Call for Candidates for AMA Nomination for
the Accreditation Review Commission on Education for the Physician Assistant, Inc.

The AMA is soliciting AMA member candidates for nomination by the AMA Board of Trustees for Commissioner of the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

TERM
The term of this position is 3 years, from January 1, 2018 through December 31, 2020. Upon successful completion of that term, he/she may be re-elected for a second 3-year term.

TIME REQUIREMENTS
The routine work of the ARC-PA occurs over two meeting periods yearly, the first in March (usually the second weekend) and the second in September (usually the first or second weekend following Labor Day). Part of a commissioner's fiduciary responsibility to the ARCPA includes attending the meeting and participating actively in decision-making. Based on agenda workload, meetings may begin on Thursday or Friday morning (requiring prior day arrival), and adjourn late Saturday afternoon, with possible departure Saturday evening or early Sunday morning.

Typically the volume of the work of the Commission requires that committees, task force meetings or commissioner specific educational programs are held on the evening preceding the official beginning of the Commission meeting. The work of these groups is integral to the operation of the ARC-PA and commissioner attendance and participation at these meetings is expected.

Each Commissioner is responsible for reviewing two to seven program files, which could include site visit applications and evaluation reports, or reports requested from programs as a result of previous Commission accreditation action/review. The amount of time required reviewing program materials and preparing the required report generally ranges from 3 to 11 hours per program. Commissioners are expected to review the agenda materials before the meeting.

In addition to the scheduled meetings of the ARC-PA, each commissioner is expected to participate in at least one program site visit each cycle (one visit preceding the March meeting, one visit preceding the September meeting). Often commissioners participate in more than one per cycle. Site visits involve review of program materials prior to the 2-day visit.

See attached document from ARC-PA for further details.

CRITERIA FOR NOMINATIONS TO ARC-PA

ARC-PA Requirements

• Nominees should be familiar with Physician Assistants in a work setting and, ideally, teach in a program (didactical or clinical) or who currently serve as a PA program medical director.

• If not in PA education, a background in program accreditation (Joint Commission, allied health, residency, etc.) would give additional understanding to the Commission's work (and workload).

• An individual elected as an ARC-PA Commissioner may not serve on the board of directors of collaborating organizations or be an employee of the collaborating organizations. ARC-PA collaborating organizations are: American Academy of Family Physicians; American Academy of Pediatrics; American Academy of Physician Assistants; American College of Physicians; American
College of Surgeons; American Medical Association; and Physician Assistant Education Association.

- Each commissioner has a fiduciary responsibility to the ARC-PA. During the course of conducting business of the ARC-PA, each commissioner should act in the ARC-PA’s beset interests in accord with the mission and philosophy of the ARC-PA. Each commissioner is expected to follow commission rules regarding conflict of interest, abstentions during the course of voting, reminder of confidentiality, meeting attendance, and assignments.

AMA Requirements
Each nominee recommended by the AMA must be a member of the AMA at the time of nomination. If appointed, he/she must maintain AMA member status throughout the term of appointment. AMA membership does not guarantee a position. Non-members may activate their membership online at www.ama-assn.org/go/join or call AMA Member Relations at 800.262.3211.

TO APPLY FOR NOMINATION
To apply for nomination, complete and email the following documents to Mary O’Leary at mary.oleary@ama-assn.org. The documentation must be received no later than Monday, September 11, 2017.

1. Completed electronic Application for AMA Nomination for External Leadership Position – ARC-PA (MS Word document preferred). This document is included on the AMA Council on Medical Education Leadership Opportunities Web page as part of the position posting.

2. Current abbreviated curriculum vitae [not to exceed three (3) pages].

3. Optional: Up to two letters of recommendation addressed to the AMA.

Please direct questions to:

Mary O’Leary
Program Administrator
AMA Council on Medical Education
Ph: 312-464-4515
mary.oleary@ama-assn.org

Rev 072817
ARC-PA Commissioner Responsibilities

Those considering volunteer service as a Commissioner of the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) should review the following information regarding the role and responsibilities of commissioners. The role of the commissioner is to support and advance Physician Assistant education by active participation in the work of the ARC-PA.

Commissioners are elected to the ARC-PA for an initial 3-year term and may be reelected for a second 3-year term.

Commissioners receive no compensation for their services related to the ARC-PA meetings or site visits. Travel and other direct costs associated with the ARC-PA meeting or other ARC-PA business are reimbursed by the ARC-PA.

Commissioners must agree in writing to abide by ARC-PA policies including those regarding confidentiality, conflict of interest and fiduciary responsibility. They shall not participate in consultative activities related to PA accreditation for any program subject to ARC-PA accreditation, even if not for personal gain. Such activities shall not be conducted while serving as a commissioner or for 1 year thereafter.

The routine work of the ARC-PA occurs over two meeting periods yearly, the first in March (usually the second weekend) and the second in September (usually the first or second weekend following Labor Day). Part of a commissioner’s fiduciary responsibility to the ARC-PA includes attending the meeting and participating actively in decision-making. Based on agenda workload, meetings may begin on Thursday or Friday morning (requiring prior day arrival), and adjourn late Saturday afternoon, with possible departure Saturday evening or early Sunday morning. Meeting dates and places are selected 2 years in advance.

Typically the volume of the work of the Commission requires that committees, task force meetings or commissioner specific educational programs are held on the evening preceding the official beginning of the Commission meeting. The work of these groups is integral to the operation of the ARC-PA and commissioner attendance and participation at these meetings is expected.

Each Commissioner is responsible for reviewing two to seven program files, which could include site visit applications and evaluation reports, or reports requested from programs as a result of previous Commission accreditation action/review.

There is a standardized format for presenting a program file and the reviewer’s typewritten comments are to be provided electronically to the executive director prior to the meeting. Program files to be reviewed in advance of the meeting are made available approximately four to six weeks before each ARC-PA meeting. The amount of time required reviewing program materials and preparing the required report generally ranges from 3 to 11 hours per program, depending on type and complexity of program review.

The agenda and supporting materials are provided on thumb/stick drives and include summaries of all programs and other business to be considered by the ARC-PA. These materials are provided to the commissioners at least two weeks before the meeting.

Commissioners are expected to review the agenda materials before the meeting. A typical agenda has 45-60 items for discussion. Commissioner need to bring a laptop computer to all meetings. The ARC-PA uses Word 2010.

In addition to the scheduled meetings of the ARC-PA, each commissioner is expected to participate in at least one program site visit each cycle (one visit preceding the March meeting, one visit preceding the September meeting). Often commissioners participate in more than one per cycle.

Site visits involves review of program materials prior to the 2-day visit. Visitors should plan for an additional day to accommodate travel. Site visitors typically arrive at the program late afternoon or early evening of the day preceding the visit and leave by mid to late afternoon the second day of the visit. Site visits are scheduled Monday & Tuesday, or Thursday & Friday. The ARC-PA averages twenty-five visits per 6-month cycle.

ARC-PA
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