



Wisconsin Physical Therapy Association

## COMMITTEE DESCRIPTIONS

### ACADEMIC LIAISON

**Function:** facilitate communication and relationships between the WPTA and the physical therapy education programs in Wisconsin

**Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Meet with district ALCs at least once per year
- Meet with academic programs at least once per year
- Coordinate activities to facilitate student membership and involvement in WPTA
- Encourage a student representative to attend WPTA BOD meetings
- Educate students on professional organization through campus visits.
- Invite students to district/board/state meetings.
- Recognize student research participants.
- Recognize student conference volunteers
- Facilitate student participation in WPTA and APTA events.
- Provide grants for student members to attend professional meetings.
- Oversee district and chapter student awards.
- Collaborate with WPTA committees to facilitate interaction between students and licensed professionals.
- Organize networking opportunities for student members.

### AUTONOMOUS PRACTICE

**Function:** facilitate the transition of physical therapy in Wisconsin to an autonomous profession through education, communication, and recognition. In keeping with APTA's vision 2020.

**Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences to promote hospital direct access
- Meet/Contact district chairs at least once per year to coordinate district level efforts to promote autonomy
- Work with LAC and Lobbyists to address legal issues affecting autonomous practice of physical therapy.

### AWARDS

**Function:** recognize the accomplishments and contributions of WPTA members

**Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences

- Develop WPTA awards, including purpose and criteria, and present to the BOD for consideration and adoption
- Organize call for nominations and complete selection process of winners for all awards
- Organize and preside at an annual awards ceremony
- Assist in identifying members for nomination for APTA awards

## **BYLAWS**

**Function:** facilitate and coordinate bylaw revisions at the district and chapter level

### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Maintain a current version of Chapter bylaws
- Review Chapter bylaws annually to ensure compliance with APTA
- Direct the process for bylaw amendment when requested by a member, or by the WPTA BOD

## **CONTINUING EDUCATION COMMITTEE**

**Description:** The Continuing Education Committee is comprised of WPTA members with training/education/experience in one or more areas of PT practice. Areas include but are not limited to Women's Health, Orthopedics, Neurology/Neuroscience, Health & Wellness, Education, Administration, Ethics/Jurisprudence, Geriatrics, Pediatrics, Electro-physiology.

**Function:** The committee is responsible to assure that WPTA approved continuing education programs/courses meet professional and regulatory standards. The committee size may range from 10 to 20 members in addition to the committee chair.

### **Activities related to committee function:**

- Representative attends WPTA BOD meetings
- Representative attends WPTA conferences
- Collaborate with Conference Committee in presenting educational program(s).
- Collaborates with WPTA staff to review applications in a timely manner for WPTA CE approval through the CEU Locker website
- Explores new/alternative strategies to provide continuing education for members.

## **EDUCATION AND PROFESSIONAL DEVELOPMENT**

**Function:** plan, promote, and present two annual chapter conferences in coordination with the executive director and the local planning committee

### **Activities related to committee function:**

- Committee chairs hosts quarterly committee meetings
- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Assist executive director in procuring meeting space and in budget preparation for upcoming conferences
- Present conference budget and program outline to WPTA BOD 3 months prior to conference
- Identify a local conference planning chair or co-chairs in the host district
- Assist the local planning chair in identifying committee members
- Advise local planning committee and ensure compliance with timelines related to conference planning and implementation, including the development and maintenance of playbooks for securing speakers and filling out conference

## **ETHICS**

**Function:** serve as a resource to members regarding legal and ethical practice issues

### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Answer member questions regarding legal and ethical practice issues
- Educate members regarding best practice of PT from legal and ethical perspectives
- Promote high standards of practice and professional integrity
- Serve as resource to members regarding legal and ethical practice issues
- Educate members regarding legal and ethical practice issues

## **FEDERAL GOVERNMENT AFFAIRS**

**Function:** The Federal Government Affairs Committee serves as a link between the WPTA and APTA's Government Affairs Department on federal issues.

### **Activities related to committee function:**

- The committee is responsible for providing grassroots input to the APTA's Government Affairs Department and disseminating information to the WPTA through attending regular meetings and presenting at Spring and Fall Issues Forums.
- Committee members attend Town Hall Meetings and schedule visits with Senators and Representatives in their district representing the WPTA and APTA.
- The committee chair is responsible for identifying potential APTA key legislative contacts, recruiting participants for APTA advocacy events, and other grassroots activities.

## **FINANCE**

**Function:** prepare annual budget, monitor expenditures throughout the year, and recommend appropriate investments to the BOD

### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Work with committees to develop budgets based upon priorities as determined through the annual strategic planning process
- Present a budget to the WPTA BOD for approval and present to membership at the Fall Business Meeting
- Coordinate with executive director to communicate year-to-date budget information with committee chairs and BOD on a monthly basis
- Notify the committee chair and chapter treasurer of any committee approaching their budget limit
- Ensure financial viability Coordinate with WPTA financial advisor in monitoring investments

## **HEALTH AND WELLNESS**

**Function:** The H&WC of the WPTA values the health and wellness of the citizens of Wisconsin and supports wellness program initiatives led by physical therapists and physical therapist assistants.

### **Activities related to committee function:**

- The H&WC seeks the assistance of its membership for grassroots initiatives to promote physical activity in the citizens of Wisconsin.
- The H&WC supports APTA Policies on Health, Wellness and Fitness, and the federal (Healthy People 2020) and Wisconsin (Healthiest WI 2020) blueprints on health promotion and wellness.

## **LEGISLATIVE ACTION/STATE GOVERNMENT AFFAIRS**

**Function:** preserve and expand the practice of physical therapy to meet the needs of the people in Wisconsin

### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences and hosts issues forum.
- Coordinate with lobbyist to develop and utilize grassroots and key contact network in WI
- Coordinate with lobbyist to provide opportunities for WI lawmakers to have contact with PT/PTA's
- Organize and present WPTA Legislative Day annually
- Monitor legislation introduced by other groups that would impact on physical therapy, and recommend any appropriate action to WPTA BOD
- Present legislative initiatives to the WPTA BOD Attend important Senate/Assembly committee meetings as required and able.
- Attend State Government Affairs forum and update BOD and membership on relevant discussion topics.
- Utilize SGA forum to adjust and formulate legislative agenda based on relevant developments that affect physical therapy in other states.
- Utilize blast emails from APTA to target district specific PTs.

## **MEMBERSHIP**

**Function:** The Membership Committee facilitates member recruitment and promotes member retention. This is accomplished through membership relations consultation with the APTA, WPTA Board of Directors, Committee Chairs and District Boards as well as through direct outreach to members and potential members.

### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Send welcome letter to new members
- Contact lapsed members to encourage re-joining the Association
- Collect information for publication in membership issue of PTC (October)
- Participate in APTA net group for communication between states on membership programs
- Communicate benefits of membership to all licensed physical therapists in the state
- Distribute one issue of PTC to all PTs, PTA's, and PT/PTA students in WI and publish an article in this issue of PTC on the benefits of membership
- Publish, post, or disseminate a newsletter for the membership four times per year, or on a schedule as directed by the WPTA BOD
- Actively solicit timely and relevant articles in the areas of professional issues, practice, and current PT events to be included in the PTC
- Distribute one issue of PTC to all PTs, PTAs, and PT/PTA students in WI in October to coincide with PT Month.

## **NOMINATING**

**Function:** present the best slate of candidates to the membership and conduct elections

### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Educate members regarding roles and responsibilities of all elected positions
- Determine necessary “skill set” for all elected positions
- Compile data base of all members who have run for elected positions
- Solicit nominations for all open positions
- Develop a slate of candidates for election to open positions annually
- Coordinate with executive director to mail ballots or run an online election
- Present displays at district meetings and state conferences regarding positions, duties, and nomination process
- Send updates via district email trees
- Update web page annually to include Nominating committee members, contact information, and nomination forms

## **PAYMENT**

**Function:** educate members and third party payers about reimbursement for physical therapy services

### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Provide utilization review services to third party payers
- Submit articles to PTC regarding reimbursement issues in PT
- Provide advisory service and in-services to members upon request regarding reimbursement or documentation
- Provide in-services to third party payers regarding scope of PT and appropriate utilization of PT services
- Committee representative to attend Medicare Part B Carrier Advisory Committee meetings
- Provide documentation in-services to members
- Educate members regarding appropriate billing practices
- Provide education to members regarding correct coding initiatives and reimbursement issues
- Coordinate a state level payer forum
- Educate consumers to critically assess coverage for PT services in their health care plans
- Provide non-dues revenue through provision of utilization review and education services to third party payers

## **PRACTICE**

### **Description:**

The Practice Resource is an individual with interest and experience in interpreting State and Federal Statutes, Rules and Regulations.

**Function:** serve as a resource to WPTA members on practice issues related to APTA Standards of Practice and WI practice act requirements.

### **Activities related to this resource’s function:**

- Representative attends WPTA BOD meetings
- Representative attends WPTA conferences
- Answer member queries related to practice of PT in WI

- Collaborates with WPTA staff to maintain a practice FAQ section on the WPTA website.
- Communicates with Legislative Action committee to keep abreast of changes in WI practice act requirements.
- Communicates with WPTA Payment Specialist (resource) on practice issues
- Serve as a resource to the Autonomous Practice Committee and association members in understanding regulations related to direct access.
- Collaborate with Conference Committee & Autonomous Practice Committee in presenting educational program(s).

## **PUBLIC RELATIONS**

**Function:** promote physical therapy to the public, other health care colleagues, and to members of the WPTA

### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Maintain PR materials at Chapter office
- Maintains oversight of consumer facing social media campaign (managed with IT committee)
- Prepare ads and/or promotional materials for distribution during PT Month
- Assist members in developing PT Month promotional activities
- Assist members in developing and providing to local media promotional, educational or human interest pieces for publication/broadcast
- Facilitate public understanding and awareness of the value of physical therapy

## **RESEARCH**

**Function:** To develop resources and programming that promotes the utilization of evidence-based physical therapy practice and to provide support for the dissemination of new research among all WPTA members.

### **Activities related to committee function:**

- The committee Chair attends WPTA BOD meetings & provides updates regarding the initiatives of the committee.
- A committee representative attends all WPTA Fall & Spring Conferences.
- The committee organizes the research poster presentations at each WPTA Fall Conference.
- The committee manages the Research Abstract Competition for the WPTA Fall Conference.
- The committee provides research and evidence-based practice expertise to WPTA initiatives and programming.
- The committee develops educational materials regarding research methods, statistical concepts, and evidence-based practice.
- The committee fosters collaboration between clinicians and academic institutions interested in conducting research projects.
- The committee serves as liaison between the APTA Research Affairs Committee and the WPTA.

## **WISCONSIN DELEGATES**

**Function:** An elected body that represents the Wisconsin chapter at the APTA House of Delegates (HOD)

### **Activities related to committee function:**

- Chief delegate, or a representative of the delegation, attends WPTA BOD meetings
- Chief delegate attends governance activities at Combined Section Meeting

- The delegation reviews APTA HOD Standards, Policies, Positions, and Guidelines and APTA bylaws annually to determine need for revisions/updates
- Delegates stay abreast of current practice and professional issues to determine need for new standards, policies, positions, or guidelines
- Information regarding Association policies are disseminated via PTC and the website
- The delegation is involved in presenting information at the professional issues forum at conferences regarding Association policies

#### **WPT-FUND**

**Function:** an entity governed by a board of 5 trustees who are appointed by and responsible to the WPTA BOD to provide financial aid for students in the field of physical therapy and for other charitable purposes.

#### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Communicate solicitations for fund drive to members via PTC, web page, and/or direct mailing
- Annual fundraising Solicit applications for scholarships from all WI PT and PTA schools
- Select recipients for funding (ie scholarships and grants)
- Support student PT and PTA education through scholarships
- Support programs and practice initiatives through grants
- Promote greater awareness of scholarships for PT/PTA students at schools
- Raise awareness of WPT Fund and Legacy Society
- Conduct fund drive through publications, personal contacts, and specific fundraising events

#### **WPT-PAC**

**Function:** raise money thru the WPT-PAC to support legislative activity in Wisconsin

#### **Activities related to committee function:**

- Committee representative attends WPTA BOD meetings
- Committee representative attends WPTA conferences
- Presentation at Professional Issues forum in cooperation with Legislative Action (LAC) chair and lobbyist
- Display booth informing attendees of PAC
- Committee function Solicitation of contributions and delivery of contribution forms
- Attendance at Legislative Day activities by committee representative
- Coordination and organization of all fund raising activities related to PAC
- Coordination with Chapter Executive Director, LAC chair and lobbyist to determine optimal dispersion of funds
- Coordination with Chapter President and Chapter Executive Director to secure contributor approval for fund dispersion
- Mailing of “renewal” notices to current contributors at least annually with direction to Chapter Executive Director
- Personal invitation to those who have not yet contributed to do so Contribution of article to PT Connections newsletter quarterly