



## Triangle Consortium for Clinical Education and Practice (CCEP) Bylaws

### **Mission:**

To facilitate the collaboration between academia and health care agencies to provide quality, comprehensive clinical experiences for the students served in the Health Sciences majors.

### **Purpose:**

Through collaborative relationships:

1. Facilitate coordination of student clinical placements between academic institutions and healthcare agencies to optimize availability of clinical placements.
2. Develop strategies to optimize clinical capacity.
3. Develop strategies for clinical faculty sharing.
4. Standardize the process of credentialing students and clinical faculty.
5. Utilize core orientation training and standardize credentialing requirements for students and clinical faculty.

### **Membership:**

Membership will include, on a voluntary basis, representatives from academic institutions and healthcare agencies in North Carolina.

An *academic partner* is defined as an academic institution who is a member of the Triangle Consortium for Clinical Education and Practice and who participates/engages in the development of guidelines/tools such as the Core Orientation, Student & Faculty Passport, and clinical placement process for students enrolled in a health sciences program.

A *clinical partner* is defined as a healthcare agency who is a member of the Triangle Consortium for Clinical Education and Practice and who participates/engages in the development of guidelines/tools such as the Core Orientation, Student & Faculty Passport, and clinical placement processes for credentialing and assigning students for placement at the agency.

Academic and clinical partners may be represented by more than one person; however, one person shall be designated as the primary contact. Using the collaborative consensus model, each decision will be openly discussed, and agreement reached. If consensus is not obtainable, a formal vote from each primary contact will be conducted.

Members commit to:

- working collaboratively
- providing timely follow-up for requests, feedback & input



- following established bylaws and procedures of TCCEP
- engaging in active participation

*Non-partners* are academic institutions or healthcare agencies that may or may not participate in the Core Orientation, Student & Faculty Passport, and clinical placement process. Non-partners may attend the meetings of the consortium but do not have a vote.

### **Clinical Partner Responsibilities:**

Identifies and sends to meetings a liaison empowered to make decisions regarding clinical planning.

### **Academic Partner Responsibilities:**

Identifies and sends to meetings a liaison empowered to make decisions regarding clinical planning.

### **Meetings:**

Meetings are held, at a minimum, on a quarterly basis on the fourth Wednesday of January, April, June (optional), September and November.

Meetings are held in virtual platforms and in-person sites. The face-to-face meetings are rotated among the membership partners.

Decisions are made by a majority of partners present using a collaborative consensus model. Decisions will then be by the majority vote with each primary representative/partner having one vote. Meeting agendas and minutes are distributed by email to members/nonmembers by the Chair.

### **Leadership:**

**Chair:** will be filled by an AHEC representative. Distributes agendas, minutes for meetings, and other relevant materials by email. Posts relevant material on the Wake AHEC webpage.

**Co-Chairs:** will be filled by a clinical partner and an academic partner. Nominations for the Co-Chair position should be submitted to the chair by March 1<sup>st</sup> each year. The academic partner co-chair will be elected in odd years and the clinical partner co-chair will be elected in even years. The Chair will put forward the slate of nominations, in advance of the April meeting. Co-Chairs will be elected by majority vote of the total membership and may serve a maximum of 2 two-year terms. The new co-chairs will be effective at the first Fall meeting.

**Secretary:** A member will be elected to serve as Secretary for the Consortium at the April meeting and shall serve a term of two (2) years.

**Steering Committee:** will be comprised of the Chair, Co-Chairs, and Secretary.



Role consists of:

1. Establishes meeting agenda.
2. Reviews and updates TCCEP presentations.
3. Provides oversight of subcommittees.
4. Acts as liaison to the community.
5. Assigns ad-hoc committees, as necessary.

**Dissolution:**

If the functions of the TCCEP are no longer needed or effective, the membership may dissolve the TCCEP by a majority vote. In the event of dissolution, any funds remaining in the treasury will be disbursed by a majority vote of the membership.

Approved: 9.28.23; Reviewed: 2.3.2025