REPORT OF THE AMA YOUNG PHYSICIANS SECTION GOVERNING COUNCIL

Subject: AMA-YPS Handbook Review Process

Presented by: Jordan Warchol, MD, MPH, Chair

Referred to: AMA-YPS Reference Committee

INTRODUCTION

The HOD Handbook Review process is an integral part of the policy work conducted by the YPS. This process provides Assembly members with an opportunity to share the perspectives of young physicians as it relates to reports and resolutions that will be considered by the AMA House of Delegates (HOD).

This informational report will provide an overview of the purpose for the HOD handbook review, outline the YPS process, describe latest trends, and identify opportunities to improve engagement in this process.

HOD HANDBOOK REVIEW: PURPOSE AND PROCESS OVERVIEW

The YPS Handbook Review Committee is convened prior to each YPS Assembly meeting to review the HOD Handbook, which is a catalogue of all Board/Council reports and resolutions submitted to the AMA-HOD for consideration. The YPS Handbook Review Committee identifies those issues relevant to young physicians or of timely significance to the profession as a whole. The purpose of highlighting these issues is to allow the Section to discuss each item and recommend a position, which then guides the AMA-YPS Delegate and Alternate Delegate as they testify and vote on the Section’s behalf.

The YPS coordinates its review committees with each AMA-HOD reference committee. Each review committee is comprised of a minimum of two representatives to the Assembly and one AMA-YPS Governing Council member—one person is asked to chair each handbook review committee. When considering volunteer assignments, an effort is made to ensure a mix of representatives from different geographical areas, specialties, and genders. As much as possible, each review committee will be comprised of new and experienced YPS members.

During the initial handbook review, committee members receive a copy of the grid with HOD items that correspond to their assigned reference committee. Reviewers are asked to provide a recommended position (as noted in Appendices A and B) and provide supporting rationale. The Chairs use this feedback to prepare a consensus position for each item of business.

As the YPS Delegate and Alternate Delegate provide oversight of the HOD handbook review process, they evaluate the grids presented by the Chairs. In turn, the YPS Delegate and Alternate Delegate, along with the remaining Governing Council members, work with the Chairs to propose a recommended position for items where consensus could not be reached.

During the YPS Assembly meeting, a consent calendar (i.e., the grids) is presented during the handbook review session, which is led by the YPS Speaker, in conjunction with the Delegate and Alternate Delegate. Members of the Assembly can extract items and comment until a consensus vote is taken. These votes provide further direction to the YPS Delegate and Alternate Delegate as to how they should testify.

1 Annual meeting reference committees: Amendments to Constitution and Bylaws; A (Medical Service); B (Legislation); C (Medical Education); D (Public Health); E (Science and Technology); F (AMA Finance and Governance); and G (Medical Practice). Interim meeting reference committees: Amendments to Constitution and Bylaws; B (Legislative advocacy); C (Advocacy on medical education); F (AMA Finance and Governance); J (Advocacy on medical service and practice); and K (Advocacy on science and public health).
It should be noted that the handbook review process delineates the actions of the Section primarily for Reference Committees. The Delegate and Alternate Delegate use the handbook review discussions and the YPS grids to inform their decisions regarding voting in the House of Delegates. However, that vote is subject to their discretion based on the reports of the Reference Committees and actions on the floor within the House of Delegates.

**RECENT TRENDS**

On various occasions, consensus votes taken at YPS Assembly meetings have been modified to align with positions held by other medical societies without explanation for the need for YPS Assembly support or input. While it is important to consider different perspectives, modifying YPS positions to reflect other interests may inadvertently diminish the unique perspective and voice of the YPS. Further, there may be unintended consequences associated with using the Section’s political capital to testify on issues that may not be specifically relevant to the YPS.

**OPPORTUNITIES FOR ENHANCEMENT**

Your Governing Council explored ideas to preserve the voice of the YPS during handbook review deliberations while creating opportunities for discourse on other issues of importance. These proposed actions include:

- **Open Forum.** To facilitate a better understanding of the diverse policy interests that our YPS Assembly members may have, the YPS will host a listening session following the HOD handbook review. During this brief session, YPS Assembly members will have an opportunity to discuss items of interest to their societies and review pending resolutions and amendments.

- **Education.** Additional resources to assist with the YPS policymaking and handbook review processes will be made available to YPS Assembly members.

- **YPS Grids.** Ongoing enhancements to the initial handbook review process will include questions related to issues of concern for young physicians and encourage the use of talking points/preliminary testimony to reflect those perspectives.

- **Onsite Deliberations.** Prior to the call for extractions, HOD handbook review chairs will present a report on active items of business and their relevance to the YPS. In addition, Assembly members wishing to change to an active position will be asked to describe the item’s significance to young physicians.

**CONCLUSION**

Your Governing Council will continually monitor the effectiveness of these process enhancements in preserving YPS focused perspectives while considering other issues of concern.
## APPENDIX A: ASSEMBLY ACTION FOR HOD HANDBOOK REVIEW

<table>
<thead>
<tr>
<th>Action2</th>
<th>Expected Outcome3</th>
<th>Guidance/When to Use</th>
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</thead>
<tbody>
<tr>
<td>Support</td>
<td>Instructs YPS Delegate to vote in favor</td>
<td>There is general agreement with the Board/Council report recommendation or resolution resolve clauses.</td>
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</tbody>
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| Active Support | Instructs YPS to testify in support and vote in favor | – The Board/Council report recommendation(s) or resolution resolve clause(s) may have a significant, positive impact on the Section.  
– The Board/Council report recommendation(s) or resolution resolve clause(s) may have a significant, positive impact on young physicians and the practice of medicine.  
– The resolution was authored by the YPS. |
| Active Support with Amendment | Instructs YPS to testify in support and provide amended language for consideration | The proffered amendment may entail addition, deletion, addition and deletion, or substitution. |
| Oppose | Instructs YPS Delegate to vote against | There is general dissent with the Board/Council report recommendation or resolution resolves. |
| Active Oppose | Instructs YPS to testify in opposition and vote against | – The Board/Council report recommendation(s) or resolution resolve clause(s) may have a significant, negative impact on the Section.  
– The Board/Council report recommendation(s) or resolution resolve clause(s) may have a significant, adverse impact on young physicians and the practice of medicine. |
| Active Oppose with Amendment | Instructs YPS to testify in opposition and provide amended language for consideration | The proffered amendment may entail addition, deletion, addition and deletion, or substitution. |
| Refer | Instructs YPS to vote in favor of referral | Studying the subject matter associated with the Board/Council report recommendation(s) or resolution resolve(s) would facilitate decision making at a future time.  
Alternatively, a request can be made for the Board of Trustees to make a decision on this topic. |
| Active Refer | Instructs YPS to testify for referral | Testimony will share the rationale for further study or request for the Board of Trustees to make a decision. |
| Active Amend | Instructs YPS to testify in support of the proposed amendment to the resolution or Board/Council report | Testimony supports new language proffered. |
| Monitor | The YPS will not testify for or against and will not take a position on the Board/Council report or resolution at this time | – The resolution has not been accepted as an official item of business.  
– More information is needed before determining the appropriate position.  

*Note: ‘Monitor’ allows the Delegate and Alternate Delegate flexibility in determining the best course of action during the reference committee hearings.*  

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2 The Delegate and Alternate Delegate may choose to testify on any item of business in the HOD if they feel the conversation would benefit from YPS input.  
3 Expected outcomes are non-binding and subject to the discretion of the Delegate and Alternate Delegate based on discussion and/or action within the House of Delegates.
APPENDIX B: HOD HANDBOOK REVIEW POSITIONS

AMA-YPS Handbook Session Positions

AMA-YPS Assembly
- AMA-HOD Business: Reports and Resolutions
  - Support
  - Active support
  - Active amendment
  - Refer (report/decision)
  - Active oppose
  - Oppose

AMA-YPS Delegate and Alternate Delegate
- Vote in favor
- Testify to support
- Testify to amend
- Testify to refer
- Testify to oppose
- Vote against

AMA House of Delegates and Reference Committee