

PCNA Project Development and Review Committee (PDRC) Guidelines

Mission Statement/Purpose of the Committee:

The purpose of the Project Development and Review Committee (PDRC) is to ensure that all projects undertaken by PCNA are consistent with PCNA's mission, goals and strategic objectives, and responsive to PCNA members, health care provider, and patient educational needs.

Description of Duties:

- Provide thoughtful suggestions for project content, design, format and sponsorship in response to direction provided by the staff and board on an ongoing basis, but particularly as suggested and approved at the annual project development and strategic planning sessions.
- Evaluate and approve project proposals from external sources (industry sponsor or liaison organization) that are consistent with PCNA's mission, goals and strategic objectives, and in the context of PCNA members, health care provider and/or patient educational needs. If the project in question is a Continuing Education (CE) activity, concurrent review by the CE committee will occur.
- Participate in planning the agenda for the annual Project Planning meeting (January).

Requirements for Committee Members:

- Responsive to requests for evaluating project proposals on an as-needed basis
- Available for a monthly teleconference call on an as-needed basis
- Agreeable to confidential nature of committee discussions
- Agreeable to share personal disclosure regarding relationships with industry

Guidelines and Committee Terms:

- Committee will consist of chair, three committee members, and the Chief Learning Officer and Grants and Project Coordinator as non-voting staff liaisons.
- Committee members will serve a two-year term, with an option to renew for one additional two-year term.
- Chair will be a member of the PCNA board of directors.
- Chair of the PDRC will not have an advisory board or speakers' bureau relationship with industry for the length of his/her term.
- The scope of the PDRC's work requires that the non-board member be an experienced professional with a strong working knowledge of PCNA's culture and membership needs and appreciative of the challenges posed by industry-funded projects.