

# Pocono Mountains Area of Narcotics Anonymous Hospitals & Institutions Guidelines

revised December 2020

## Definition & Purpose

The H&I Subcommittee of the Pocono Mountains Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: “To ensure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life, from this day forward, may we provide the necessary services.”

This concept should always be our primary concern. This will ensure that when an addict who is housed in a correctional facility, hospital, or treatment facility reaches out for recovery, Narcotics Anonymous will be there.

This H&I subcommittee is a part of the Pocono Mountains Area of Narcotics Anonymous and is directly responsible to that Area.

## Functions of the H&I Subcommittee

- 1) To carry the message to the addict who still suffers while housed within a facility.
- 2) To distribute literature to all presentations through our H&I Panels.
- 3) To conduct a monthly subcommittee meeting.

## Functions and Purpose of a Panel

Definition of Panel: A group of Narcotics Anonymous members who participate in a given H&I meeting/presentation.

- 1) A Panel consists of a Panel Coordinator, Panel Leader(s), Panel Member(s), and Observer(s).
- 2) A Panel Leader should rotate out after three months of serving and the position is to then be filled by a Panel Member to keep the spirit of rotation.
- 3) A Panel Member will rotate to Panel Leader after serving three to six months. 4) An Observer rotates up to a Panel Member after fulfilling commitment, if position is open.

- 4) Panel Leaders are required to go in every week with the option of every other week if applicable.

*“Any NA member can be a leader, and every NA member has the right to serve the fellowship. Effective NA leadership knows not only how to serve, but when it will serve best to step aside and allow others to take over. An entrenched bureaucracy inhibits our fellowship’s growth, while a regular influx of new leadership, balanced by continuity, inspires NA growth. The effective leader also knows that, in order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation.” (Concept 4)*

### Voting and Membership

Motions may be made, seconded, and voted on by active voting members only. To become an active voting member, one must be a home group member of our Area and attend two (2) consecutive H&I Subcommittee meetings. “If a voting member misses two consecutive subcommittee meetings, they will lose their voting privileges until they have again attended two consecutive meetings.”

Panel Coordinators and Panel Leaders must be active voting members or they will be removed from the Panel, with consideration.

**ALL MEMBERS OF THE H&I SUBCOMMITTEE SHOULD HAVE A NARCOTICS ANONYMOUS SPONSOR AND A PMANA HOMEGROUP-SHOULD ATTEND THE MONTHLY H&I SUBCOMMITTEE MEETINGS.**

### Officers and Attendance

A service board of officers shall consist of a chairperson and vice chairperson. These officers will be elected in ~~February~~ January for a term of one (1) year. The Chairperson and Vice Chairperson are first nominated by the H&I subcommittee and then will be voted in by the Area Service Committee at its monthly meeting in February.

Any Subcommittee officer or member who relapses will automatically be relieved of their responsibilities. No one person can hold the same position for two (2) consecutive terms. Any two (2) consecutive H&I subcommittee meeting absences will be brought to the attention of the Area Service Body as determined by the Subcommittee.

In the case of resignation of the Chairperson, the Vice Chairperson shall automatically assume the duties and responsibilities of the Chairperson until the position is filled.

## Qualifications and Duties of Officers

### Chairperson

It is recommended that the Chairperson have at least two (2) years clean time plus a minimum of six (6) months activity in Narcotics Anonymous H & I work. This position is a one (1) year term elected by the Area Service Committee.

Responsibilities include:

- 1) Oversee and keep order at Subcommittee meetings.
- 2) Prepare an agenda for the Subcommittee meetings.
- 3) Ensure that the Traditions are upheld in all matters.
- 4) Maintain a link of communication between the H&I Subcommittee, Area Service Committee Region, and the Public Relations Subcommittee.
- 5) Give a monthly report to the Area Service Committee. Must attend all Area service committee meetings held the 1<sup>st</sup> Saturday of each month.
- 6) Attend each meeting of the Regional H&I Subcommittee and bring a report of its activities back to the Subcommittee.
- 7) Work with Public Relations in correspondence with any new or prospective facilities.
- 8) Must be familiar with the Dos and Don'ts, the PMANA H&I Guidelines in its entirety, including addendums for all commitments and speaker requirements.
- 9) Fill in for any panel position at any facility in the case that the vice chair cannot.

### Vice Chairperson

It is recommended that the Vice Chairperson have at least one (1) year of clean time and six (6) months of experience in Narcotics Anonymous H & I work. This position is a one (1) year term elected by the Area Service Committee.

Responsibilities include:

- 1) Assume the responsibilities of the Chairperson in the event of the Chairperson's absence.
- 2) Ensure that all Panel Leaders have adequate literature for their meetings by acting as a literature distributor. Obtain literature for entire committee from ASC at each meeting.
- 3) Learn the responsibilities of the Chairperson with the intention of assuming the Chairperson's responsibilities.
- 4) Assist the Chairperson in any H & I, Area Service Committee, or Regional Narcotics Anonymous related projects.
- 5) Must be able to attend Area Service Committee meetings held the first Saturday of every month
- 6) Assist the Panel Coordinator fill speaking and panel member positions for H&I Presentations and help them keep the spirit of rotation on panels.

- 7) Must physically fulfill any position on a panel in the event that it cannot be filled by Panel Coordinator or another H&I member.
- 8) Must be familiar with the Dos and Don'ts, the PMANA H&I Guidelines in its entirety, including addendums for all commitments and speaker requirements.

### **Secretary**

It is recommended the Secretary have at least six (6) months clean. This position is a one (1) year commitment and is elected by the H&I Subcommittee.

Responsibilities include:

- 1) Record the minutes of all H&I Subcommittee meetings keeping one (1) copy on file and providing one (1) copy to the Chairperson and Vice Chairperson for total of (3) copies.
- 2) Keep records of all subcommittee members, including email addresses and telephone numbers.
- 3) Keep copies of all the facilities' rules and regulations regarding H & I presentations as well as the Do's & Don'ts for H & I, in addition to the H&I guidelines, NA readings, and meeting format for the subcommittee and facility. Must provide Panel Coordinator and Panel Leader with any applicable documents.

### **Second Secretary**

It is recommended the Second Secretary have at least ninety (90) days clean time and a willingness to serve. This position is a one (1) year term and is elected by the H&I Subcommittee.

Responsibilities include:

- 1) Assist the secretary in keeping notes and keeping up with having copies of all documents.
- 2) Learn the responsibilities of the secretary with the intention of assuming that position.
- 3) In the event of the resignation of the secretary, the position shall be filled by the second secretary or held open until an active member of H & I is found to fill the position.

## **Monroe County Correctional Facility (MCCF) Panel**

The panel shall be composed of no more than three (3) members per presentation at a time (this is including speakers) as per facility guidelines. Six (6) members in total, including male panel and female panel. There must be two (2) or more people present on a commitment. No person should ever take the commitment in alone.

### **Correctional Facility Panel Coordinator**

It is recommended that a panel coordinator have at least two (2) years clean time and six (6) months H & I experience. The panel coordinator must be able to attend all monthly Subcommittee meetings. This is a one (1) year term.

Responsibilities include:

- 1) Email the names of trusted servants (speakers, rotating panel leaders, panel members and observers) into the facility on a weekly basis.
- 2) Working within the constraints of the facility in question.
- 3) Acting as the single point of accountability in keeping communication between panel leaders, the facility, and the H&I Subcommittee, as well as getting confirmation and follow up on all participation details.
- 4) Maintaining a calendar of rotating panel leaders and their monthly commitments
- 5) Attend monthly H&I Subcommittee meetings to report on presentations to subcommittee members.
- 6) Maintain a list of Subcommittee approved Panel Leaders, Panel Members, and Observers along with their dates of election in a notebook that can be passed to the next Panel Coordinator
  - a. Inform the subcommittee and people on the panel when positions are fulfilled.
  - b. Help keep the spirit of rotation on the panel.
- 7) Act as a Panel Leader and is subject to the responsibilities of that position if a Panel Leader cannot attend a presentation or in the case that there is no elected Panel Leader.
- 8) Must be an active voting member or they will be removed from the Panel, with consideration.
- 9) Responsible for making sure the speaker can meet speaker requirements.
- 10) Keep copies of blank jail clearance forms to distribute. The Correctional Facility Panel Coordinator is responsible for getting the clearance forms to the contact person at the facility (via email) and informing the individual if they are cleared or not.

### Rotating Correctional Facility Panel Leader

It is recommended that a rotating panel leader have at least one (1) year clean time and ~~three~~ six (6) months of Narcotics Anonymous H & I experience. The rotating panel leader must attend all monthly Subcommittee meetings and submit a written report every month to the Panel Coordinator in order to maintain accountability to the Subcommittee. A Panel Leader must be cleared by the facility. It is recommended that a Panel Leader first serves as a Panel Member for it's full term prior to moving up to this position. This position has a term of three (3) months. There is a limit of four (4) panel leaders at any given time: two (2) males and two (2) females.

Responsibilities include:

- 1) Invite speakers to the H & I presentations. Ensure they are cleared by the jail and meet speaker requirements.
- 2) Do all things to conduct the presentation – read Correctional Facility Format provided by PMANA H&I, bring readings and literature, ensure inmates sign in during presentation, etc.
- 3) Contact the panel coordinator 48 hours prior to the presentation with the name of the speaker, the names of all members who are going in that evening, and all other presentation information the panel coordinator needs.

- 4) Submit a written report on the H & I presentation to the panel coordinator at prior to monthly subcommittee meeting.
- 5) Obtain any supplies that are running low for the presentation.
- 6) Make sure everyone you bring in is familiar with the facility guidelines and is carrying an NA message of recovery.
- 7) Be familiar with the Subcommittee and facility rules and possess a copy of the Do's and Don'ts and provide a copy to speakers for review prior to presentation.
- 8) "Panel Leaders must sign a copy of the Do's & Don'ts for the Facility which they will be attending. They must provide the Subcommittee with this signed copy to increase accountability."
- 9) Make sure the presentation begins and ends on time and is no more than one (1) hour.
- 10) Must be an active voting member or they will be removed from the Panel with consideration.
- 11) A Panel Leader must first serve as a Panel Member if they have not been a Panel Leader of MCCF in the past.
- 12) Give panel report at monthly subcommittee meeting if Panel Coordinator is absent.

### Correctional Facility Panel Member

MCCF requires one (1) year clean time for any panel participants. A Panel Member must have a willingness to serve and be qualified and assigned by the H&I Subcommittee. They must be cleared by the facility. The panel member's term is a three (3) to six (6) months. A panel member must attend the Subcommittee meetings no less than twice per quarter. A panel member must attend a minimum of two (2) presentations per month. Panel Members cannot bring a meeting into a facility without a Panel Leader. There is a limit of four (4) panel members at any given time: two (2) male and two (2) females.

#### Requirements:

- 1) Be familiar with the MCCF H&I presentation format.
- 2) Be familiar with the Subcommittee and facility rules. This includes Dos and Don'ts and Speaker requirements.
- 3) Be able to share the message of recovery in H & I presentations.
- 4) A Panel member must first serve as an observer if the member has never served on the MCCF panel.

### Correctional Facility Observer

There is a limit of two (2) observers at any given time: one (1) male and one (1) female. A recovering addict may attend the MCCF panel presentation as an observer provided the addict meets the following requirements:

- 1) Attend at least one (1) PMANA H&I Subcommittee meeting.

- 2) Meets one-year clean time requirement for this facility.
- 3) Must be elected by the H&I Subcommittee.
- 4) Attends a minimum of two (2) presentations at the facility between two (2) consecutive PMANA H&I Subcommittee meetings.
- 5) Observers are there to simply observe, not say anything during the presentation. The only exceptions are if the observer is filling in as a speaker, or if the observer volunteers to do a reading.

## **Lehigh Valley Health Network- Pocono (LVHN- Pocono) Panel**

The Panel shall be composed of no more than ~~three~~ two (2) members at a time during a presentation. No member may attend a presentation alone. All participants must be approved by the H&I Subcommittee. A member may not attend the presentation if they have been inpatient, on the Behavioral Health Unit, in the twelve (12) months prior to the presentation.

### **Hospital Panel Coordinator**

It is recommended that a Hospital Panel Coordinator have two (2) years clean time and six (6) months of H&I experience. The Panel Coordinator must be able to attend all monthly Subcommittee meetings. This position is a one (1) year term.

Responsibilities include:

- 1) Act as the single point of accountability for communication between Panel Leaders, the hospital contact person, and the H&I Subcommittee. When necessary, make a phone call to the hospital contact person to maintain communication
- 2) Attend monthly H&I Subcommittee meetings to give a report to the Subcommittee on the meetings that month. This information should be obtained from Panel Leader prior to the subcommittee meeting.
- 3) Must call Nurse's Station ([5704763422](tel:5704763422)) each Saturday between 11 am and noon to verify if a presentation is needed that afternoon.
- 4) Maintain knowledge of current hospital requirements and work with the Subcommittee to ensure they are upheld. Notify Chairperson promptly, if any problems occur.
- 5) Maintain a calendar of Panel Leaders, including Panel Members and Observers that attend the presentations.
- 6) Maintain a list of Subcommittee approved Panel Leaders, Panel Members, and Observers along with their dates of election in a notebook that can be passed to next Panel Coordinator
  - a) Inform the subcommittee and people on the panel when positions are fulfilled.
  - b) Help keep the spirit of rotation on the panel.
- 7) May act as a Panel Leader and is subject to the responsibilities of that position.

- 8) Must be an active H&I voting member or they will be removed from the Panel with consideration.

### Hospital Panel Leader

It is required that a Hospital Panel Leader have ~~two~~ one (1) year clean time and six (6) months of H&I experience. They must possess a willingness to serve and be qualified and assigned by the H&I Subcommittee. A Hospital Panel Leader must be able to attend all H&I Subcommittee meetings.

Responsibilities include:

- 1) Select one (1) or two (2) Panel Members to participate in Panel each week. If an Observer is scheduled to attend, then only one (1) additional Panel Member may attend. All Panel Members must be approved by the H&I Subcommittee and be familiar with Hospital Guidelines and H&I Do's and Don'ts.
- 2) Bring the necessary Hospital approved NA literature (list can be found on Hospital format).
- 3) Possess a copy of the Hospital Guidelines, H&I Guidelines, and H&I Do's and Don'ts and be able to share the message of recovery in a manner which is consistent with these guidelines.
- 4) Keep the presentation focused on simple, hopeful information. It is necessary for the Panel Leader to keep presentation on time, only read the provided LV-Pocono Presentation format and make sure the meeting is no more than one (1) hour.
- 5) Be able to gently but directly prevent patients from giving feedback and encourage them to make a regular meeting when they are discharged.
- 6) Report any problems or concerns promptly to the Panel Coordinator and/or the Subcommittee.
- 7) Must be an active voting member or they will be removed from the Panel with consideration.
- 8) A Panel Leader must have served as a Panel Member in Lehigh Valley Pocono.
- 9) "Panel Leaders must sign a copy of the Do's & Don'ts for the Facility which they will be attending. They must provide the Subcommittee with this signed copy to increase accountability."

### Hospital Panel Member

It is required that a Hospital Panel Member have one (1) year clean time and three (3) months of H&I experience. They must possess a willingness to serve and be qualified and assigned by the H&I Subcommittee. A panel member must have attended the Hospital Presentation as an Observer twice in the previous two (2) months. A Panel Member must attend the Subcommittee meetings no less than two (2) times per quarter. This position has a term of at least six (6) months. A Panel Member cannot go into a facility without a Panel Leader or the Panel Coordinator.



Responsibilities include:

- 1) All Panel Members must be familiar with, and possess a copy of, the Hospital Guidelines and Do's and Don'ts.
- 2) All Panel Members must submit a signed copy of the Hospital Do's and Don'ts and the Facility Guidelines to the Subcommittee before attending a Hospital Presentation.
- 3) Be able to share the message of recovery in a manner which is consistent with the Facility Guidelines, Hospital Do's & Don'ts, and the 12 Traditions of Narcotics Anonymous.
- 4) Possess an understanding of the sensitivity of this Commitment and be willing to share a simple, clear message of hope, as it relates to the literature selection.
- 5) Report any problems or concerns promptly to the Panel Leader, Panel Coordinator, and/or the Subcommittee.
- 6) A Panel Member may assist the Panel Leader in running the presentation as well as help find speakers for the presentation.
- 7) Give panel report at monthly subcommittee meeting if Panel Coordinator is absent.

### Hospital Observer

It is required that a Hospital Observer have at least one (1) year clean time and three (3) months of H&I experience. They must possess a willingness to serve and be qualified and assigned by the H&I Subcommittee. This position has a two (2) month commitment with consideration for a Panel Position after no less than four (4) Presentations have been attended.

Responsibilities include:

- 1) A Hospital Observer must review the Workshop Information, Facility Guidelines, and Hospital Do's & Don'ts. They are responsible to ask any questions and have a clear understanding of this information, and the Subcommittee Guidelines for this position.
- 2) All Hospital Observers must be familiar with, and possess a copy of, the Hospital Guidelines and H&I Do's and Don'ts.
- 3) All Hospital Observers must submit a signed copy of the Do's and Don'ts and the Facility Guidelines to the Subcommittee before attending a Hospital Presentation.
- 4) A Hospital Observer is not to share during a Presentation. This is strictly a learning position.
- 5) A Hospital Observer must report any problems or concerns promptly to the Panel Leader, Panel Coordinator, and/or the Subcommittee.

## **Treatment Facility Panel**

There must be a minimum of two members present. No one member should ever take in a meeting alone. All Panel positions are voted in specifically to a particular treatment facility, however, if a someone holds a position at treatment facility, they may fill in at another

treatment facility in the same manner (ie, panel leader, panel member, observer, etc.)  
\*Please see addendums for guidelines regarding each specific treatment facility\*

### Treatment Facility Panel Coordinator

It is recommended that a panel coordinator have two (2) years clean time and six (6) months H&I experience. The panel coordinator must be able to attend all monthly subcommittee meetings. This position has a term of one (1) year.

Responsibilities include:

- 1) Provide the names of trusted servants to the facility, as needed.
- 2) Work within the constraints of the facility in question. Maintain knowledge of current facility requirements listed in the addendums and work with the facility to ensure they are upheld. Notify chairperson promptly if problems occur.
- 3) Act as a single point of accountability in keeping communication between panel leaders, the facility, and the H&I Subcommittee.
- 4) Maintain a calendar of panel leaders and their monthly commitments.
- 5) Attend monthly H&I subcommittee meetings to give monthly reports on presentations from panel leaders. Coordinators should obtain this information from the Panel Leaders prior to the subcommittee meeting.
- 6) May act as a panel leader and is subject to the responsibilities of that position as well.
- 7) Must be an active voting member or they will be removed from the Panel with consideration.
- 8) Responsible for helping Panel Leader make sure the speaker can meet speaker requirements.

### Treatment Facility Panel Leader

It is recommended that a panel leader have at least one (1) year clean time and six (6) months of Narcotics Anonymous H&I experience. Panel leaders must attend all monthly Subcommittee meetings and submit a report to the Panel Coordinator every month to maintain accountability to the subcommittee. This position has a term of three (3) months. The limit on Panel Leaders varies depending on the facility. Please see addendums for each facilities guidelines.

Responsibilities include:

- 1) Invite speakers to the presentation. Ensure speakers meet all of the H&I speaker requirements as well as the facilities requirements (found in addendums).
- 2) Do all things to conduct the presentation. This includes making sure the readings are at the facility and reading from the format provided for the specific treatment center.
- 3) Panel leader must stay in contact with the Panel Coordinator and give the Coordinator a list of all panel members and speakers going into presentations each week. Panel Coordinator needs the information for all weeks prior to the monthly subcommittee meeting.

- 4) Obtain any supplies and literature that are running low for the presentation.
- 5) Give panel report at monthly subcommittee meeting if Panel Coordinator is absent.
- 6) A Panel leader is responsible for making sure everyone brought into the facility is familiar with the facility guidelines and is carrying an NA message of recovery.
- 7) Be familiar with the subcommittee and facility rules and possess a copy of the Do's and Don'ts, presentation format, and readings.
- 8) Panel Leaders must sign a copy of the Do's & Don'ts for the Facility which they will be attending. They must provide the Subcommittee with this signed copy to increase accountability.
- 9) Make sure the presentation begins and ends on time and is no more than one (1) hour.

### Treatment Facility Panel Member

Panel members are recommended to have a minimum of six (6) months clean time. They must have a willingness to serve and be qualified and assigned by the H&I subcommittee. They must be cleared by the facility wherever necessary. A Panel Member must attend the Subcommittee meetings no less than two (2) times per quarter. The panel member's term is three (3) months. A Panel Member cannot bring a meeting in without a Panel Leader. The number of panel members allowed on each facility panel varies by the facilities rules. Please see addendum for these requirements.

Responsibilities include:

- 1) Be familiar with the H&I presentation format.
- 2) Be familiar with the subcommittee and facility rules.
- 3) Be able to share the message of recovery in H&I presentations.
- 4) Assist Panel Leader in running the presentation. This is a learning position to move to a Panel Leader and the Member should become comfortable with these tasks.

### Treatment Facility Observer

To be voted in an Observer in a treatment facility you must attend at least one (1) PMANA H&I Subcommittee meeting. The member must have ninety (90) days clean and also meet the minimum clean time requirement for the facility in question. Each facility has different requirements which are found in the addendums. Each Observer must be approved by the H&I Subcommittee to attend each facility and must be available to attend to the monthly H&I Subcommittee meetings.

Responsibilities include:

- 1) Attend a minimum of two (2) presentations at the facility between two (2) consecutive PMANA H & I Subcommittee meetings.
- 2) Become familiar with the facilities guidelines and H&I's Dos and Don'ts
- 3) Observers are there to simply observe, not say anything during the presentation. The only exceptions are if the observer is filling in as a speaker, or if the observer volunteers to do a reading.

*The Subcommittee reserves the right to remove trusted servants from their positions by group conscience if and when they violate the group policy and/or guidelines.*

**Special Exception:** With Chair's discretion, a past Panel Leader could stand in for another Panel Leader in order to fulfill commitment and carry the NA message, assuming this person still meets all clean time requirements and the requirements for the facility.

## Speaker Requirements for all H&I Presentations

- 1) Must have appropriate clean time (meets the facilities minimum clean time requirements.)
- 2) Must have a Narcotics Anonymous Sponsor
- 3) Must have a Narcotics Anonymous Homegroup
- 4) Must be a member of Narcotics Anonymous and work NA steps
- 5) Carry a clear Narcotics Anonymous message of recovery. ***Remember this is a presentation, not a regular NA meeting. We are there to share our experience, strength, and hope.***
- 6) The ability to follow Do's and Don'ts
- 7) Share where you were before, how you got clean, and how it is today.
- 8) DO NOT bring an NA member to speak who has family or friends in the facility, to their knowledge.
- 9) Total and complete abstinence from any mind or mood altering substance
- 10) Panel Coordinators as well as Panel Leaders are responsible for making sure speakers can meet these requirements
- 11) Please see addendums for treatment facilities for more specific speaker requirements.

## **ADDENDUM for Treatment Facilities**

### ALINA LODGE

*Meet Sundays @ 7:00PM*

3 People Maximum to go into facility for commitment, including Panel Members and speaker  
Maximum of two Panel Leaders, Two Panel Leaders, and one Observer  
Minimum one-year clean time for members and speaker.  
Minimum one year out of the facility

### HILLSIDE

*Meets Tuesdays @ 7:30PM*

This is a MALE only facility and commitment. Females may not be voted in on the panel, but they are permitted by the facility to fill in if needed.  
6 People maximum to go into facility for commitment, 5 Panel Members + speaker  
Maximum of two Panel Leaders, two Panel Members, and two Observers  
Minimum of 90 days for all members and speaker.  
Minimum of 90 days out of the facility to go in.

### PMRC

*Meets Thursdays @ 7:00PM*

3 people maximum to go into facility for commitment, 2 panel members + speaker  
Minimum of 90 days clean time for panel members and speaker.  
Must have been out of the facility as a client for 6 months to speak. This includes Meadowbrook and Rock Crest.  
Must wait a year after being an employee at PMRC to be a speaker. This includes Meadowbrook and PMRC.

### BROOKDALE

*Meets Wednesdays @ 6:30PM*

3 people maximum to go into facility for the commitment, including Panel Member and Speaker  
Maximum of two Panel Leaders, two Panel Members, and one Observer  
Minimum of 90 days to go in on the Panel.  
Speakers must have a minimum of 1 year clean time.

# **WHAT IF I CAN'T MAKE MY COMMITMENT ONE WEEK AS A PANEL LEADER?**

Follow these steps:

**Step One:** Is there any other panel leader that goes into your commitment? Can they fill in this week? Start by asking already active panel LEADERS. A panel MEMBER or OBSERVER CANNOT bring a meeting in themselves.

**Step Two:** If there are no other available panel LEADERS for your facility available that week, ask the panel COORDINATOR. It is part of their duties and responsibilities to fill in as a LEADER as needed.

**Step Three:** No other leader or coordinator available? Reach out to the VICE CHAIR. It is part of their duties and responsibilities to fill in on all positions as needed. The VICE CHAIR will reach out to CHAIR if need.

**Step Three and a half:** The CHAIR and VICE CHAIR can help you find an alternate replacement. Someone who is a LEADER in a similar facility can fill as a LEADER in your facility. A past panel LEADER at the same facility can fill in as a last resort as long as they still meet the clean time and are brought up to date on current H&I and facility guidelines.

**MINIMUM OF 2 PEOPLE IN AT ALL TIMES.**

**THERE MUST ALWAYS BE A PANEL LEADER.**

**A PANEL MEMBER OR OBSERVER CANNOT FILL IN ALONE AS A LEADER.**

**COMMUNICATE ALL PROBLEMS WITH PANEL COORDINATOR PRIOR TO GOING IN. IT IS THE PANEL LEADER AND PANEL COORDINATORS RESPONSIBILITIES TO MAKE SURE ALL PROPER PROTOCOLS ARE FOLLOWED. COMMUNICATION IS KEY!**