

Academic Collaborative for Integrative Health (ACIH)

Working Group Charter

Rev. 2017_0818

Background

ACIH formed three working groups to address the mission of ACIH through the three primary domains of health professional education: research, clinical practice, and education. The Clinical Working Group (CWG), Education Working Group (EWG), and Research Working Group (RWG), were formed in 2007.

Composition

By ACIH policy, all working groups are comprised of up to three members from each of ACIH's core disciplines (not including the working group co-chairs), plus up to two members nominated through Traditional World Medicines/Emerging Professions members. Members of the ACIH Board of Directors have the opportunity to serve on any working group of their choosing, and their membership does not count towards the limit of 3 members for each discipline.

Purpose

ACIH working groups carry out projects and tasks aligned with and furthering ACIH mission: "ACIH enhances health by cultivating partnerships and advancing interprofessional education and collaborative practice."

Goals

CWG Goals

1. Learn about successes and challenges from those working in integrated settings; create and disseminate resources (recorded webinars, articles and reports, presentations) to share what we are learning with student clinicians, faculty and professionals in the field of clinical education.
2. In conjunction with the EWG, learn how institutions are changing clinical education to better integrate disciplines in clinical practice and create and disseminate resources (recorded webinars, teaching tools, articles, reports, presentations) to assist clinical educators, students, and practitioners in communicating with healthcare providers in disciplines other than their own.
3. Provide professional development opportunities for CWG members.

EWG Goals

1. Inform students, practitioners, educators and the public about the role of interprofessional education in the advancement of integrative healthcare values, practices and disciplines by creating and disseminating resources (such as recorded webinars, articles, reports, and making presentations).

2. Identify and develop projects that support interprofessional education among the ACIH disciplines as well as the broader healthcare community by creating and disseminating resources (such as recorded webinars, articles, reports, and making presentations).
3. Create educational capacity, resources, outreach programs and assets that are disseminated through the Center for Optimal Integration or other mechanisms that will support educators and students on their campuses and in their communities in creating and sustaining inter-disciplinary understanding and respect among professions.
4. Communicate and collaborate with the Education Working Group of the Academic Consortium for Integrative Medicine and Health (ACIMH, formerly CAHCIM) to help each other in fostering inter-disciplinary understanding and respect among professions.
5. Support scholarship in IPE & IPC nationally and internationally by creating and disseminating resources (such as recorded webinars, articles, reports), and making presentations to educators, administrators, students, practitioners, and the public.
6. Provide professional development opportunities for EWG members.

RWG Goals

1. Promote collaborative interdisciplinary research to advance integrative health values and practices; facilitate the integration of the knowledge gained into healthcare, education, training and public policy.
2. Encourage the design of research that has methodological rigor and respect for explanatory and clinical care models of complementary and integrative practice, using approaches such as comparative effectiveness research, whole (complex) systems research, and patient-centered outcomes research.
3. Advocate for funding of research relevant to, and carried out by, the integrative health disciplines.
4. Provide professional and interprofessional development opportunities for RWG members.

Methods

Each WG has regular meetings of the whole group. Work is done between meetings by individuals and smaller working groups. Any of the following may occur during the regular meetings of the whole:

1. Reports from smaller project groups
The smaller (ideally multi-disciplinary) project groups report out and receive input from the larger group
2. Use of other members as a sounding board
Members may request feedback from the group about issues in their own work that they are currently facing for some quick group feedback.
3. Focused topic discussion
Presenter (WG member or invited guest) prepares a brief (5-20 minute) presentation about why the topic is relevant to our group and their experience facing this issue.

Presenter facilitates discussion and responds to questions. Discussions may be recorded and posted on the ACIH website.

Role and Responsibility of Members

General participation, including active participation in the majority of working group meetings and substantial contributions to project work between working group meetings (varies over the course of the year, depending on projects, between 30 minutes to 3 hours a month). Each member is expected to chair and/or participate in a project group. Project groups typically involve members from different working groups. From time to time, people who are not members of a working group may be invited to participate in project work.

Meetings

Meetings of the whole WG typically occur 5 times/year, by conference call. Because of the importance of face-time in developing and maintaining largely virtual relationships, members are strongly urged to commit to participation in working group sessions at the ACIH Biennial Meetings. Members are responsible for their own registration fees, travel and lodging costs when participating in any ACIH meetings.

- CWG conference call meetings are scheduled on the *second Wednesday* at 10am Pacific Time (PT).
- EWG conference call meetings are scheduled on the *third Thursday* at 10am Pacific Time (PT).
- RWG conference call meetings are scheduled on the *first Monday* at 11am Pacific Time (PT).

Evaluation

WG effectiveness may be evaluated in the following ways:

- Effectiveness of small group meetings in developing identified projects and making presentations on the regular group calls.
- Outputs produced such as recorded webinars, slide shows, and posting of useful resources (i.e. contracts, guidelines).
- (For RWG) Value to members as an interprofessional exchange on research issues and opportunities.

Reporting

Notes of the WG meetings are circulated to members. These do not require formal approval. Reports shall be prepared quarterly for submission to the ACIH Board of Directors.

Staff Support and Funding

ACIH staff set up phone meetings and webinars, take notes, circulate the notes among members, keep the contact list updated and assist the co-chairs in creating the agendas. ACIH staff also prepare the quarterly summary reports for the ACIH Board of Directors. Should the

WG seek additional budget for a given project, the process begins with submitting a request to the ACIH Executive Director.

WG Accomplishments, Papers, and Presentations

Visit <https://integrativehealth.org/> to learn more about ACIH.

For WG Presentations, click on Resources → and then Working Group Presentations.

For Papers & Reports (which include WG projects), click on Resources → and then ACIH Publications.

For ACIH accomplishments, and click on About → and then select Accomplishments.