

Advisory Committee on Training in Primary Care Medicine and Dentistry

CHARTER

Committee's Official Designation

Authority

The Advisory Committee on Training in Primary Care Medicine and Dentistry (Advisory Committee) is authorized by sections 222 (42 U.S.C. 217a) and 749 (42 U.S.C. 293l) of the Public Health Service (PHS) Act, as amended by section 5103(d) and re-designated by section 5303 of the Affordable Care Act. The Advisory Committee is governed by provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C. Appendix 2), as amended, which sets forth standards for the formation and use of advisory committees.

Objectives and Scope of Activities

The Advisory Committee provides advice and recommendations on policy and program development to the Secretary, and is responsible for submitting an annual report to the Secretary and Congress concerning the activities under Sections 747 and 748 of the Public Health Service Act (PHS Act), as amended. In addition, the Advisory Committee develops, publishes, and implements performance measures and longitudinal evaluations, as well as recommends appropriation levels for Part C of title VII of the PHS Act, as amended.

Description of Duties

The Advisory Committee shall (1) provide advice and recommendations to the Secretary of the Department of Health and Human Services (Secretary) concerning policy and program development and other matters of significance concerning activities under sections 747 and 748 of the PHS Act; (2) prepare and submit to the Secretary, the Committee on Health, Education, Labor and Pensions (formerly the Committee on Labor and Human Resources) of the Senate; and the Committee on Energy and Commerce (formerly the Committee on Commerce) of the House of Representatives, an annual report describing the activities of the Advisory Committee, including findings and recommendations made by the Committee concerning the activities under sections 747 and 748 of the PHS Act; (3) develop, publish, and implement performance measures for programs under part C of title VII of the PHS Act; (4) develop and publish guidelines for longitudinal evaluations for programs under part C of title VII of the PHS Act; and (5) recommend appropriation levels for programs under part C of title VII of the PHS Act.

Agency or Official to Whom the Committee Reports

The advisory committee provides its advice and recommendations to the Secretary. It prepares and submits annual reports to the Secretary, the Committee on Health, Education, Labor and Pensions of the Senate, and the Committee on Energy and Commerce of the House of Representatives.

Support

The Bureau of Health Professions of the Health Resources and Services Administration is responsible for providing necessary support for the Advisory Committee.

Estimated Annual Operating Costs and Staff Years

The estimated annual cost for operating the Advisory Committee, including compensation and travel expenses for members but excluding staff support, is \$205,659. Estimated staff support required is 1.3 FTE years at an estimated annual cost of \$151,670.

Designated Federal Officer

HRSA will select a full-time or permanent part-time Federal employee to serve as the Designated

Federal Officer (DFO) to attend each Advisory Committee and subcommittee meeting and ensure that all procedures are within applicable, statutory, regulatory, and HHS General Administrative Manual directives. The DFO approves or calls all of the Advisory Committee's meetings, adjourns any meeting when the DFO determines adjournment to be in the public interest, and chairs meetings when directed to do so by the official to whom the Advisory Committee reports.

Estimated Number and Frequency of Meetings

Meetings are held not less than two times per year. Such meetings shall be held jointly with other related entities established under title VII of the PHS Act where appropriate. Meetings shall be open to the public except as determined otherwise by the Secretary or designee in accordance with the Government in the Sunshine Act (5 U.S.C. 522b(c)) and the Federal Advisory Committee Act. Meetings shall be conducted, and records of the proceedings kept, as required by applicable laws and departmental regulations.

Duration

Continuing.

Termination

Unless renewed by appropriate action prior to its expiration, the Advisory Committee will terminate two years from the date this Charter is filed.

Membership and Designation

As per the amended charter, the Advisory Committee now consists of 17 members appointed by the Secretary. The Secretary appoints members from practicing health professionals engaged in training; leaders from health professions organizations; faculty from health professions educational institutions, and health professionals from public or private teaching hospitals or community-based settings. The Secretary ensures a fair balance among the health professions, a broad geographic representation of members, a balance between urban and rural members, and an adequate representation of minorities. Members are appointed based on their competence, interest, and knowledge of the mission of the profession involved. A quorum is a majority of the members who have been appointed to the Advisory Committee.

At least 75 percent of the members are health professionals from the disciplines of primary care medicine and dentistry, including physicians (allopathic and osteopathic), physician assistants, nurses, general and pediatric dentists, and dental hygienists. Four members represent family medicine, one of which shall be an osteopathic physician; two members represent general internal medicine; two members represent general pediatrics; three members represent general dentistry and/or pediatric dentistry; one member represents dental hygiene; two members represent physician assistants; one member represents advanced practice nursing; and two members are students, residents or fellows representing allopathic medicine, osteopathic medicine, physician assistant, or dentistry.

Subcommittees

Subcommittees may be established with the approval of the Secretary or designee. Subcommittee members may be members of the parent Advisory Committee. The subcommittee shall make recommendations to be deliberated by the parent Advisory Committee. The Department's Committee Management Officer will be notified upon the establishment of the subcommittee and will be provided information on the subcommittee's name, membership, function, and estimated frequency of meetings.

Recordkeeping

The records of the Advisory Committee, or other subgroups of the committee, are handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records are available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Filing Date

Charter filing date is March 24, 2011.

Approved:

Date

Wendy Ponton

Director, Office of Management