

Name (*report preparer*): Katherine Pinner

Date: July 13, 2020

Name of Council/Committee/Task Force: Council of Orthodontic Practitioners

MEETINGS

Date: July 11, 2020

Conference Call

In-person

Location: Conference Call

Attendance:

Chair: Dr. Lara Minahan

Members: Drs. Mel Collazo, Dana Gamblin; John Griffiths; Lara Minahan; Renee Pompei; Scott Schulz; Robert Selden, Ryan VanLaecken; David White; Stephen Robirds (Board Liaison)

Staff: Kay Pinner (Staff Liaison); Michelle Ritterskamp; Melissa McCulloch

Not Present:

Guest(s): Lauren Carr

BOT RECOMMENDATIONS

Recommendation	Responsible Party	Completion Date	Budget Implication
That the Orthodontic Staff Achievement Award Program be sunset as it currently stands in favor of moving forward to a different award in the future.	COOP	OCTOBER 2021	N/A
That the Orthodontic Staff Achievement Award FY2019 recipient be honored at 2021 Annual Session and FY2020 recipient be honored at 2022 Annual Session.	STAFF	ANNUAL SESSION 2021	N/A
That the 2023 CCON Annual Session Planning Committee explore an orientation and reception luncheon event for all Council Members at the Annual Session.	CCON		N/A
That subscription to the Orthodontic Staff Club Facebook page be expanded to include member doctors, and that the site be leveraged as a platform for educational content and events with direct administration and oversight by the AAO Education Department.	STAFF	AUGUST 2020	N/A
That AAO discontinue the Practice	STAFF	ANNUAL SESSION 2021	Total savings

<p>Transition Seminar beginning with the 2021 Annual Session; And be it further, That funding be allocated for the AAO to develop and expand year-round practice transition resources via the AAO member website.</p>			<p>of up to \$33,200 in 2020-21</p>
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DISCUSSION

Topic	Discussion	Action/Follow-up
<p>Date COOP Meeting Fall 2021</p>	<p>TOPIC Set date for annual 2021 Council Meeting</p> <ul style="list-style-type: none"> • COOP elected to conduct their 2021 meeting on November 6, 2021 at AAO Headquarters in St. Louis, Missouri 	<p>Staff meeting coordination</p>
<p>Orthodontic Staff Achievement Award Program</p>	<p>TOPIC Orthodontic Staff Achievement Award Program – Due to the low number of nominations since the inception of the program two years ago, determine what action should be taken regarding this program.</p> <ul style="list-style-type: none"> • The program had only one nominee per year every year since its inception two years ago. • There are concerns by practitioners that current program design (i.e. singling one person on the team for the award as a nomination by the doctor) may alienate others in the practice and create dysfunction in the orthodontic team. • The current program is structured as a nomination rather than as an application process. The Council would like more objectivity in the application and review process, as well as a new set of criteria against which to objectively evaluate qualifications. • Current criteria are difficult, if not impossible, for orthodontic staff to achieve. For example: “Nominee has made national and/or international significant contributions to the art and science of orthodontic practice or practice management.” • A motion was proposed to sunset the award as currently designed for the purposed of constructing a new program for which is more impartial, and which will have a positive impact on the orthodontic practice. • Sunsetting this program will allow the Council to develop a new orthodontic award program that has appropriate application criteria, an appropriate review process, and a reasonable incentives structure. • Establish COOP Subcommittee to review and recommend program changes in advance of the 	<p>BOT Motion</p>

	<p>November 2021 COOP meeting.</p> <p>MOTION: That the Orthodontic Staff Achievement Award Program be sunset as it currently stands (with the provision that the FY2019 and FY2020 recipients still be honored at the 2021 and 2022 Annual Sessions, respectively).</p>	
Orthodontic Staff Achievement Award Recipients	<p>TOPIC Given the cancelation of the 2020 Annual Session, identify the method to present FY2019 and FY2020 Recipients with their Awards</p> <ul style="list-style-type: none"> • COOP reviewed feedback from the doctor whose orthodontic assistant was the recipient of the 2019 award. The doctor expressed a strong preference that the award ceremony be conducted in person at the 2021 Annual Session and that the 2020 recipient be honored in person at the 2022 conference so as to give the FY2019 and FY2020 recipients the proper recognition they deserved and in accordance with the intent of the original motion and program design. • COOP also reviewed feedback from the doctor whose orthodontic assistant was the recipient of the 2020 award, and the doctor expressed a similar preference. • For reasons of fairness, COOP recommends that honorees receive their awards at separate Annual Session events, as was the original intent of the program. • This will also reduce budgetary considerations since the program is currently designed and budgeted to recognize one recipient per year. • In addition, honoring the recipients at different Annual Sessions will allow COOP time to restructure and recommend a revised version of the Orthodontic Staff Club Program to the BOT. • The Council moved to honor the FY2019 recipient (who was not presented her award due to cancellation of Atlanta Annual Session) at 2021 Annual Session in Boston. • The Council moved to honor the 2020 recipient at the 2022 Annual Session in Hawaii. <p>MOTION: That the Orthodontic Staff Achievement Award FY2019 recipient be honored at 2021 Annual Session and FY2020 recipient be honored at 2022 Annual Session.</p>	BOT Motion
Patient Transfer Costs	<p>TOPIC Discussion to Advise on Patient Transfer Fees. The BOT suggested that COOP could work to develop guidelines for transfer cases because a significant number of ethics complaints arise out of these fee</p>	COOP Subcommittee

	<p>issues.</p> <ul style="list-style-type: none"> • Three items were identified by COOP in relation to this question: (i) a tool that can be used to assess fair and transparent methods for financing all stages of treatment, (ii) the creation of a framework with an example, that the transferring orthodontist needs to figure out what amount to reimburse to the new orthodontist (or patient?) if the patient has paid in full up front, but there is treatment left to be done (say only 6 months of treatment done on an 18 month case, and (iii) methods to handle finances for both the transferring and receiving orthodontist in situations where treatment is extended. • COOP will create a subcommittee to assess these questions in order to report back to the BOT prior to the August BOT meeting. 	
<p>Council Member Introduction and Onboarding</p>	<p>TOPIC The Council identified that some level of onboarding is recommended for new members in order to increase productivity and teamwork.</p> <ul style="list-style-type: none"> • The Council will initiate a subcommittee to develop an orientation outline for the purpose of onboarding new Council members. • The Council proposed several ideas for the subcommittee to address during their review process, such as: meeting structure, expectations, prior actions, general welcome, onboarding to Council business, introduction to members, etc. • Staff will maintain and update the Council onboarding document for continuity. 	<p>COOP Subcommittee</p>
<p>AAO Annual Meeting Orientation and Reception</p>	<p>TOPIC The Council would like to see an event hosted at the AAO Annual Session which would allow cross-functional Council collaboration, introductions, and networking.</p> <ul style="list-style-type: none"> • COOP proposed the establishment of an event during the Annual Session that will allow networking for new Council members. • This event would allow new members to meet each other and onboard seamlessly to the Council. • The event would boost attendance for new Council members since people will feel more comfortable having an opportunity to meet other members with common interests, namely Council work. • The event would be a great way for members to discuss the work of other Councils. • The purpose of this event would be to promote further communication and knowledge of various councils, committees, etc. and to increase Annual Session attendance. 	<p>BOT Motion</p>

	MOTION: That the 2023 CCON Annual Session Planning Committee explore an orientation and reception luncheon event for attending incoming Council Members at the AAO Annual Session.	
COOP Recommendations and Actions Supportive of the AAO Covid Task Force	<p>TOPIC The Council Chair provided a report from the COVID 19 AAO Task Force and extended an invitation for all Council members to forward suggestions for Task Force review from the perspective of the orthodontic practitioner.</p> <ul style="list-style-type: none"> • The Council Chair encouraged members of the Council to forward any suggestions for further review by the Task Force. Suggestions included the possible creation of a Master Informed Consent Comprehensive form. • Further development of the FAQ section of the Covid website was also proposed. 	Council to recommend suggestions to Task Force
Orthodontic Staff Club Facebook Page	<p>TOPIC The Original motion charted the Orthodontic Facebook Page as a private page maintained by the AAO Education Department and only accessible to Orthodontic Assistants enrolled in the Orthodontic Staff Club.</p> <ul style="list-style-type: none"> • COOP identified that the privacy and lack of transparency to doctors limits staff participation since doctors are not aware that the page exists and cannot encourage staff to participate. • COOP identified several advantages of doctor participation. • COOP highlighted the existing security and direct central administration of the current page through the AAO Education Department as an advantage. This security and central administration minimize any risk to the association. • COOP noted that the current page is very focused in its scope and intent of encouraging participation in educational activities at the AAO and views this as an advantage to the association which should be expanded and promoted. • COOP would like the educational content of the page further expanded to highlight AAO Educational offerings and pearls that can be used by the entire orthodontic practice. • Based on findings from the Orthodontic Staff Club survey that was distributed in Fall 2019 by the COOP subcommittee which expressed an overall lack of awareness by orthodontists about this page, COOP recommends that participation be expanded to allow doctors to subscribe. • Based on the survey, COOP also would like the page expanded to increase awareness and participation by 	BOT Motion

	<p>doctors in the Orthodontic Staff Club. Since this was one of the original goals of this Facebook page, including participation by doctors better achieves the intent of the original motion and program.</p> <p>MOTION: That subscription to the Orthodontic Staff Club Facebook page be expanded to include member doctors, and that the site be leveraged as a platform for educational content and events with direct administration and oversight by the AAO Education Department.</p>	
Practice Transition Portal	<p>TOPIC The Practice Transition Seminar is an annual event hosted at the AAO Annual Session. Cost of the event is \$62,000 while revenue is \$16,000, \$5,000 of which comes from sponsor contributions. In 2020, the sponsor contributions were pulled so that the event would have been conducted at a loss of approximately \$44,000 to the association. Redesign of the program is in order for the purpose of reducing cost and increasing member value.</p> <ul style="list-style-type: none"> • Several ideas for restructuring the program were presented, such as hosting content on-line, evaluating the budget expenditure of the event in alignment with other similar events taking place at Annual Session, methods for boosting attendance, restructuring the event to ensure it addresses multiple practice options. • An overall proposal was presented to discuss new opportunities to improve the content, programming, and delivery methods of the Practice Transition Portal for the purpose of gauging Council interest and relative to program redesign. • The Council recommended that AAO Staff create a proposal with associated budget implication for review and Council vote. 	AAO Staff to follow up with a proposal to COOP
ADA CERP	<p>TOPIC Per ADA CERP, the association must have a plan to conduct content review for on-line self-paced learning activities. The review is conducted every three years, and the next review deadline is 12/31/20.</p> <ul style="list-style-type: none"> • The COOP ADA CERP subcommittee reported recommendations to the Council, and the Council was amenable to the recommendation. Recommendations were as follow: <ul style="list-style-type: none"> ○ Develop an automated clearinghouse to keep the number of available CE lectures at a reasonable number. The parameters of which are as follows: ○ Any lectures with a publication date within the last 36 months should automatically remain in 	Staff to consider and implement Council recommendations in accordance with ADA CERP

	<p>the CE library.</p> <ul style="list-style-type: none"> ○ Lectures of 4-5 years old will be kept if they are in the top 50 for number of reader views of the current library. ○ Viewer comment box is recommended to be added to lecture series evaluations to assist with identifying faulty claims or content. ○ Lectures with publication dates over 5 years old will be archived out of CE status regardless of viewership. 	
Causeway	<p>TOPIC The Council discussed the possible use of Causeway as a tool for conducting routine Council business.</p> <ul style="list-style-type: none"> • The Council determined Causeway may be used in a limited capacity for motions and minutes. • The Council would like to prototype Causeway and determine if it is a viable document storage system for Council business. • COOP agreed to continue to use email for conversation threads, subcommittee business, and e-ballots.* • *COOP will test sending their next e-ballots through Causeway. If effective for members, COOP will move to Causeway for e-ballots. • Staff will upload minutes and motions to enable COOP to evaluate whether this is a viable tool for Council document storage moving forward. 	<p>AAO Staff to upload documents for Council evaluation</p>

Future Reference or Archive

The council would like to retain these items for future reference or for archive.