



# **LOS ANGELES COUNTY COMMISSION ON HIV**

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

## **MEMBER DUTY STATEMENT**

**Seat: HEALTHCARE SYSTEMS**

In order to be an effective, active member of the Commission on HIV, an individual must meet the following demands of Commission membership and constituency representation:

### **RESPONSIBILITY/ACCOUNTABILITY:**

#### ***General:***

- ① A thorough knowledge of the particular HIV/AIDS community, constituency and/or body that you are representing;
- ② A commitment to continually and consistently inform those bodies you represent of Commission and Commission-related activities and information.
- ③ Provide the perspective of your entity on matters before the Commission regardless of your personal viewpoint.
- ④ Cast your vote in a manner that is best for the entity County regardless of your entity's or your personal opinion.

#### ***Specific:***

- Works or is otherwise involved in (not as a patient) another non-CARE Act, non-OAPP-contracted public or private healthcare system, and representing the larger contingent of broader healthcare systems throughout the County.
- Represents the Commission in healthcare planning activities, as needed, including committees, conferences and other collaborative community and professional efforts.
- Expected to raise concerns, issues and present feedback voiced by healthcare planning agencies, other healthcare systems and expect to serve as a liaison with the broader healthcare delivery networks.
- Provides input on the quality and usefulness of existing and proposed HIV healthcare services.
- Reviews, helps define, and facilitates the promulgation and dissemination of standards of care, outcomes and indicators, and participates in the communication of those with other healthcare systems and planning agencies.

### **PARTICIPATION:**

#### ***General:***

- ① A willingness to fill a full two-year Commission term.
- ② Each year of the two-year term, the Commissioner is expected to attend\* and participate in, at a minimum, these activities:
  - One all-day Commission orientation (*first year only*) and assorted trainings throughout the year;
  - One half-day Board of Supervisors Executive Office orientation (*first year only*);
  - One half- to full-day Commission meeting once a month;

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- One two-hour to half-day Committee meeting once a month;
  - One or two full-day priority- and allocation-setting meetings;
  - One two-day, one-night Commission annual meeting in November;
  - Assorted voluntary workgroups, task forces and special meetings as required due to Committee assignment and for other Commission business.
- ③ A commitment to devote a minimum of ten hours per month to Commission/Committee attendance, preparation and other work as required by your membership on the body.
- ④ A pledge to:
- respect the view of other regardless of their race, ethnicity, sexual orientation, HIV status or other factors;
  - abide by “Robert’s Rules of Order, Newly Revised”, the Ralph M. Brown Act, and the Commission’s Code of Conduct;
  - consider the view of others with an open mind;
  - actively and regularly participate in the ongoing decision-making process; and
  - support and promote decisions resolved and made by the Commission when representing the Commission.

*\*Stipulations: Failure to attend the required meetings may result in a Commissioner’s removal from the body.*

### **Specific:**

- Primary committee assignment to the Standards of Care (SOC) or Priorities and Planning (P&P) Committee.
- Collaboration with OAPP’s Medical Director, Research and Evaluation, and Policy and Public Affairs Divisions, including partnership in study, planning and policy initiatives.
- Participation on the Commission’s Health Systems Task Force.
- Direct involvement in Commission planning, assessment, study and evaluation efforts.
- Involvement in the development, review and submission of applications and other materials to secure additional, non-CARE Act funding.
- Helps lead prioritization of optimal evidence-based and result-oriented in primary care programs and practices for the HIV/AIDS service delivery system.
- Guides the consideration and development of primary healthcare ‘best practice’ models.
- Actively recruits and involvements representatives of and other healthcare systems in various Commission activities, efforts and initiatives, as appropriate.
- Plays a critical role in discussions regarding co-location of private and public HIV/AIDS service, co-enrollment efforts, collaborative data management, and healthcare service implementation.

### **KNOWLEDGE:**

#### **General:**

- ① A commitment to constantly develop, build and enhance knowledge about the following topics:
- general information about HIV/AIDS and its impact on the local community;
  - a comprehensive plan for delivery of CARE Act-funded services;
  - the Commission’s annual priorities and allocations;

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- Ryan White CARE Act information and other information related to funding and service support.

### ***Specific:***

- Thorough understanding of the Health Insurance Portability and Accountability Act (HIPAA) and its implementation requirements.
- Able to provide discourse about the need for early intervention and comprehensive HIV/AIDS primary healthcare services.
- Thorough understanding of unmet needs, theoretically and in practice, across the broad spectrum of patients and healthcare systems.
- Strong understanding of the needs and services for special and high-risk populations.
- Distributes and discusses information about treatments, clinical trials and available services for people with HIV/AIDS.
- Discusses barriers that obstruct delivering healthcare services to people living with HIV/AIDS.
- Conveys the importance of early detection, immediate and ongoing primary healthcare in the treatment of HIV/AIDS.
- Well versed in the models of service delivery.
- Expert in other healthcare systems, public and private, related management issues
- Skilled and practiced in strategic, long-term and comprehensive planning.
- Discuss experiences in treating people with HIV/AIDS and their specialized needs.
- Ability to expound upon opportunistic diseases/illnesses that frequently occur when people are infected with HIV/AIDS.