



President: Niels D. Martin, MD, FACS, FCCM
Past President: Dan Wu, DO, FACOS, FACS, FCCM
President Elect: Navitha Ramesh, MD, FCCP
Secretary: Lori Demko, MSN, RN, ACNP-BC
Treasurer: Barbara Birriel, PhD, ACNP-BC, FCCM
SE Rep: Richard Arbour, RN, MSN
NE Rep: Jonathan Goldner, DO, FCCM
SW Rep: Janine Then, Pharm D, BCPS
NW Rep: vacant
Committees:
Communications: Heather Teufel, Pharm D, BCP
Education: Amanda Holyk, Pharm D
Membership: 4 regional reps
PA Med Society rep: Herb Patrick, MD, FCCM

Pennsylvania Chapter of the Society of Critical Care Medicine

Fall Executive Committee Meeting - Held Virtual via Zoom

November 4, 2020

Minutes

1. Meeting called to order by Chapter President Niels Martin @7:03 pm
2. Attendees: Niels Martin, Barbara Birriel, Lori Demko, Daniel Wu, Amanda Holyk, Heather Teufel, Johnathon Goldner
3. Minutes from the 8/21/20 Annual Business Meeting were approved and were posted on the SCCM website under the PA Chapter on 11/13/20 by Lori Demko
4. President's Report
 - a. Running list of approved updates to bylaws
 - i. Change state regional representative locations to NE, SE, Central and West
 - b. Chapter Alliance updates
 - c. Annual Challenges meeting
 - i. Planning for 2021 - Education chapter should also be involved in planning
 - d. Joseph & Rae Brown Award

i. Awarded on October 14, 2020 to Marilia I. Diaz Correa, MSN, RN,
FCCM Hospital Auxilio Mutuo Carolina, Puerto Rico

e. Social Justice award - New for 2021, need to get formally approved. Award
description and criteria attached.

f. Annual 2020 Operational Plan for the PA Chapter was reviewed. See attached

5. Past President's Report

6. Secretary's Report

a. Lori Demko to continue to work on deconstruction of the "box"

7. Treasurer's report: Address was updated to the Treasurer's address

a. Income \$54,978.70

b. Expenses:

i. Joseph & Rae Brown Award (\$1000) to be paid at Congress

ii. Drinker Critical Care Society (Philadelphia) (\$500) - paid

8. Committees:

a. Education Committee

i. In grant training revisions for 2021 provided by Amanda Holyk
(Attached)

ii. FCCS course put on hold due to COVID

b. Communication Committee:

i. Newsletter via SCCM Connect or Connections - Heather Teufel to work
on

c. Membership Committee

9. PA Medical Society Representative Report - Herbert Patrick not present to give
update

10. New Business

a. Nominating Committee formation was discussed as a way to get chapter members involved

11. Next Quarterly Meeting: to be held sometime right after Congress and be virtual. Niels to select date and will be advertised via SCCM connect and open to entire chapter.

12. Meeting Adjourned

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Lori A Demko". The signature is fluid and cursive, with the first name "Lori" being more prominent and the last name "Demko" following in a similar style.

Lori A Demko MSN RN CCRN ACNP-BC

Secretary, PA Chapter SCCM

Society of
Critical Care Medicine

The Intensive Care Professionals



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October 14, 2020

Marilia I. Diaz Correa, MSN, RN, FCCM
330 Blvd Media Luna
Brisas #3602
Carolina, PR 00987-5153

Dear Ms. Diaz Correa,

On behalf of the Pennsylvania Chapter of the Society of Critical Care Medicine, it gives us great pleasure to advise you that you have been selected as the recipient of the **2021 Dr. Joseph and Rae Brown Award**.

The Dr. Joseph and Rae Brown Award recognizes a Society of Critical Care Medicine (SCCM) member who has significantly advanced multidisciplinary quality care for critically ill and injured patients at the regional or local level. The award was established to honor Dr. Joseph and Rae Brown for their work in organizing and sustaining the Pennsylvania Society of Critical Care Medicine (PASCCM), which later became the Pennsylvania Chapter of SCCM.

The Society of Critical Care Medicine is pleased to present this distinction during the virtual American College of Critical Care Medicine Convocation/Society of Critical Care Medicine Awards Presentation. The presentation will be held on Friday, February 5, 2021. Final details will be sent at a later date.

As the recipient of this award, you will be presented with a plaque and an honorarium for \$1,000.00. The plaque will be mailed to you within the next month or so. Please take a picture with the plaque and return the picture and W-9 to Carol Prendergast at, cprendergast@sccm.org. The honorarium will be sent under separate cover as we get closer to Congress.

Congratulations again on receipt of this award! We look forward to your participation at the ceremony.

Sincerely,

Lewis J. Kaplan, MD, FACS, FCCM
President, Society of Critical Care Medicine

cc: Pennsylvania Chapter Steering Committee

Enclosure



Award: The Social Justice Award

About the Award

The Social Justice award was created in 2020 by the Pennsylvania Chapter of SCCM. Its intention is to recognize an SCCM member who has significantly advanced diversity, inclusion, and anti-racism in healthcare local-regionally or nationally. Examples of qualifying activity may include recruitment and retention of a diverse faculty and staff, promoting the foundational values of an inclusive culture, and ensuring health equity for the populations they serve. Actively does not have to be directly related to critical care; it can involve prevention or mitigation of critical illness, post-hospitalization outreach, or other relevant medical care.

Application/Nomination Deadline: August 1, 2021

Amount: \$2,000 cash award and a plaque

The criteria for this award must include the following:

1. An SCCM member.
2. Extraordinary contributions of time, energy, and resources to toward social justice.
3. Social Justice activity through SCCM and/or its chapters is preferred but not mandatory.

Nominations should include a summary of the nominee's work and/or accomplishments in social justice and must be submitted to the Pennsylvania Chapter's Executive Committee by August 1, in care of Carol Prendergast at cprendergast@sccm.org.

An **Operational Plan** is a detailed **plan** used to provide a clear picture to co-ordinate and organize the resources of the organization in the most efficient way to provide the best value for the organization's stakeholders. It sets forth how a team or section will contribute to the achievement of the organization's strategic goals using resources available (people, time, information, money, equipment, technology, buildings, facilities and land.)

The Operational Plan provides the what, who, when and how much:

- what - the strategies and tasks that must be undertaken
- who - the persons who have responsibility of each of the strategies/tasks
- when - the timelines in which strategies/tasks must be completed
- how much - the amount of financial resources provided to complete each strategy/task

Sample Key Planning Areas: Operations, Programs, Membership Growth, Fundraising, Communications

Operational Plan 2020 for the Pennsylvania Chapter

Key Area: Operations

#	Strategies	Personnel/Responsibility	Timelines
1	File Annual State Corporation Report	Secretary	January-March
2	File IRS e-Postcard (login codes with treasurers materials)	Treasurer	No later than May 1
3	File Annual Chapter Report	President	March 31
4	Plan Spring Executive Council meeting	President	March for May mee
5	Nominate past president for Rae Brown Award	President	August 1 st (every ot
6	Plan Fall Executive Council meeting	President	September for Nov

Key Area: Programs

#	Strategies	Personnel/Responsibility	Timelines
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1	In-training Grant	Executive Council	March 1 st for a July
2	Challenges Poster Awards x 2 and Case study x 1	Executive Council	August
3	Philadelphia Critical Care Society Sponsorship	Treasurer	September
4	Reserve rooms for congress meeting & reception	President	Fall
5	Joseph & Rae Brown Annual Award Selection	Executive Council	Fall
6	SCCM congress travel grant x 1	Executive Council	Fall
7	Formation of Challenges Program Committee	Education Committee	December

**Society of Critical Care Medicine
Pennsylvania Chapter
In-Training Research Proposal Award**

Purpose: To promote clinical or basic science research relevant to critical care by an investigator currently in-training by financial award sponsored by the Society of Critical Care Medicine – Pennsylvania Chapter (PASCCM). The award may be awarded to up to two (2) recipients each calendar year as decided by the Executive Council of PASCCM.

Award Requirements

I Eligibility Criteria

- a. The Principal Investigator (PI) must be a current member of PASCCM or become a member upon award notification.
- b. The proposed project may be used to meet the requirement(s) of an academic degree.
- c. The PI must be in training in a health care profession applicable to critical care.
- d. The proposed project may be in progress.
- e. The topic of study must have relevance to critical care.
- f. All required application materials must be submitted by the deadlines and in the required format.
- g. Deadlines for submission will be July 1st by 11:59 PM EST of each calendar year.
- h. Recipient will be notified by July 15th.

II Financial Considerations

- a. The recipient will receive up to \$2,000.00 for the award based on the budget submitted for the project. Disbursement of funds will be one half of the funds with the initial award and one half of the funds at the time of the annual report or project completion report upon review and acceptance by the Executive Committee.
- b. Funds are awarded only for support of project expenses. These may include, but are not limited to: equipment and supplies, statistician, etc.
- c. Funds are not to be used for personal travel.
- d. ~~Final expense sheet will be required with submission of complete report.~~

III Conditions of Award

- a. The PI is required to submit an annual and/or final progress report to the PASCCM Education Committee one-year from award approval date and each year, thereafter (as applicable).
- b. Within the first year following the completion of the study, the PI is required to respond to a call for abstracts from PASCCM and SCCM annual congress and participate in abstract poster presentation or oral presentation at the annual PASCCM meeting. The PI should directly inform PASCCM Education Committee Chair or President of this submission.
- c. Recipients are expected to pursue publication and should consider Critical Care Medicine for first right to publish.
- d. The investigator(s) must acknowledge receipt of financial support from PASCCM in all publications and presentations.
- e. Failure to comply with the above conditions may result in the rescindment of the awarded monies and termination of the award.
- f. All investigators accepting the award will agree to comply with reporting requests and applicable regulations for the protection of human subjects in research.
- g. Institutional Review Board (IRB) approval or equivalent as required for the study must be obtained prior to disbursement of funds.

IV Application Materials:

- a. Award Application Cover Sheet – *See Attached*.
- b. Curriculum Vitae (CV): Include the vitae of each investigator listed on the Cover Sheet.
- c. Abstract
- d. Detailed Budget (limit to one page) – *See Attached*.
Specify the following costs for the study as appropriate:
supplies/equipment, data entry/analyses costs, consultative fees, and other expenses. Justify each expense.
- e. Research Proposal
- f. Investigator list with qualifications and expected time dedicated to the project.

V General Guidelines for Proposals:

- a. ~~Proposals must be double-spaced on 8 1/2" by 11" paper with 1" margins.~~
- b. ~~All proposal materials must be typed or of letter quality using Times New Roman minimum 12 font~~
- c. Body of proposal must not exceed 6 pages in length (excluding the award application cover sheet, abstract, CV, budget page, references, and appendices).
- d. Identifying information should only appear on the Award Application Cover Sheet. This includes the name of the investigator(s) and involved institution(s).
- e. Submit one copy of all required materials (cover sheet, CV, budget page, abstract, proposal, references, and appendices) electronically as a single file to the Education Committee PASCCM:

Amanda Holyk, PharmD, BCCCP: Amanda.holyk@wilkes.edu AND
Barbara Birriel, MSN, ACNP-BC: bab44@psu.edu

PASCCM Cover Sheet

Title of the proposal: _____

Dates of the project: _____

Name of Principal Investigator: _____

Training Program: _____

Year in training: _____

PASCCM sponsor (if PI not a current member): _____

PASCCM membership expiration date: _____

Home address: _____

Home telephone number: _____

Work address: _____

Preferred mailing address: Home: _____ Work: _____

Email address: _____

Name(s) of co-investigators: _____

Institution(s) where research will be conducted (name and address):

Institutional Review Board Approval (IRB): Yes _____ No _____

Is this study part of a requirement for an academic degree?

Yes _____ No _____

Other sources of funding:

I, the undersigned, certify that the statements in this proposal are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of any award awarded by the Pennsylvania Chapter of the Society of Critical Care as a result of this application.

(Signature of Principal Investigator)

(Date)

PROPOSAL REQUIREMENTS SPECIFIC TO THE CRITICAL CARE RESEARCH AWARD

Abstract:

Include an abstract of your proposed research. Identify the problem statement, research question(s) and hypothesis(es) (if applicable). Specify the sample population and describe the research design, instruments, and procedure to clearly reflect their importance in the study. The abstract should not exceed 200 words.

Body of the Proposal:

6 page limit (double spaced), (excluding award application cover page, abstract, CV, budget page, references, and appendices)

- a. **Purpose/Hypothesis:**
Briefly discuss the research problem and state concisely and realistically what the research described is intended to accomplish. Clearly identify the variables of interest. Include the specific research question(s) and hypothesis, if applicable.
- b. **Review of Literature:**
Describe the background of your problem. Critically review the literature related to your project. Specify the gaps, which the research project is intended to fill as well as the possible limitations of the study. State concisely, the importance of the research to critical care.
- c. **Method:**
 1. **Subjects**
Describe the sample. Include the number of subjects and the sampling procedure, including inclusion/exclusion criteria. Provide a rationale for these decisions.
 2. **Instruments:**
Describe the instruments to be used in the research, including information on reliability and validity. Address how the tool(s) will be used. Copies of the instrument(s) (e.g., a questionnaire) should be included in the Appendix.
 3. **Procedure:**
Describe the research design and the procedure to be used for the proposed data collection. Specify what kinds of data you

expect to obtain. Give details of the intervention, if appropriate. Discuss potential problems with and/or limitations of the study. Discuss in detail any part of the proposed research that may be hazardous to the subjects. Indicate precautions to be exercised.

4. Personnel:

List all personnel involved in research project and describe their involvement.

5. Plan for Data Analysis:

Describe the means by which the data will be analyzed. How appropriate is the statistical data analysis plan for answering the research question or evaluating the hypotheses?

d. References:

e. Appendix:

**PASCCM
RESEARCH AWARD APPLICATION
BUDGET**

	Justification	Cost	
Personnel/Position			
Services/Supplies			
Total			