



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).

The role of the Commissioner is to support and advance Physician Assistant education by active participation in the work of the ARC-PA. The following provides information regarding the role and responsibilities of commissioners.

TERM

- The term of this position is 3 years, from January 1, 2025, to December 31, 2027. Upon successful completion of that term, may be re-elected to a second 3-year term.
- The first commission meeting will be early March 2025. The location is yet to be determined. New commissioners are expected to attend an orientation in the beginning of January 2025. More details regarding orientation will be presented to the newly elected commissioner in a welcome communication packet.

BACKGROUND INFORMATION

- 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.

MEETINGS

- The routine work of the ARC-PA occurs over several meeting periods yearly: the first in March (usually the second weekend); the second in September (usually the third week); and one additional summer meeting (usually the third week of June).

- 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 are generally the same timing, and locations are selected 1 year in advance.

WORKLOAD

- Each Commissioner is responsible for reviewing two to three program files per meeting, which could include site visit applications and evaluation reports, or reports requested from programs as a result of previous Commission accreditation actions/review.
- 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 for reviewing program materials and preparing the required report generally ranges from 3 to 12 hours per program, depending on type and complexity of program review.
- Typically, the volume of the work of the Commission requires that committees, workgroups, 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.
- There is a standardized format for presenting a program file and the reviewer's typewritten comments are to be provided electronically prior to the meeting.

COMMISSION MEETING CONDUCT

- The agenda and supporting materials will be provided via One Drive/SharePoint 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. Commissioners are to complete the required review forms, providing documented evidence of independent review of all materials, as well as evidence to support final recommendations and decisions. The completed forms must be sent to Accreditation Services by the deadline indicated.
- Commissioners need to bring a laptop computer to all meetings. The ARC-PA uses Microsoft Word 2010.

SITE VISITS

- 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. Commissioner visitors should plan for an additional day to accommodate travel. 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 thirty-five visits per 6-month cycle.

CRITERIA FOR AMA NOMINATION TO ARC-PA

ARC-PA Requirements for this Opportunity

- 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 Associates; 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 best 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 <https://member.ama-assn.org/join-renew/> 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.grandau@ama-assn.org by **Monday, August 5, 2024**.

1. Completed electronic **Application for AMA Nomination for External Leadership Position – ARC-PA** (MS Word document preferred). This document is included on the AMA [Medical Education Leadership Opportunities](#) Web page.
2. Current **abbreviated curriculum vitae** [not to exceed three (3) pages].
3. *Optional*: Up to two letters of recommendation, addressed to the AMA.

Note: If nominated, letters of recommendation may be included as part of the nominee materials sent to the requesting organization.

Please direct questions to:

Mary Grandau
 Program Administrator
 AMA Council on Medical Education
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