

# AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS COMMITTEE DESCRIPTIONS

The name in parentheses after the committee description is the staff vice president or executive officer responsible for the activities of the committee.

## **ACOG eModules Advisory Committee**

The ACOG eModules Advisory Committee will serve as a panel of experts and assist in the writing, editing, and review of the online module product (hybrid between PROLOG and *Precis*). The members help establish and maintain editorial policy and oversee the development of the module units. Members provide editorial and content direction and review the manuscripts to ensure continuity and consistency of each unit and the program overall. The committee also evaluates the program to ensure quality control and educational value. (Sandra A. Carson, MD)

## **Committee on Adolescent Health Care**

The Committee on Adolescent Health Care guides College activities designed to improve adolescent physical, psychological, reproductive, and sexual health and development. It also aims to improve access to primary and preventive care, including comprehensive reproductive health care for adolescents of all socioeconomic backgrounds. The committee meets twice a year in person and conducts as many conference calls as necessary to complete projects; moderate preparation time is required for participation in meetings and calls. Committee members periodically undertake assignments, such as Committee Opinions, or other documents, and are occasionally asked to represent the College at other meetings. The committee has liaison relationships with other organizations concerned with the care of adolescents, including the American Academy of Pediatrics, the American Academy of Family Physicians, the Centers for Disease Control and Prevention, the Society for Adolescent Health and Medicine, the Guttmacher Institute and the federal Maternal and Child Health Bureau. The Committee on Health Care for Underserved Women assigns one member to serve on the committee as an ex officio member. (Christopher M. Zahn, MD)

## **Committee on American Indian/Alaska Native Women's Health**

The Committee on American Indian/Alaska Native Women's Health serves a consulting role to the Indian Health Service (IHS), which is part of the U.S. Public Health Service, and to other providers of health care to American Indian/Alaska Native women. Members' knowledge of Indian health issues is based on their past experience, as well as on site visits conducted by the committee. A three-day site visit to an IHS area is conducted each year; a second meeting is one to two days in length. Team leaders on site visits write detailed reports and recommendations for their teams following the visit. Team members contribute to and review these reports. Other writing assignments are minimal. Other duties of members between meetings include follow up with an assigned IHS area and designated individuals within that area and submission of area reports twice a year. The committee provides oversight in other activities including, review of reports (and some years, observation of course activities) of the annual postgraduate course for IHS personnel. (Barbara S. Levy, MD)

## **Appeals Panel Committee (related to the Grievance Committee)**

The Appeals Panel Committee is responsible for all appeals of Grievance Committee Hearing Panel decisions. Appeals of hearing panel decisions will be considered by an Appeals Panel appointed from Appeals Panel Committee members. Members of the Appeals Panel Committee are selected only from former Executive Board members and former Grievance Committee members. The Appeals Panel Committee is required to have at least 6 former district chairs as members. (Sara Needleman Kline, JD)

# AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS COMMITTEE DESCRIPTIONS

## **Audit Committee (related to the Committee on Finance)**

The Audit Committee is responsible for the relationship with the College and the ACOG Foundation's external and internal financial auditors. The Audit Committee develops the scope and emphasis of audit engagements in conjunction with recommendations from the auditors. The auditors report directly to the Audit Committee. The Audit Committee is comprised of two members of the Committee on Finance and one independent financial expert. (Rick Robinson, MBA)

## **Committee on Bylaws**

The Committee on Bylaws maintains the American College of Obstetricians and Gynecologists and the ACOG Foundation Bylaws. The committee considers proposals for bylaws amendments that may be submitted from time to time by the President, the Executive Board, the Executive Committee and/or the Executive Vice President, and ensures that motions presented to, and passed by, the Executive Board are in agreement with other current bylaws and with other laws and regulations governing 501(c)(6) and 501(c)(3) organizations. The Secretary of the College and the ACOG Foundation serves as chair of the committee. The committee also consists of two current district chairs and one young physician-at-large. The Committee on Bylaws meets before the February Executive Board meetings. The Secretary may schedule additional meetings or conference calls of the committee as needed. (Sara Needleman Kline, JD)

## **Clinical Document Review Panel–Gynecology Clinical Document Review Panel–Obstetrics**

There are two Clinical Document Review Panels; one in obstetrics and one in gynecology. The Clinical Document Review Panels review clinical documents that are developed by College committees, expert work groups and task forces before submission to the Executive Board. The review is to ensure concurrence with College policy and scientific accuracy. The Obstetric and Gynecologic Panels will review obstetric/genetic or gynecologic/primary care documents respectively and alternate other documents between the two panels. The bulk of the panels' work is conducted by email and ad hoc conference calls with an annual one-day meeting if necessary for new members. (Christopher M. Zahn, MD)

## **Compensation Committee**

The Compensation Committee recommends all cash and non-cash compensation for all employees and any "disqualified person" as defined by the College and the ACOG Foundation Executive Boards. This includes salaries, honoraria, bonuses, pensions, health insurance, and severance pay. All contracts for staff vice presidents are subject to review by the Compensation Committee. The Compensation Committee is comprised of the national Treasurer, chair of the Committee on Finance, one past president not on the Committee on Finance or Executive Board, two members of the Committee on Finance not district chairs, and three former district chairs, one of whom must be in private practice. (Rick Robinson, MBA)

## **Committee on Continuing Medical Education**

The Committee on Continuing Medical Education (CCME) establishes policies and monitoring procedures for all ACOG CME courses. The committee ensures that these courses adhere to the *Essentials Areas, Elements*, and Policies of the Accreditation Council for Continuing Medical Education (ACCME), and requirements of other regulatory agencies. The College provides CME credits for CME programs that have been developed by other organizations that apply for joint providership status. Voting members of the CCME are appointed by their districts. Liaison members of the committee are appointed by their respective organizations. The committee meets face-to-face once a year, in the fall, and convenes for a second meeting, via conference call, in the summer. Committee members must be included in the planning of all CME courses. They review (for approval) district and section applications for joint providership of their CME activities. In addition, committee members evaluate jointly provided courses approved by the College. Members occasionally attend the Annual Clinical and Scientific Meeting to review courses as on-site peer reviewers. Before attending their first committee meeting as functioning participants, members are required to attend a 2-day ACCME CME as a *Bridge to Quality™* Accreditation Workshop to better understand the CME Accreditation Process. (Sandra A. Carson, MD)

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## **Council on Resident Education in Obstetrics and Gynecology**

The Council on Resident Education in Obstetrics and Gynecology (CREOG) was established to address the needs of residency program directors. CREOG, a council of the College, provides an array of services designed to facilitate and promote excellence in residency education. CREOG brings together representatives from its member organizations, five regional representatives, and two Junior Fellow representatives. Ex-officio members include representatives from the American Board of Obstetrics and Gynecology, Inc (ABOG), the American College of Osteopathic Obstetricians and Gynecologists (ACOOG), the American Residency Coordinators in Obstetrics and Gynecology (ARCOG), Association of Professors of Obstetrics and Gynecology (APOG), the Federacion Mexicana de Asociaciones de Ginecologia y Obstetricia, Federation of Central American Ob-Gyn Societies, and the Residency Review Committee (RRC). (Sandra A. Carson, MD)

## **CREOG Education Committee**

The mission of the CREOG Education Committee is to support the residency program directors by providing educational resources, assessment tools and faculty development enabling them to promote excellence in resident education in obstetrics and gynecology. Members are associated with an accredited residency, or approved subspecialty fellowship training program, with general or special expertise in ob-gyn postgraduate education; and, or appointed because of special or general expertise in specific area(s) in development. The Chair of the CREOG Council, the Chair of the Program Directors' School, and the CREOG Program Chair will be ex-officio members of the Education Committee. (Sandra A. Carson, MD)

## **CREOG Examination Committee**

The CREOG Examination Committee is responsible for the development and review of questions used on the resident in-training examination in obstetrics and gynecology. Members are all resident educators who have special expertise in areas of generalist and specialty practice covered by the Educational Objectives. (Sandra A. Carson, MD)

## **Committee on Credentials**

The Committee on Credentials meets two or three times a year in conjunction with the ACOG Executive Board meetings. Membership on this committee is predetermined by Executive Board action. Under the current College Bylaws, the committee reviews and acts upon all applications for membership on which adverse actions have been reported, and makes specific recommendations regarding such applications to the Executive Board. The committee also determines eligibility requirements for membership in all categories and supervises, in accordance with College Bylaws and actions of the Executive Board, the development and maintenance of procedures for processing applications. Conference calls are not usually required; little time commitment beyond the formal meetings is expected. (Rick Robinson, MBA)

## **Editorial Board for *Clinical Updates in Women's Health Care***

The Editorial Board for *Clinical Updates in Women's Health Care* oversees the development of a monograph series designed to provide obstetrician–gynecologists with information about primary and preventive care issues that relate to office practice. The series is designed to update physicians in patient care, with emphasis on routine assessments, early detection, and interventions. The board selects topics, suggests authors/consultants, reviews manuscripts, and periodically evaluates documents to determine the need for revision. The board also provides editorial direction and oversight for the series overall. The board meets yearly for three days. In the interim, members are asked to contribute a moderate amount of time in reviewing documents, identifying background information, and serving as a resource to staff on specific issues. (Hal C. Lawrence, III, MD)

# AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS COMMITTEE DESCRIPTIONS

## **Committee on Ethics**

The Committee on Ethics identifies, evaluates, and makes recommendations regarding ethical issues that affect the specialty of obstetrics and gynecology. The committee holds two 2-day meetings annually, with conference calls as necessary to complete committee business. It has formal, reciprocal representation with the American Academy of Pediatrics and the American Society for Reproductive Medicine. Liaisons from the Society for Maternal-Fetal Medicine and the Society of Obstetricians and Gynaecologists of Canada also participate with the committee's activities. Committee members are given assignments to draft Committee Opinions on ethical issues; therefore, a moderate amount of time is required between meetings to do research and work on these documents. (Christopher M. Zahn, MD)

## **Ethics Document Review Panel**

The Ethics Document Review Panel reviews documents developed by the Committee on Ethics before submission to the Executive Board. The review is to ensure concurrence with the College's Code of Professional Ethics and to confirm that documents provide an appropriate decision-making framework—based on biomedical ethics principles, theories, and perspectives—to guide professional action in the face of ethical conflicts and dilemmas commonly encountered in the practice of obstetrics and gynecology. The bulk of the Panel's work is conducted by email and ad hoc conference calls. (Christopher M. Zahn, MD)

## **Committee on Finance**

The Committee on Finance is responsible for reviewing the financial operations of the College and the ACOG Foundation and developing financial policies where appropriate. The committee meets twice a year to review the status of the ACOG investment reserves, the member insurance program, the financial operating results, and approve the annual budget. In addition, the Committee on Finance receives the report of the Audit Committee, which is responsible for the relationship with the external and internal auditors of the College and the ACOG Foundation. (Rick Robinson, MBA)

## **Committee on Genetics**

The Committee on Genetics considers all aspects of genetics as it relates to reproduction and develops appropriate recommendations regarding clinical management, education, and research issues. It has a formal liaison with other groups, such as the American Academy of Pediatrics, the American College of Medical Genetics and Genomics, the American Society for Reproductive Medicine, and the Centers for Disease Control and Prevention, and interacts with the National Institutes of Health and other federal agencies as appropriate. The committee develops written opinions on newly emerging or rapidly changing issues in the field and responds to matters referred by other College groups. The committee meets twice a year. (Christopher M. Zahn, MD)

## **Committee on Government Affairs**

Composed of the President, President Elect, Immediate Past President, two district chairs, the vice chair of the Junior Fellow College Advisory Council, plus a representative of the American College of Osteopathic Obstetricians and Gynecologists and other Fellows as appointed, the Committee on Government Affairs meets twice annually to review ACOG federal and state government relations activities. The Committee on Government Affairs recommends federal and state legislative priorities to the Executive Board for approval at the beginning of each year, and reviews legislative progress during their fall meeting. Other than those determined by their elected positions, committee members should have interest and experience in legislative advocacy and working with federal or state legislatures. Members should be active participants in ACOG's legislative efforts. Examples include ACOG's Congressional Leadership Conference, McCain and Gellhaus Fellowship Programs, State Legislative Roundtable, or have served as a Section Legislative Chair. Members should be comfortable with email and willing to travel to Washington, DC, for committee meetings and to participate in meetings with Members of College once or twice a year, as necessary. (Hal C. Lawrence, III, MD)

# AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS COMMITTEE DESCRIPTIONS

## **Grievance Committee**

The Grievance Committee receives reviews and evaluates complaints from Fellows regarding professional conduct by another Fellow that may violate the College's Code of Professional Ethics. The committee also pursues and reviews final state medical board actions resulting from professional conduct inconsistent with the College Bylaws, including but not limited to serious state medical board actions such as revocation of license and any state medical board disciplinary action based on physician/patient relationship boundary violations of a sexual or intimate nature.

Hearing panels, composed of current or former committee members, thoroughly assess such complaints and determine if a complaint should be sustained and, if necessary, recommend disciplinary action to the College Executive Board. The committee makes recommendations to the College Executive Board regarding the grievance process and the scope of the committee's activities. Members of the committee may also act as a hearing panel for applicants whose membership as a Fellow has been denied by the College. (Sara Needleman Kline, JD)

## **Committee on Gynecologic Practice**

The Committee on Gynecologic Practice considers all clinical aspects of the medical and surgical practice of gynecology and makes appropriate recommendations regarding needs in the areas of gynecologic education, research, and development. The committee develops state-of-the-art commentaries on new techniques and their appropriateness for clinical application, and on gynecologic subjects related to clinical management as necessary. The committee coordinates the work of the subcommittees on Gynecologic Oncology, Reproductive Endocrinology, and Urogynecology, and the chairs of the subcommittees serve as ex officio members of the committee. In addition, the Committee on Practice Bulletins–Gynecology, the Committee on Health Care for Underserved Women, and the Committee on Patient Safety and Quality Improvement each assign one member to serve on the committee as ex officio members. The committee has formal, reciprocal representation with other groups such as the American Society for Reproductive Medicine, the Society of Gynecologic Oncologists, and the American Society for Colposcopy and Cervical Pathology. The committee meets twice a year for two days and convenes conference call meetings on an as-needed basis. Committee members are asked to contribute a moderate amount of time between meetings to draft and review documents, serve as a resource to staff on specific issues, and attend meetings as liaison representatives to other organizations. (Christopher M. Zahn, MD)

## **Committee on Health Care for Underserved Women**

The Committee on Health Care for Underserved Women works to ensure ACOG's continuing leadership role in improving the health status of women by developing recommendations and implementing solutions to improve access to quality health care. The Committee meets twice yearly in person and conducts as many conference calls as needed to complete projects; moderate preparation time is required for participation in meetings and conference calls. Committee members draft and review Committee Opinions and other written documents, and occasionally represent the College at other meetings. The Committee has formal liaison relationships with other organizations interested in health care for underserved women, including the American Society for Colposcopy and Cervical Pathology, the Centers for Disease Control and Prevention, the National Institute of Child Health and Development, the Veterans Health Administration, and the National Medical Association. (Barbara S. Levy, MD)

# AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS COMMITTEE DESCRIPTIONS

## **Committee on Health Economics and Coding**

The Committee on Health Economics and Coding is the source of expertise and recommendations on all questions pertaining to the Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) codes for ob-gyn services. The committee also provides guidance on payment policy and regulatory issues that deal with physician payment. Committee members help educate Fellows about proper coding, answer Fellows' questions, and recommend code changes to the American Medical Association and the National Center for Health Statistics. The committee provides recommendations for physician work and practice expense values to the AMA/Specialty Society Relative Value Scale Update Committee (RUC) for all new and revised codes. The CHEC committee meets twice a year for usual business and up to three times a year via conference call to develop relative value recommendations. Committee members also take turns serving as attending faculty to teach documentation requirements, answer clinical questions, and respond to questions about the coding committee perspective during the weekend-long coding workshops sponsored by ACOG. Time commitment is heavy. (Barbara S. Levy, MD)

## **Committee on Industrial Exhibits**

The Committee on Industrial Exhibits determines the appropriateness of a product or service for inclusion as an industrial exhibit at the Annual Clinical Meeting. In addition, members of the committee serve a liaison function between ACOG and industry representatives during the annual meeting. The committee has one scheduled meeting during the ACM. In addition to this formal meeting, committee members evaluate exhibitor requests throughout the year by mail and telephone calls. Committee members have an active schedule throughout the ACM. (Sandra A. Carson, MD)

## **Committee on Nominations**

The Committee on Nominations prepares the slate of candidates for the nationally elected offices of the College. By virtue of being a national officer of the College, these Fellows serve as national officers of the ACOG Foundation. Committee membership is determined by the College Bylaws and includes representatives from each district, three past presidents and two additional Fellows who have been a Fellow for 12 or fewer years. The committee meets twice a year--a luncheon meeting at the Annual Clinical and Scientific Meeting and a one-day meeting in November. At the luncheon meeting, committee procedures are explained. A candidates' forum open to all ACOG members also is held at the time of the Annual Meeting. The committee members and first and second alternates are expected to attend. In November, the committee selects a slate to be presented to the voting membership. The vote is taken at the next ACOG Annual Business Meeting. (Ivy S. Chou, MBA, MS)

## **Ob-GynPAC Governing Committee**

The Ob-GynPAC Governing Committee decides the contribution strategy Ob-GynPAC will employ throughout each election cycle to accomplish the American College of Obstetricians and Gynecologists' legislative goals. The immediate Past President of ACOG may serve as the Ob-GynPAC Chair, or indicate a designee. The Ob-GynPAC Governing Committee meets annually at ACOG's Congressional Leadership Conference, the President's Conference, and by quarterly conference calls, as necessary.

Members of the Ob-GynPAC Governing Committee fundraise for Ob-GynPAC and encourage advocacy involvement among other ACOG members. Committee members are highly involved in the legislative and political issues affecting the ob-gyn specialty and bring expertise to the committee's decisions. (Hal C. Lawrence, III, MD)

# AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS COMMITTEE DESCRIPTIONS

## **Committee on Obstetric Practice**

The Committee on Obstetric Practice considers all clinical aspects of the practice of obstetrics (including maternal and fetal medicine) and makes appropriate recommendations regarding needs in the areas of obstetric education, research, and development. The committee develops state-of-the-art commentaries, such as Committee Opinions, Technology Assessments, and Practice Advisories, on new techniques and their appropriateness for clinical application, and on obstetric subjects related to clinical management as necessary. The committee oversees the development of Guidelines for Perinatal Care in conjunctions with the American Academy of Pediatrics' (AAP's) Committee on Fetus and Newborn. The Committee collaborates closely with the other ACOG committees and has formal liaison with other organizations, such as the American Academy of Family Physicians; the American Academy of Pediatrics (AAP); the American Society for Anesthesiology, the American Institute of Ultrasound in Medicine; the American College of Nurse-Midwives; the Association of Women's Health, Obstetric and Neonatal Nurses; the Society for Maternal-Fetal Medicine, and the Society of OB/GYN Hospitalists. The committee meets twice a year and convenes an annual conference call. One of the meetings includes a joint meeting with AAP's Committee on Fetus and Newborn. Committee members are asked to contribute a moderate amount of time between meetings to draft and review documents, serve as resources to staff on specific issues, and occasionally attend meetings as liaison representatives to other organizations. (Christopher M. Zahn, MD)

## **Patient Education Review Panel**

The Patient Education Review Panel (PERP) reviews the College Patient Education materials for currency, accuracy, and consistency with College guidelines. Panel members review existing materials to determine the need for revision and propose new topics as appropriate. Each document that is chosen for revision or for development is assigned a primary PERP reviewer who helps staff resolve queries that arise during the review process. These activities take place on an ongoing basis throughout the year via email, conference call, and one or two in-person meetings. The panel meets in person to discuss the topics being addressed, the amount of materials being reviewed and developed, and new activities and/or technologies to address patient education materials. (Christopher M. Zahn, MD)

## **Committee on Patient Safety and Quality Improvement**

The Committee on Patient Safety and Quality Improvement monitors patient safety and quality improvement issues specific to the practice of obstetrics and gynecology and develops strategies to improve patient outcomes. It explores potential collaborative efforts on a national level, and reviews patient safety initiatives and best practices. The committee also sponsors ACOG's postgraduate courses on quality and safety. Committee members may be asked to serve as primary authors for new committee documents or reviewers for document maintenance, such as Committee Opinions, Patient Safety Checklists, and the ACOG publication "Quality and Safety in Women's Health Care". The committee includes representation from each of the 12 districts, as well as two members with expertise in professional liability. In addition, the Committees on Gynecologic Practice and Obstetric Practice each assign one member to serve as ex officio members. The Program Director of the Voluntary Review of Quality Care program, ACOG's hospital peer consultation program, is also an ex officio member of the committee, as is the Course Director of ACOG's postgraduate courses on quality and safety. The committee has formal liaison representation with other groups including the American College of Nurse Midwives and the Association of Women's Health, Obstetric and Neonatal Nurses. The committee also oversees the Subcommittee on Physician Wellness, whose chair is a member of the full committee. In addition to the time spent working at the district level, the time required preparing for each national meeting or conference call and to complete any follow-up assignment varies with the specific agenda, but generally requires a moderate time commitment. (Barbara S. Levy, MD)

# AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS COMMITTEE DESCRIPTIONS

## **Committee on Practice Bulletins–Gynecology**

The Committee on Practice Bulletins – Gynecology oversees the development of documents that provide evidence-based guidelines in areas of gynecologic health care. The committee has two 2-day meetings annually to commission new topics and authors, review manuscripts in development, and evaluate existing bulletins periodically to ensure that the information is current and accurate. In addition to committee review, each manuscript is assigned a primary reviewer who is responsible for helping to develop the topic outline and reviewing and commenting on manuscripts in anticipation of committee review. These primary reviewers also monitor and help to address comments that arise throughout the review process. In some cases, Practice Bulletins are assigned to committee members for revision. For these reasons, it is important that most members of the committee have experience with and/or a strong understanding of the elements of evidence-based medicine. These activities are ongoing throughout the year. Patient and public involvement are facilitated by two public representatives who are appointed to serve a 3-year term on the committee. (Christopher M. Zahn, MD)

## **Committee on Practice Bulletins–Obstetrics**

The Committee on Practice Bulletins – Obstetrics oversees the development of documents that provide evidence-based guidelines in areas of obstetric health care. The committee has two 2-day meetings and a conference call annually to commission new topics and authors, review manuscripts in development, and evaluate existing bulletins periodically to ensure that the information is current and accurate. In addition to committee review, each manuscript is assigned a primary reviewer who is responsible for helping to develop the topic outline and reviewing and commenting on manuscripts in anticipation of committee review. These primary reviewers also monitor and help to address comments that arise throughout the review process. In some cases, Practice Bulletins are assigned to committee members for revision. For these reasons, it is important that most members of the committee have experience with and/or a strong understanding of the elements of evidence-based medicine. These activities are ongoing throughout the year. Patient and public involvement are facilitated by two public representatives who are appointed to serve a 3-year term on the committee. (Christopher M. Zahn, MD)

## ***PROLOG* Advisory Committee**

The *PROLOG* Advisory Committee is the policy-making body that oversees the development of all units in the five-year cycle of *PROLOG*. Members of the committee are ex officio members of *PROLOG* task forces and assist in evaluating the content in all units. The committee provides each task force with a perspective on the philosophy and purposes of *PROLOG* in addition to providing continuity in the focus and scope of each unit. The committee also evaluates the success of *PROLOG* as a continuing medical education program and recommends changes as needed to meet the changing needs of the members. (Sandra A. Carson, MD)

## **Committee on Scientific Program**

The Committee on Scientific Program determines the scientific content and arranges the faculty for the Annual Clinical and Scientific Meeting. The Committee meets for two days twice annually, in January and June, to develop and finalize the content for the meeting, and is also required to attend the Annual Meeting in its entirety. Additional work is required of committee members outside of the formal committee meetings. Commitment to this committee appointment may extend for three years. The committee is comprised of ten fellows and two young physicians. (Sandra A. Carson, MD)