

Section 8. Chair of the Professional Wellness (Impairment) Committee

General Responsibilities:

He or she shall:

- ◆ Serve as an unbiased contact for Pas who are having drug or alcohol problems on the job.
- ◆ Develop programs to assist impaired PAs.
- ◆ Keep a listing of local and statewide rehabilitation centers, toll-free hotlines, and other centers for addictive problems.
- ◆ Make policy recommendations to the Board of Directors, when appropriate.
- ◆ Submit written reports at least two weeks prior to each Board of Directors meeting.
- ◆ Write at least one article on impairment issues or a summary of committee activities for the NDAPA newsletter, *The Review*.
- ◆ Keep necessary confidentiality.
- ◆ Establish liaisons with the state physician professional wellness committee.

Committee Responsibilities:

He or she shall:

- ◆ Implement (through approved written recommendations) the Board of Directors charges to the committee.
- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.
- ◆ Solicit new volunteers to serve on the committee.

Attendance Responsibilities:

He or she shall:

- ◆ Attend and facilitate all committee meetings.
- ◆ Miss no more than one Board of Directors meeting.

- ◆ Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 1-3 hours a month. Skills/experience needed to successfully serve in this position includes the following:

- ◆ *Interest in professional wellness (impairment)*
- ◆ *Prior committee member experience (recommended)*
- ◆ *Communication Skills*
- ◆ *Confidentiality Skills*
- ◆ *Leadership Skills*