

ASSOCIATION OF PHYSICIANS OF PAKISTANI DESCENT OF NORTH AMERICA



APPNA Ethics & Grievance Committee (EGC) 2019-2020 SPRING MEETING STATUS REPORT

As the chair of Ethics and Grievance Committee of Association of Physicians of Pakistani Descent of North America, it is my pleasure to submit this short status report from Feb 24 to March 26, 2019.

Formation notification: Committee was formed in February 2019 and the committee members were notified of this on February 24. The membership of this committee is as follows.

Membership:

Chair:

Abdul Rahman, MD; DMC, Alberta Canada

Co-Chair:

Sajjad Savul, MD; KMC, Delaware

Members:

Shabbar Husain, MD; QMC, Pennsylvania

Tayyab Rana, MD; NAMA, Washington DC

Intikhab Ahmed, MD; SMC, New York

Farrukh Malik, MD; KEMC, Tennessee

Samina Hijab, MD; FJMC, Illinois

Tasks received and progress:

A letter was received from Dr. Raheel Khan, MD, Chair, Constitution and Bylaws Committee on February 25, requesting the following:

"As Chair of Ethics and Grievance Committee, I am requesting you to elaborate on how you plan to process a complaint in view of the disciplinary clauses outlined in the Bylaws amended in 2018. CABL Committee also invites suggestions from the E&G Committee regarding creating robust internal conflict resolution mechanisms with complete impartiality that will be binding to all parties, eliminating the need for referring the matter to external law enforcement agencies".

As a result of this and to have an inaugural meeting of EGC, a meeting was held on March 3 to deliberate on the mandate and processes and prepare a response to the letter from the Constitution Committee.

After discussions, following procedural steps were approved. This will be communicated to the CABL Committee Chair.

EGC will function within existing bylaws. Any ambiguity in the bylaws interpretation may be referred to CBL committee or other relevant committees or Board of Trustees.

Once a complaint is received, EGC will submit a written response to the complaining member within 30 days, EGC will have an internal timeline for processing of the complaint. In reference to imposing fines on a member, from warning to a monetary amount to suspending any

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membership privileges should be on a case-by-case basis. EGC will try its best effort not to report anyone to law enforcement (unless there is any criminal activity).

Current EGC would like to make it clear that its decisions should be considered final and if not acceptable, proper process as outlined in CABL should be followed. In addition, APPNA President and the BOT should acknowledge EGC decision letters as having received.

The committee felt that it has taken this responsibility (as EGC members) at a critical time for APPNA. We must restore trust of the organization and therefore should keep our processes transparent. It was decided that if any member has any conflict of interest, it should be revealed openly and the member(s) then abstaining from decision-making.

The committee also decided to recommend that EGC decisions should be posted on the website and be available to membership via a secured login and should not be available for public viewing and that we should follow CABL, guidelines "If a member does not comply with the disciplinary action within 30 days, it will be made public record at APPNA website".

Further Discussion- EGC processes:

1. There should be a majority vote when committee decisions are needed. Following Robert's Rules of conducting meetings, the chair would only vote when there is a tie.
2. If we are to consult other APPNA committees for their input or assistance with any decisions, those committees should also declare any conflict of interest.
3. EGC meetings may be recorded and archived, especially when critical decision-making was involved.
4. EGC or its chair should be given access to APPNA legal for advice if needed
5. Any gaps in the processes, if present in the bylaws, will be communicated to the CABL Committee with recommendations from the EGC members.

It was also decided that the committee would meet at a minimum of once every calendar quarter and whenever deemed necessary.

Respectfully submitted by:
Dr. Abdul Rahman, Chair, EGC
for
Members of the Ethics and Grievance Committee
March 27, 2019