ACDIS Events Committee: Scope of Work

ACDIS Contact

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Purpose and Terms of Service

Objective

The Association of Clinical Documentation Integrity Specialists' (ACDIS) Events Committee works with the ACDIS administration to assess speaking proposals and review speaking submissions to align its annual in-person educational and networking event as well as its outpatient-focused symposium, and select virtual and online activities with the association's core mission, the diverse needs of its membership, and the changing needs of the industry.

Essential Responsibilities

- Provide advice and insight to the administration regarding industry trends and educational needs of CDI professionals

- Contribute to meeting dialogue by providing educational recommendations and event considerations to fellow committee members

- Join fellow committee members and ACDIS staff on conference calls to discuss ongoing projects and potential opportunities

  - Note: Certain times of year will require the events committee to meet frequently (e.g., weekly) such as when evaluating speaker proposals for the national conference, while other times of year will only require only ad-hoc meetings

  - Participants should have full support of their administrators and other staff before volunteering

- Provide insight into current industry needs, evaluate opportunities and gaps in ACDIS' current offerings, and help chart the overall trajectory of committee activity

- Contribute to other committee efforts as interest, expertise, and availability permit

Code of Professional Conduct

Events committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work. Professionally, committee members should hold themselves to the guiding principles of the ACDIS Code of Ethics.

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Committee members should leave their personal biases at the door and bring an open mind to discussions.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee chair immediately to ensure the work is covered.

Committee Composition

The event committee will consist of approximately 12-14 members, including:

- Volunteers from the previous year's Conference Committee team to ensure continuity of practice and oversight

- Individuals with diverse backgrounds who broadly reflect the composition of the ACDIS membership and the CDI profession at large

- One to two ACDIS national staff member(s) to facilitate meetings (i.e., set up the conference calls), set meeting agendas, and follow up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared

- One nurse planner who oversees committee activities and ensures that all planned events meet criteria for the American Nurses Credentialing Center (ANCC)

ACDIS members in good standing may apply to serve on the committee. For additional information, please contact Karla Kozak at karla.kozak@hcpro.com.

Term Duration and Prerogatives

Events committee membership will be evaluated annually, and reappointment decisions will be rendered based on editorial needs, the given committee member's past contributions and continued desire to serve.

Those needing to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time but should provide at least 30-day advance notice to the chair to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with ACDIS administration in a timely manner may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active committee members will receive the following benefits for the duration of their service:

- 50% off admission to ACDIS' annual main conference
- Public recognition on the ACDIS site's [Boards and Committees](#) page, as well as attribution in published articles and materials

Scope of Work and Process

The events committee will meet on an ongoing basis to discuss educational offerings for the CDI community both in-person and virtual, online, events. The group will discuss must-have sessions, topic areas, and areas for new opportunities for CDI efforts. The events committee will review and evaluate all previous and new speaker proposals in a non-biased fashion with the oversight of the ACDIS administration and work collaboratively to develop out-of-the-box ideas for bringing education to the CDI community.

Task 1: Review Speaker Applications

The ACDIS administration will train incoming committee members regarding use of the tool for evaluating speaker applications and set reasonable expectations for accomplishing reviews.

Committee members will use the tool to evaluate speakers' experience, proposals, and potential for educational efficiencies. This requires several hours of offline time as well as several potential hours of committee meetings to provide for robust discussion of each speaker application and its ability to meet the needs of conference attendees.

Task 2: Finalize Speaker Selection

The events committee shall come together to make final recommendations regarding speaker selections. These selections shall be based on the merits of the application and the speaker(s) ability to meet the needs of the attendees.

The ACDIS administration reserves the right to select a certain number of slots at its various events to provide information regarding the association and to meet emerging content needs.

Task 3: Poster Presentation Selection

The ACDIS national conference also offers opportunities for poster displays, which provide attendees with more personal interaction and networking related to a narrow field of focus. The events committee will review applications as needed.

Task 4: Professional of the Year and Award Nominations

The events committee will work with the ACDIS administration to update criteria for its annual awards, as needed. Once criteria are set, ACDIS administration will publicize these criteria and collect nominations. Events committee members will review these submissions typically in January/February.

Task 5: Onsite & Virtual Event Duties

Events committee members are not mandated to attend the event. However, those who chose to do so receive 50% off admission to the onsite, in-person conference. They will receive a ribbon distinguishing them as a committee member and will be recognized by the ACDIS administration during opening remarks.

Committee members are encouraged to meet with each other socially and to engage with attendees regarding their volunteer experiences. Committee members will be expected to help nurture event participation by engaging in conversation with other attendees and participating in networking events as they are able regarding of the type of event taking place.

Committee members may also be eligible for discount admission to virtual events if necessary, at the discretion of the administration.

Ongoing duties

Although the events committee's major activities will center around the scheduled meetings, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Notify the chair when something on the ACDIS website appears to need updates

- Bring forward "hot topics" to ACDIS administration for future coverage editorially or otherwise

- Submit forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the ACDIS website

- Look for gaps, discrepancies, and other potential deficiencies in ACDIS' offerings and inform the committee chair of potential opportunities for committee work

- Share suggestions for improving the effectiveness and efficiency of the committee's work

Please direct all feedback to ACDIS Editor & Product Coordinator Karla Kozak at karla.kozak@hcpro.com.