

**HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE
(HSPAC)**



**STANDARD OPERATING PROCEDURES FOR
HSO CATEGORY DAY
VERSION: 1.0
DECEMBER 10, 2015**

TABLE OF CONTENTS

I. PURPOSE	Page 3
II. TEAM LEAD ROLES AND RESPONSIBILITIES	Page 3
III. NO OF OFFICERS NEEDED	Page 4
IV. TIMEFRAME FOR PLANNING	Page 4
V. LEVEL OF EFFORT	Page 4
VI. HSPAC APPROVAL PROCESS	Page 4
VII. EVALUATION	Page 4
VIII. AFTER ACTION REPORT/HOT WASH	Page 4
IX. CATEGORY DAY CHAIR SELECTION	Page 4
X. SOP REVISION	Page 4

HSPAC Category Day

I. PURPOSE

The Health Services Professional Advisory Committee (HSPAC) Category Day Planning Committee is responsible for the organization and implementation of all activities in executing the HSO Category Day held annually during the United States Public Health Service (USPHS) Scientific and Training Symposium.

The purpose of this Standard Operating Procedure (SOP) is to provide guidance /template on the duties and responsibilities for members of the HSPAC Category Day Committee and the operations and procedures currently employed by this Committee.

II. ROLES AND RESPONSIBILITIES

i. Category Day Chair/Lead (1 officer)

The Category Day Chair is responsible for the following:

- Setting the tone of Category Day (building excitement)
- Organizing the Category Day Committee and Workgroup leads
- Scheduling regular meetings leading up to the Symposium
- Participating in monthly calls with Leading Edge (USPHS Conference Organizers) and other PAC Category Day Leads
- Coordinating with the category day workgroup to develop the category day agenda and activities
- Finalizing the category day agenda
- Communicating effectively with the HSPAC Chair to establish goals for Category Day
- Securing room space for Category Day, PAG break-outs and the Career Mentoring and Counseling sessions.
- Generate certificates for Committee Leads and volunteers.
- Communicating with HSPAC Events Subcommittee Chair to ensure that officers are keep abreast of Category Day activities via the list serv.

On-site category day responsibilities include logistical preparation, welcoming and introducing speakers, communicating with HSPAC Events Subcommittee Chair and HSPAC Chair for agenda updates or requests, and maintaining the category day schedule.

ii. Category Day Co-Chair (1 officer)

The Category Day Co-Chair shall assist the Chair with his/her responsibilities.

iii. Workgroup Leads (6-8 officers)

All Workgroup leads, including the Chair/Co-Chair will provide ideas and suggestions for the HSO Category Day agenda and assist in the development of the category day activities. Workgroup leads shall also support the Chair in his/her other responsibilities.

a) Abstract Selection Workgroup

- 1) Solicit abstract submissions from the HSO Category via the HSPAC listserv

- b) Panel Discussion Workgroup
 - 1) Decide upon a panel discussion during HSO Category Day
- c) Awards Workgroup
 - 1) Coordinate the Awards Ceremony during Category Day, create award presentation slides and communicate with the Professional Advisory Groups (PAGs) to secure awards. The delivery of the awards is the responsibility of the PAG Chair and should be received prior to the start of the Awards Ceremony.
 - * PAGs have determined internal deadlines for awards, the Awards Workgroup will only determine the deadline for submission of photos of award recipients.
- d) Logistics Workgroup
 - 1) Serves as on-site Category Day Logistics point of contact. Ensures that all equipment is functioning properly (laptop, microphones, lightening, sound, room temperature); also serves as the time keeper to ensure that timeframes are kept. This workgroup is also charged with clearing the room during the lunch break. It is also important that the room is cleared for the lunch set-up to occur.

III. NO. OF OFFICERS NEEDED

The Category Day Planning Committee may consist of a variable number of members depending on the need; 8-10 Planning Committee members have typically been sufficient to accomplish the Committee’s responsibilities. The Committee consists of workgroup leads and an advisor (if available). Workgroup leads are free to utilize additional human resources to accomplish specific, time-limited tasks, but these additional officers (e.g., on-site support, abstract review) are not considered to be part of the Planning Committee.

IV. TIMEFRAME FOR PLANNING

Planning for the HSO Category Day will occur at least nine months prior to the event date.

V. LEVEL OF EFFORT

A high level of effort is required to ensure the success of the HSO Category Day.

VI. HSPAC APPROVAL PROCESS

HSO Category Day is part of the USPHS Scientific and Training Symposium. No HSPAC Approval is needed for HSO Category Day---(perhaps remove no approval is needed) Category Day is an official meeting/introduction of the PAC Chair---so the PAC Chair may have some ideas. It is important that the PAC Chair is abreast of everything. The PAC Chair is responsible for communicating all updates to the Chief Professional Officer.

VII. EVALUATION

An evaluation survey should be sent out to the HSPAC via Listserv to gather feedback and any recommendations for process improvement two days after the conclusion of the conference.

VIII. AFTER ACTION REPORT/HOT WASH

After an analysis of the survey has been completed, an after action report/Hot Wash should be conducted to identify best practices.

IX. CATEGORY DAY CHAIR SELECTION

In accordance to the HSPAC SOP, the selection of the Category Day Chair is the responsibility of the HSPAC Chair-Elect. The HSPAC Chair-Elect may delegate this responsibility to the HSPAC Events Subcommittee Chair or select the Category Day Chair based on the HSPAC Events Subcommittee Chair's recommendation. This selection process will take place annually.

X. SOP REVISION

This SOP should be revised annually to accommodate for any improvement in processes and best practices identified.