

**Pancreatobiliary Pathology Society (PBPS)
Education Committee Standard Operating Procedure (SOP)**

1. The committee will have 5 members: chair and 4 members.
 2. Term for chair and the four members is 2 years (time period may be extended beyond 2 years with the approval of Executive Committee).
 3. When the chair rotates off, an existing or prior member who has been on this committee will be selected for the chair position by the Executive Committee.
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Responsibilities of the committee

1. Assist the Executive Committee in planning and organizing the PBPS Companion Society meetings/short courses at major national and international pathology meetings, including but not limited to:
 - USCAP
 - CAP
 - APIAP
2. Supervise the Journal Watch Committee and Case of the Quarter Committee to make sure their timely publication on our society website.
3. Be in charge of the PBPS Best Abstract Award, including call for submission, review and selection of the finalist/winner.
4. Organize and review the articles submitted for the PBPS special section in Archives of Pathology and Laboratory Medicine.
5. Actively maintain SOP documents related to the education committee as duties change.

Responsibilities of the committee chair

1. As a member of the Executive Committee, participates in conference calls/meetings and update Executive Committee members on committee activities.
2. Work with the Executive Committee and Education Committee to plan and organize the PBPS Companion Society meetings/short courses at major national and international pathology meetings, including but not limited to, USCAP, CAP and APIAP.
 - Proactively discusses PBPS Companion meeting program at PBPS Executive Committee meeting to complete Companion Meeting Planning Form and submission to USCAP before August 1 the year prior to the Companion meeting.
 - Proactively discusses at PBPS Executive Committee meeting on the planning and organizing the PBPS short courses at CAP Annual meetings
 - Proactively discusses at PBPS Executive Committee meeting on the planning and organizing the PBPS educational program at APIAP meeting 2025 or other meetings.

3. Works with the Education Committee members to select the winner of the PBPS Best Abstract Award.
4. Reviews, edits and approves the final version of the submitted Case of the Quarter before it is sent to the website committee for publication
5. Executes the PBPS bylaws and SOPs, and update the latter when needed in consultation with the PBPS Executive Committee.
6. Informs new education and working group committee members of their roles and responsibilities.
7. Recruits additional help from other PBPS members as and when required.
8. Checks with webmaster to ensure applicable educational activities are posted on the website.
9. Presents an annual report of committee accomplishments at the yearly PBPS business meeting at USCAP utilizing a PowerPoint presentation that should be given to the Secretary/Treasurer prior to the week of USCAP meeting.
10. Recommends names to the PBPS Executive Committee of potential individuals to fill upcoming vacancies.

Responsibilities of the committee members

1. Assist the chair in executing PBPS bylaws and SOP as well as provide suggestions clarifying the duties in related SOP documents.
2. Actively participate in organizing the assigned educational session(s) and working groups.
3. Reviews and scores the abstracts submitted for the PBPS Best Abstract Award
4. If required, assume responsibilities of committee Chair.

Example from 2024 USCAP Companion Meeting Planning Form

Companion Societies are specialty pathology societies that are qualified to hold scientific educational sessions in conjunction with the USCAP Annual meeting. These organizations impact learning and connectivity from a collective, diverse knowledge base, comprising a unique sphere of influence that dramatically enhances the USCAP experience.

Note: For the 2024 Annual Meeting Companion Society Meetings will be 2 hours in length with a suggested maximum of 4 speakers. USCAP will support the business meetings of the Companion Societies before or after the designated Companion Meeting session time. You must designate on the planning form that your society plans on holding a business meeting.

As the accredited CME provider of the Companion Society Meetings, USCAP requires each Companion Society submit a planning form each year. The Chair of the Education Committee (or designee) will review the Companion Society education proposals each year to ensure ACCME compliance and content that is acceptable to USCAP. Faculty should not be invited until the educational program is approved. The following is required for the submission to be considered for complete:

1. Title
2. Course Description (for online program)
3. Why the topic was chosen – Identification of the professional practice gap and

- educational need
 - 4. References
 - 5. Course Learning Objectives
 - 6. Target Audience
 - 7. Detailed Course Outline
 - 8. Up to 2- Moderators and up to 4- Speakers
- When selecting speakers please consider:
1. Racial, ethnic diversity including BIPOC (black, indigenous, people of color)
 2. Gender and gender identification diversity
 3. Geographical diversity
 4. Institutional diversity (avoid more than one moderator and speaker per institution)

The 2024 Companion Meeting Planning Form is due by Thursday, August 3, 2023