

Proposed Guidelines for HAI-AC Participation: presented for discussion 5/29/08

1. Basic attendance requirements
 - No more than 2 excused vs. unexcused absences in a 6 month time frame -
 - Non-notification of the Program Coordinator constitutes an unexcused absence
 - Per Bagley-Keene requirements, attendance for official attendance and voting purposes must be from a posted teleconference site
2. Guidelines for group representation
 - Healthcare entities: hospital administration, CHA, OSHPD, CAN, consumer representative, CCLHO, Lumetra,
 - Clinical specialties: ID, IC, pediatrics, ambulatory surgery,
 - CDPH program management, L&C, support staff
3. Participants should be prepared to actively contribute in the full and several subcommittees
 - Read all materials ahead of time: minutes, research issues, subcommittee recommendations
4. Professional Courtesies
 - Practice active listening
 - Contribute verbally per order of the queue; please do not interrupt
 - Minimize sidebar conversations

General Questions:

1. Should there be time limits on terms of participation?
2. How should changes in job status or location be handled?
3. As the Committee is advising CDPH, should CDPH be voting members?
4. How shall non-voting participation be counted?
5. What constitutes an excused absence?
6. ...