

PTSOP minutes – March 3, 2017

Attendees:

Stacey Fry

Nicole Carins

Susan Jackson

Shawn Kassner

Gil Dichter

Associate:

Reginald Morgan

- Meeting was called to order at 2:05 PM
- Minutes from Dec. 2nd, 2016– Nicole made a motion to accept the minutes and was second by Shawn. All present voted to accept the minutes.
- Reviewed SOP4-107 against the proposed TNI PT Program FoPT Update procedure from Maria.
 - Time was spent reviewing Maria’s proposed document by sections but after approximately 30 minutes, the committee came up with input as follows:
 - The majority of the proposed section can be merged into the existing document.
 - If not additional sections will be added as necessary by the committee.
 - The committee requires to know type of changes and triggers needed to update or write SOPs
- SOP 4-102: Committee reviewed the comments submitted by the Policy Committee.
 - Section 4. No action at this time as it was recommended as participants recommended an editorial review of the SOP once the glossary is finished.
 - 5.1 agreed with to eliminate note and make it a stand-alone sentence.
 - 5.3.2 will add “Each new complaint results in the formation of a unique sub-committee to address the complaint.
 - 5.4 Will rephrase I any committee member with a COI are excluded from discussion and review of the subcommittee results as well as from distribution of the subcommittee’s report.
 - 5.6 this is addressed in section 5.7 of the present SOP
 - 6.0 Will not change based on input from Policy Committee
 - 6.5 add at end of sentence: and has recused themselves
 - 6.6 word “valid” removed
 - 7.0 disagree with Policy Committee and will not change
 - 7.3 should be 7.4 and will delete reasonable cause and add with COI
 - 7.9 will update with recommended wording. Participants recommend that a clear rationale be stated followed by discussion with the Panel until some mutual understanding is attained, all prior to notifying the submitter of the conclusion or outcome. PTPEC should only reject the Panel’s conclusion after serious consultation with the Review Panel, and PTPEC should also inform the TNI Board of Directors of that decision to reject the Review Panel’s decision.
- Motion to adjourn by Susan, 2nd by Nicole. All in favor to adjourn. Meeting ended at 3:12 PM
- The next meeting is tentatively scheduled for April 7th at 2PM eastern time.

Respectfully submitted

Gil