



Dental Pilot Project Program Advisory Committee Charter

I. Description of the Dental Pilot Project Program

Senate Bill 738 was passed by the Oregon State Legislature in 2011. This bill allows the Oregon Health Authority (OHA) to administer and evaluate a Dental Pilot Project once an application has been approved. The goal of the dental pilot projects is to encourage the development of innovative practices in oral health care delivery systems with a focus on providing care to populations that evidence-based studies have shown have the highest disease rates and the least access to dental care.

Dental Pilot Projects are intended to evaluate the quality of care, access, cost, workforce, and efficacy of teaching new skills to existing categories of dental personnel; developing new categories of dental personnel; accelerating the training of existing categories of dental personnel; or teaching new oral health care roles to previously untrained persons. OHA may approve a dental pilot project that is designed to operate for three to five years or a sufficient amount of time to evaluate the validity of the pilot project and evaluate the quality of care, access, cost, workforce and efficacy.

II. Oregon Health Authority Dental Pilot Project Program Responsibilities

OHA is responsible for monitoring approved pilot projects to ensure patient safety and to ascertain the progress of each project in meeting its stated objectives and complying with program statutes and rules. Monitoring and evaluation includes, but is not limited to, reviewing progress reports and conducting site visits.

III. Role of the Dental Pilot Project Program Advisory Committee

If OHA convenes an Advisory Committee (Committee) for an approved dental pilot project, the Committee will serve to provide OHA with the collective knowledge, experience, expertise, and insight of the Committee members to assist the OHA in meeting its responsibilities. Committee Members will be asked to review and provide advice on:

- The efficacies of training, competencies and data collection;
- Project protocols related to the ongoing assurance of patient safety;
- Evaluation of project progress reports as needed; and
- Other project issues as needed throughout the duration of the pilot project.

Although the Committee provides advice to the agency, OHA makes all final decisions.

IV. Committee Details and Membership

To be considered for committee membership or to remain on the Committee, individuals may not be involved in any way with the specific dental pilot project applicant or approved project they wish to participate on the Committee.

- A. Environment. The Committee will operate under an email intensive environment utilizing Dropbox to organize project and meeting material.
- B. Committee Size. The Committee shall not consist of more than 15 members, except that additional members may be added by OHA.
- C. Process for Membership. Prospective members are required to complete an application. The process for soliciting members and eligibility of members is described in Oregon Administrative Rule (OAR) 333-010-0790(2). OHA makes the final determination on Committee membership selection.
- D. Term of Office. The term of office for each member is two years. The term begins on the date OHA notifies an individual in writing that the individual has been selected for the Committee. Individuals who wish to serve additional term(s) must reapply. A Committee member cannot serve more than six consecutive years. If a member resigns or is removed from the Committee before the end of his or her term, OHA will accept applications for a new member.
- E. Payment/Reimbursement. Committee members are non-paid, but travel expenses may be reimbursed according to State of Oregon policies. Members are not allowed to accept gifts, meals, lodging, etc. provided by the sponsor of a pilot project or provided on behalf of the sponsor.
- F. Removal of Committee Members. OHA may remove a Committee member who is unable to meet the responsibilities of a member including abiding by the terms of this Charter and abiding by OAR 333-010-0790(2)(e).

V. Meetings

Dental Pilot Projects operate under two distinct phases, the training/education phase and the utilization/employment phase. OHA will determine committee meeting frequency depending on which phase a project is currently operating under. OHA staff will facilitate all meetings.

- OHA will call meetings during the training phase as dictated by project and committee member needs;
- Meeting frequency during the utilization/employment phase will be quarterly unless the OHA and the Committee agrees to a different frequency;
- Meetings will be held at times that are agreed upon by OHA and a majority of the committee members. Meetings will only be held during State of Oregon normal operating business hours;
- Additional meetings may be called as dictated by project needs; and
- Members are required to attend all Committee meetings unless excused by OHA.

VI. Site Visits

Each Committee member is expected to participate in and volunteer to attend at least one site visit of a dental pilot project during each year of the pilot project.

- Dentists are required to participate in the chart review process at a minimum of once per year.
- All chart reviewers are required to attend calibration and chart review trainings as part of the site visit process.

VII. Code of Conduct for Members

When acting in the capacity of a Committee member, each member is expected to comply with OAR 333-010-0790(2)(e) and conduct themselves in the following manner:

- Maintain confidentiality of any sensitive information or protected health information (PHI) acquired as a Committee member.
- Use best-practices, evidence-based and data-driven science in providing advice to OHA.
- Recuse oneself if there is a conflict of interest or perceived conflict of interest.
- Treat all people fairly regardless of race, color, gender and ethnic origin.
- Respect other points of view brought before the Committee.
- Review materials ahead of each meeting and come prepared to discuss and participate.
- Respond as requested to any deadlines set by OHA.
- Do not volunteer for any activity or assignment that you are not qualified for.
- Do not claim to represent, speak, or write opinions of the Oregon Health Authority without prior written permission.

VIII. Oregon Public Meetings Law

Committee meetings shall be conducted in accordance with Oregon's Public Meetings Law (ORS 192.610 through 192.710) and Public Records Law (ORS 192.001 through 192.505) and documented on the DPP website: www.healthoregon.org/dpp.

A public notice will be provided to the public and media at least 10 days in advance of each regular meeting and at least five days in advance of any special meeting. Written minutes will be taken at all regular and special meetings.

VIX. Oregon Public Records Law

Committee materials and communications are subject to the Oregon Public Records Law, ORS 192.311 to 192.478, even if such materials or communications are located on the personal devices of Committee members.

X. Review of Charter

This charter will be periodically reviewed and updated at OHA's discretion. Last updated on February 15, 2019.