



HEALTHIER WORKPLACES | A HEALTHIER WORLD

TECHNICAL REVIEW PROCESS FOR AIHCE EXP 2021

July 28, 2020 - Town Hall

Presented by Erin Breece, Kathryn Christoe & Alla Orlova

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IMPORTANT AIHCE 2021 DATES

- **June 16** – Call for Proposals opened
- **July 10 – August 12** – Call for Technical Reviewers
- **September 23** – Proposal Submission **DEADLINE** (*for PDCs, education sessions, case studies, scientific research, & professional posters*)
- **September 28 – October 11** – Volunteer groups online technical review period
- **October 12 – 25** – Continuing Education Committee & Conference Program Committee review period
- **November 2020** – Acceptance notifications sent to presenters
- **December 2020** – Registration opens



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CALL FOR AIHCE EXP 2021 TECHNICAL REVIEWERS

- A technical reviewer serves as the subject matter expert and reviews submissions to ensure they are scientifically sound, innovative, and relevant to the profession
- Review is bi-level with two phases (technical reviewers and CPC/ CEC)
- The technical review process occurs prior to the CPC/ CEC reviews and assists the committees in selecting the final content to be presented as the 2021 education program



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TECHNICAL REVIEW LOGISTICS

- Review is conducted entirely online and will be open **September 28 – October 11, 2020**
- The review process is blind, and no submitter information will be shared
- The time commitment, per proposal, is approximately 15-20 minutes, and will vary, depending on the number of submissions received in your topic area
- Most topics receive a handful of proposals (5-10 total), while more popular topics, like Risk Assessment, could have many more reviews to complete (50-100 total)
- Accurate count of proposals in each topic area cannot be provided until the submission deadline has passed



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TECHNICAL REVIEW INSTRUCTIONS

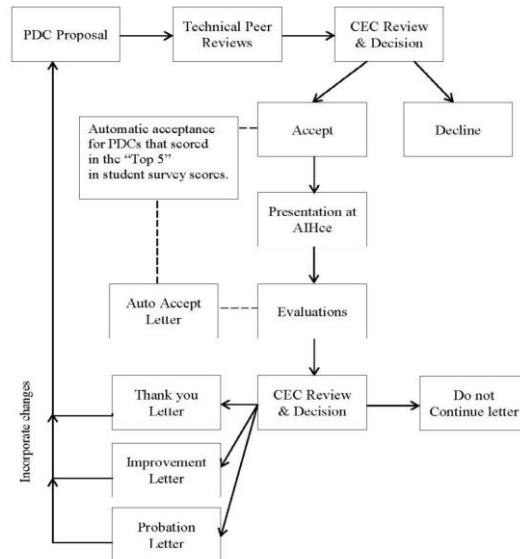
- We ask each volunteer group to submit the names of 4 reviewers and 2 alternates by **Wednesday, August 12**
- We need a minimum of 2 reviewers for PDCs and 2 for the education program (the same 2 volunteers can review both PDCs and education submissions), and an alternate for each in any given topic area
 - This is the **minimum** number needed, but more can volunteer to review if desired
 - You can volunteer to review PDCs or education sessions, or both (please specify at the time of volunteering)

TECHNICAL REVIEW INSTRUCTIONS

- If volunteer names are not supplied by volunteer groups, we will ask committee leadership (Chair and Vice Chair) to assume review responsibility for each committee
- This is your committee's opportunity to help select the content offered at the 2021 conference

- Professional Development Courses
 - Will be held on Saturday, Sunday, and Thursday
 - Half-day, one-day, and two-day formats
 - Selections made by Continuing Education Committee

PDC REVIEW & SELECTION PROCESS FLOW CHART



PDC VOLUNTEER GROUP TECHNICAL REVIEW PROCESS

- Prior to reaching the CEC, the submissions assigned to volunteer groups, according to their topic area, for technical content review.
- These reviews are factored into the CEC quantitative review process.
- For 2021, this review is scheduled for **September 28 – October 11, 2020**
 - A call for reviewers (4 members from each VG + 2 alternates) is open now, thru August 12, 2020.



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HOW ARE PDCS SCORED?

- Is the topic is relevant to OHS?
- Is the topic: New/Emerging, Core/Foundational, Waning
(Rating 1-5)
- The proposal has a sound technical basis
- Course description is clear and concise
- Learning Outcomes are appropriate for level
- Outline describes the content appropriate for selected course level
(introductory, intermediate, advanced)
- **Recommendation:** (Suggest that the CEC ACCEPT or REJECT the proposal)
- **Comments:** (Open text box)

The evaluation is conducted in a uniform manner using a format, which results in a quantified rating for each proposal.



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HOW DOES THE CEC REVIEW PDCS?

- Each proposal is evaluated by at least two members of the CEC to assure that it is relevant to the profession, titled properly and meets its stated objectives. Course outline and teaching methods are critiqued, and presenter credentials/biographies are reviewed.
- The Committee then considers all proposals and their ratings in light of program topical balance, educational needs expressed by member surveys, and the AIHA's strategic goals.
 - For courses previously conducted, the major factor in the review are the student evaluations.



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HOW ARE PDCS SELECTED?

- Wide range of topics representing field of IH
- 40% introductory, 50% intermediate, and 10% advanced
- 75% full day, 15% half day, 10% two day
- One PDC addressing each of the CPAG content priorities
- At least 25% new courses each year.
- Top 5 courses from the previous year (based on ratings and attendance) automatically accepted
- Final selections are limited by the number of rooms available to us at the convention center.



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WHY WOULD THE COMMITTEE NOT ACCEPT A PDC PROPOSAL?

Many more proposals are submitted than can be accommodated at the AIHce EXP. There are several reasons for not selecting a particular course.

Examples include:

- relevance to the members
- accuracy of technical information presented
- previous student evaluations
- overabundance of course offerings in one area
- content similar to another course
- need for course rotation
- simply lack of interest by the members at large



- AIHce Education Sessions
 - Will be held Monday, Tuesday, and Wednesday
 - Scientific Research (30 min)
 - Case Studies (30 min)
 - Education Sessions (1 hour)
 - Professional Posters
 - Student Posters
 - Student Presentations



HOW ARE PROPOSALS REVIEWED?

- Technical committees review
 - September 28 – October 11, 2020
 - A call for reviewers (4 members, +2 alternates from each VG) is **open now through August 12**
- Conference Program Committee review
 - October 12th – 25th
 - Scores from separate groups are tabulated
- Comparison of scores forms basis for discussion by CPC
- Final selections made by November
- Notifications sent mid- to late- November

HOW ARE PROPOSALS SCORED?

(1–Strongly Disagree to 5–Strongly Agree)

- This presentation will be of interest to the AIHce audience
- The content of this session is current and relevant to OHS professionals
- This proposal is clear, well-organized, and well-written
- This presentation should be accepted for AIHce

SELECTION PROCESS

- Ratings from previous conferences used to inform the selection process
- Data from AIHA research and surveys will help identify popular topics
- Tracks will be identified based on accepted proposals/ spread of topics

SESSION ARRANGING

- Two individual case study or scientific research presentations (30 minutes each) comprise a single one-hour session
- Conference Program Committee will arrange combined sessions based on content
 - AIHA staff will ask Volunteer Groups for names of Moderators for any combined sessions in their topic area

MULTIPLE PART SESSIONS

- Option to submit two proposals with the same title, identified as Part 1 or Part 2
- Each Part can have a maximum of 3 speakers (maximum session total of 6 speakers)
- The two Parts should have different content and presenters
 - Conference Program Committee may decide to accept only one of them



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PROPOSAL SELECTION PROCESS

- Proposals not selected are considered for posters, webinars, *Synergist* articles, etc.
- Intent is to have an open process with wider participation in order to select the best content for AIHce EXP



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AIHA EDUCATION NEEDS ASSESSMENT FINDINGS

- Align education with demand
- Create tracks to help with planning AIHce experience
- Identify how education helps IHs in terms of work and career
- Levels of education should be considered
- Experiment with new engagement approaches

EDUCATION NEEDS ASSESSMENT – RESULTS

Most Critical Topics for IH Professionals*

	0-10 years of exp.	11+ years of exp.
Total	1277	1019
Exposure Assessment	85%	84%
Chemical Hazards	79%	69%
Health Risk Analysis/Hazard Communication	68%	78%
Communicating IH Concepts	55%	73%
Air Sampling/Instrumentation Analysis	78%	56%
Serving the Changing Workforce	52%	70%
Engineering Controls/Ventilation	55%	60%
Noise/Hearing Loss Prevention	54%	47%
Ergonomics	46%	44%
Total Exposure Health	46%	61%
Toxicology	40%	51%
Sensor Technology and Big Data	28%	40%

* % of respondents that indicated the topic was one of the top 3 most critical for professionals with 0-10 and 11+ years of experience

CONTENT PRIORITIES 2021-2025

- Big Data & Sensor Technology
- Communicating IH Concepts
- Changing Workforce
- Exposure Banding
- Total Worker Exposure

2021 GAP ANALYSIS SUMMARY

- we are highly technically skilled professionals
- we crave education to grow and reinforce these technical areas
- However, we often don't seek out education outside of our comfort zones (e.g., soft or power skills)
- previously identified by AIHA as part of our core competencies
- dearth of skills and topics (and less well covered communications related areas) are most telling result
- at least from a "what's missing?" standpoint

GAP ANALYSIS: TOPICS AND SKILLS OBVIOUS AND ABSENT

- changing workforce
- interpersonal communication skills
- conflict management
- safety culture
- behaviors
- leading indicators
- management systems
- business justification

COMMITTEE AWARD LECTURES

- Any AIHA committee that wants a committee award lecture on the program must have all content finalized and submitted by the deadline of September 23, 2020, 11:59pm Eastern, no exceptions
 - The CPC will review these submissions based on the same criteria as all of the other session types and there is no guarantee of acceptance
- All content needs to be in final form, nothing “to be determined”
- These sessions will be accepted based on merit of content and should not be focused on the award itself
- For any committee award that is accepted on to the education program, the committee award name cannot be listed in the title
 - List the title in the session description instead

PROOF OF PARTICIPATION

- Per ABIH, this activity would fall under the pro-bono activity, (.5 points for each 40 hours)
- AIHA will issue you a letter of participation in late October and list the # of reviews you completed for proof for ABIH



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THANK YOU FOR YOUR SUPPORT!



For weekday education: Kathryn Christoe, kchristoe@aiha.org

For PDCs: Erin Breece, ebreece@aiha.org



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