

Centers for Public Health Preparedness (CPHP) Program

2004-2005 CPHP Exemplar Group Charter
Cross Border Preparedness

PURPOSE

The purpose of the Centers for Public Health Preparedness (CPHP) Cross Border Preparedness Tools Exemplar Group is to produce a paper, which describes the existing unique cross-jurisdictional CPHP network materials.

For the purposes of this exemplar group and product, cross-jurisdictional will be defined as domestic, cross-state and regional efforts, including tribal nations.

A caveat; this narrow scope has limited the group, including the utility to develop a full toolkit. Therefore, it has been determined that efforts will be best targeted toward the development of a white paper with the focus on lessons learned, and how to best apply them to future cross-jurisdictional and future international cross border discussions.

The paper or “toolkit” will be a national resource helping local health agencies successfully navigate CPHP network products and courses to determine which option best meets their needs.

MEMBERSHIP

General Membership

Exemplar Group members are subject matter experts and others with knowledge of CPHP program activities relevant to the group’s charge. These members are responsible for soliciting and disseminating information from workgroup session to others within their CPHPs. Membership includes:

School	Name	Title	Email Address
Emory (A)	Kathy Miner	Associate Dean	kminer@sph.emory.edu
	Rosa Perez		rperez@rcm.upr.edu
Emory (B)	David Stephens		Dstep01@emory.edu
OSU	Deborah Gray	Clinical Associate Professor	gray.49@osu.edu
	Shoshana Shelton		sshelton@sph.osu.edu
	Mark Burdiss		mburdiss@sph.osu.edu
SLU (A)	Michael Thomas		thomasmw@slu.edu
	Kate Wright	Associate Dean for Practice	wrightks@slu.edu
Tulane	Assaf Abdelghani	Acting Chair, Professor	assafa@tulane.edu
UCLA	Kim Shoaf	Co-Principal Investigator	kshoaf@ucla.edu
U of Iowa	Christopher Atchison	Associate Dean	chris-atchison@uiowa.edu

U of Nebraska Medical Center	Kolene Kohll	Director, Health Professions Tracking Center	kkohll@unmc.edu
Pittsburgh (A)	Michael Meit	Director	meit@pitt.edu
	Margaret Potter	Associate Dean	mapotter@pitt.edu
	Samuel Watson		swatson@eoh.pitt.edu
USF	Danielle Landis	Director of Leadership and Workforce Dev.	dlandis@hsc.usf.edu
	Michael Reid	Director and Associate Professor	mreid@hsc.usf.edu
U of Minnesota	Sue Larson		larso346@umn.edu
U of Washington	Jack Thompson	Senior Lecturer and Director, Health Services	jackt@u.washington.edu

Group Organization and Leadership

As designated by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact for the CDC Expert Liaison and ASPH Coordinator.

STANDARD OPERATING PROCEDURES

Communications

The group will meet primarily via conference call. Leadership of the group will meet more frequently as necessary.

ASPH will support Intranet and Workgroup functions to facilitate the sharing of written communication between group members. Group members will be responsible for posting materials to the exemplar group site.

Voting

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. ASPH program coordinator will facilitate voting.

KEY ACTIVITIES

Exemplar Group Activity	Planned Due Date
Clarify the scope of activities that will be addressed in the toolkit	May 20, 2005
Develop a working definition of cross jurisdictional that will be used to identify relevant resources	May 20, 2005
Develop draft outline for white paper	May 20, 2005
Exemplar group members (Tulane and Heartland) will review draft for completeness against the findings of their recent exercises and send revisions to Northwest Center	June 1, 2005
Outline will be revised and shared with entire Exemplar Group	June 15, 2005
Conference call with full group to approve	Mid-June, 2005
Outline sent to all CPHPs asking for contributions regarding lessons learned and best practices	July 1, 2005
In-person meeting of Exemplar Group in Boston	July 11-12, 2005
All information collected from CPHPs	July 15, 2005
First draft of White Paper completed	August 1, 2005
Draft shared with Exemplar Group and comments gathered	August 15, 2005
Finalize toolkit/white paper, send to CDC	August 31, 2005