



Charter

Who, What, When, Where, Why, and How in Clinical Event Debriefing (WHiCED)

Purpose

The American Academy of Pediatrics (AAP) Who, What, When, Where, Why, and How in Clinical Event Debriefing (WHiCED) Project Advisory Committee (PAC) is comprised of a diverse group of AAP members and advisors who coordinate, develop, and implement educational materials, data, and mentorship to promote evidence-based clinical event debriefing (CED) to improve the health and care of children. In alignment with WHiCED program goals and CED best practices, the WHiCED PAC works closely with AAP staff and leadership to develop educational materials, collect and analyze data, and support a mentorship program.

Vision

To improve the care and health of children by providing a framework and tools for providers and healthcare staff to implement clinical event debriefing into practice.

Mission

To develop and disseminate evidence-based education and data on CED in the pediatric field, while offering mentorship to program participants.

The WHiCED Project Advisory Committee (PAC) will consist of the following members:

- 1 PAC Chair
- 3 PAC Members [education (1), data (1), mentorship (1)]
- 6 Workgroup Members [education (2) data (2), mentorship (2)]
- 2 Advisors

Commitment to Diversity and Inclusion

The WHiCED PAC upholds the [AAP Statement on Diversity and Inclusion](#) and encourages individuals of diverse backgrounds and perspectives to apply for the Advisory Committee. The AAP WHiCED PAC appreciates all forms of diversity which may include, but are not limited to, differences in age, race, ethnicity, geography, religion, language, immigration background, special health care need, socioeconomic status, sexual orientation, gender identity, politics, and other attributes.

Meeting Schedule

- Bi-weekly PAC meetings starting in January 2024 and as needed based on project needs and deadlines (virtual).
- Monthly Workgroup meetings (virtual).
- Ad hoc virtual meetings based on project needs (virtual).

Roles & Qualifications

PAC Chair (1)

Role

- Provide leadership related to program & project planning and PAC members, in conjunction with AAP staff.
- Work with AAP staff to utilize the skills, talents, and expertise of the PAC and workgroup members towards the development of education, data collection and reporting, and mentorship.
- Work closely with AAP staff and PAC members to achieve the WHiCED program goals, objectives, deliverables, and outcomes.
- Support the timely completion of tasks and assignments to workgroup members, with the partnership of AAP staff.
- Develop meeting agendas with AAP staff and facilitate PAC meetings.
- Promote leadership and advocacy around clinical event debriefing to PAC members and the AAP.
- Orient new PAC and workgroup members.

Qualifications

- Fellow of the American Academy of Pediatrics (FAAP) in good standing.
- Experience leading teams of peers.
- Experience in establishing clinical event debriefing programs (>5 years preferred).
- Experience with quality improvement, MOC Part 4 projects.
- Commitment to equity, diversity, and inclusion.
- Excellent attention to detail.
- Dependable.

PAC Members (3)

General PAC Members Role

- Demonstrate leadership and advocacy skills around their specialty area (education, data, mentorship)
- Participate and/or lead meetings pertaining to the WHiCED program and report out progress and recommendations on deliverables to PAC Chair and AAP staff.
- Participate in scholarly promotional activities for WHiCED (i.e., conferences, webinars, abstracts, podcast).
- Contribute to the development of educational materials, data collection plan and reporting structures, and a mentorship program.
 - *See below - roles will focus on PAC Member specialty and assigned role in the PAC (education, data, mentorship).

Education PAC Lead

Role

- Provide leadership and oversight to the Education Workgroup members (2) in partnership with AAP staff.
- Perform a literature search of best practices in clinical event debriefing.
- Create course outline based on best practices and literature search findings.
- Develop and review content for an online clinical event debriefing course.
- Lead the creation of a clinical event debriefing toolkit for the on-the-go clinician including but not limited to; a CED guidebook, checklists, on-the-go resources, how-to card.
- Lead the development of and continual updating of a WHiCED program orientation for program participants.
- Identify podcast topics to educate others on clinical event debriefing best practices and WHiCED program.

- Incorporate equity, diversity, and inclusion in educational content and development.

Qualifications

- Fellow of the American Academy of Pediatrics (FAAP) in good standing.
- At least 5 years of experience developing educational courses (preferably asynchronous, online delivery).
- Experience using innovative learning methods in educational design.

Data PAC Lead

Role

- Provide leadership and oversight to the Data Workgroup members (2) in partnership with AAP staff.
- Align data collection plan with WHiCED goals.
- Work with AAP Quality Improvement Data Analytics (QIDA) platform to build data collection tools that align with program goals.
- Review and test data collection tools to benchmark clinical event debriefing in pediatric settings (through QIDA or SurveyMonkey).
- Establish program balancing measures using SurveyMonkey.
- Lead dashboard build for comparison, benchmarking, and research of clinical event debriefing in pediatric settings.
- Examine inequities that impact CED & healthcare in data collection plan.
- Develop and refine data reporting plan and structure between program participants.
- Report program outcomes and impact after year 1, 2, and 3 of WHiCED program launch.

Qualifications

- Fellow of the American Academy of Pediatrics (FAAP) in good standing.
- Experience in data collection and analytics for large quality improvement projects.
- Experience in building dashboards to benchmark clinical event debriefing qualities.
- Skilled in data reporting best practices for quality improvement projects.

Mentorship PAC Lead

Role

- Provide leadership and oversight to the Mentorship Workgroup members (2) in partnership with AAP staff.
- Establish a peer support structure within the WHiCED program.
- Lead development of discussion boards and process to monitor bidirectional communication.
- Identify topics for webinars and plan these in partnership with the AAP.
- Develop a forum for community amongst program participants.

Qualifications

- Fellow of the American Academy of Pediatrics (FAAP) in good standing.
- Experience in building mentorship programs.
- Experience using innovative learning methods or tools to foster collaboration asynchronously.
- Understanding how to foster a community of learning and connection.

Workgroup Members (6 total)

Education Workgroup Members (2)

Role

- In partnership with the Education PAC Member and other Workgroup members:
 - Perform literature search of best practices in clinical event debriefing.
 - Create course outline based on best practices and literature search findings.
 - Develop an online clinical event debriefing course.
 - Create a clinical event debriefing toolkit for the on-the-go clinician including but not limited to; a CED guidebook, checklists, on-the-go resources, how-to card.
- Develop a WHiCED program orientation for participants.
- Identify podcast topics to educate others on clinical event debriefing best practices and WHiCED program.
- Incorporate equity, diversity, and inclusion in educational content and development.

Qualifications

- Member of the American Academy of Pediatrics in good standing preferred.
- At least 2 years of experience developing educational courses (preferably asynchronous, online delivery).
- Knowledge of innovative learning methods in educational design.

Data Workgroup Members (2)

Role

- Align data collection plan with WHiCED goals.
- Work with AAP Quality Improvement Data Analytics (QIDA) platform to build data collection tools that align with program goals.
- Provide recommendations to build and test data collection tools to benchmark clinical event debriefing in pediatric settings (through QIDA or SurveyMonkey).
- Establish program balancing measures using SurveyMonkey.
- Assist with dashboard build for comparison, benchmarking, and research of clinical event debriefing in pediatric settings.
- Examine inequities that impact CED & healthcare in data collection plan.
- Develop data reporting plan and structure between program participants.
- Assist in data analysis and reporting program outcomes and impact after year 1, 2, and 3 of WHiCED program launch.

Qualifications

- Member of the American Academy of Pediatrics in good standing preferred.
- Experience in data collection and analytics for quality improvement projects (preferred experience with SurveyMonkey, Quality Improvement Data Aggregator (QIDA)).
- Knowledge or experience in building dashboards to benchmark program measures.
- Experience in data reporting for quality improvement projects.

Mentorship Workgroup Members (2)

Role

- Establish a peer support structure within the WHiCED program.

- Build out discussion boards and processes to monitor bidirectional communication.
- Identify topics for webinars and plan these in partnership with the AAP.
- Develop a forum for community amongst WHiCED participants.

Qualifications

- Member of the American Academy of Pediatrics in good standing preferred.
 - Experience or participation in mentorship programs.
 - Understanding how to foster a community of learning and connection.
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Advisors (2)

Role

- Serve as a mentor and advisor to the PAC Chair and PAC Members.
- Provide guidance on best practices in clinical event debriefing and program implementation.
- Attend PAC meetings (non-voting).

Qualifications

- Member & Fellow of the AAP (FAAP) in good standing.
 - Expertise in building and implementing clinical event debriefing programs (institution that has CED program already established preferred).
 - Experience in leading MOC Part 4 or large quality improvement projects.
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AAP Staff

Role

- Manage and assist in the development of program resources.
 - Serve as primary point of contact for the WHiCED PAC.
 - Coordinate PAC members' meetings and communications as needed.
 - Take meeting minutes, send out summaries with detailed follow-ups.
 - Provide technical or programmatic expertise as needed.
 - Apply for program funding.
 - Coordinate implementation and dissemination of programmatic work.
 - Manage the program budget.
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Terms

- PAC Chair (1)
 - Two, 3-year terms (2024 – 2027)
- PAC Members (3)
 - Two, 2-year terms (2024 – 2026)
- Workgroup Members (6)
 - Two, 2-year terms (2024 – 2026)
- Advisors (2)
 - Two, 3-year terms (2024 – 2027)

Travel

If resources allow, one in-person meeting per year will be planned. Travel, hotel, and meals will be reimbursed for PAC chair, PAC members, Workgroup members and Advisors.