee Responsible

Center for Health Policy; Medical Economics and Management Committee; Payment Policy Subcommittee

Description of Activity/Program:

The Payment Policy Subcommittee receives requests from various payers for input on draft/proposed medical policies. From time to time, the Subcommittee requests that section members review and provide input on these policies when subspecialty input is needed. Section members are able to provide unique expertise about specific neurological treatments and procedures.

Section Involvement – Providing Input:

The Academy appreciates the opportunity to provide input on payer medical policies before they go into effect and strives to provide a thorough response whenever possible. When reviewing a policy, section members should bear in mind that policies are general statements that address most average users under ordinary conditions. The role of the Academy in this case is not to engage in a debate either endorsing or questioning minute scientific details of a policy. Rather, any input should broadly ensure that the intended policy becomes an opportunity for reasonable practice of neurology, and that it is not overly restrictive.

Timeline: Requests come on a continuous basis and appropriate sections will be contacted as needed.

AAN (c3) Institute Committee Structure - 2011

