



*Accreditation Review Commission on Education
for the Physician Assistant, Inc.*

ARC-PA New Site Visitor Workshop April 20-22, 2012

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) is seeking applications from individuals interested in volunteering their time as ARC-PA site visitors.

Accreditation is a voluntary, non-governmental process of self-study and external review intended to evaluate, enhance, and publicly recognize quality in institutions and in programs of higher education. The ARC-PA is the recognized accrediting agency that protects the interests of the public and PA profession by defining the *Standards* for PA education and evaluating PA educational programs to ensure their compliance with those *Standards*.

The ARC-PA is composed of commissioners nominated from five national physician organizations, the Physician Assistant Education Association (PAEA), and the American Academy of Physician Assistants (AAPA), as well as individuals representing the public.

As part of the PA program accreditation process, 1-2 day site visits are conducted periodically to new and accredited PA programs. The number of visits varies by year, averaging 35-45.

The site visit is an essential and unique step in the accreditation process--site visitors serve a critical role in providing information to the ARC-PA about a PA Program's demonstrated compliance with the *Standards*. It is through the written report of the site visitors that it is possible to verify, validate and clarify self-study information and to receive a perspective about the program operation that can only be obtained through direct observation.

Site visitors are selected from a pool of PA and physician educators, clinically practicing PAs, and others involved in PA education. They are appointed for an initial 3-year term and are asked to participate in 1-3 visits per year.

Site visitors receive no compensation for their services. Travel and other direct costs associated with the site visits are reimbursed by the ARC-PA.

Prior to participating in the site visit process, prospective site visitors must first apply to the ARC-PA and be selected from the pool of applicants. Those selected will be invited to attend a site visitor workshop. These intensive workshops provide the potential visitors information about the site visit process. Site visitors who continue to serve as visitors after their initial 3-year term must agree to participate in additional brief site visitor updates every 3 years.

The next new site visitor workshop will be held in St. Louis, Missouri, April 20-22, 2012. The workshop will begin at 8 am on Friday April 20, and end at noon, Sunday, April 22, 2012.

Who may Apply?

- PAs holding current NCCPA certification
- PA program educators (Full time, adjunct or clinical faculty associated with an accredited PA program), with a minimum of 5 years experience as a PA program educator
- Physician employers of PAs

- Preceptors associated with PA programs, with a minimum of 5 years association with a program
- Other individuals knowledgeable about PA education

Note: Physician assistants applying must hold current NCCPA certification. Physicians applying must hold current licensure as an allopathic or osteopathic physician and must be certified by an ABMS- or AOA-approved specialty board.

Expectations of Site Visitors

Site visitors must

- possess superior analytical, written, verbal, and interpersonal abilities.
- be attentive to detail, open-minded, and able to follow directions.
- have the time needed to comprehensively review program materials and conduct from one to three program visits per calendar year.
- agree to participate in ARC-PA sponsored site visitor preparation.
- agree to abide by ARC-PA conflict of interest guidelines.
- 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 site visitor or for 1 year thereafter.

How to Apply

Interested individuals should submit the following documents to the ARC-PA:

1. a letter of interest detailing why the applicant believes he or she should be considered as a site visitor. This letter should address the applicant's involvement with PA education and should demonstrate a clear understanding of the responsibilities involved in the site visitor role.
2. a current curriculum vitae/resume
3. a letter of support from the applicant's immediate supervisor addressing the applicant's qualifications to serve in the role. The letter should also confirm that the applicant has the time required for the site visitor role.

Attachments should be in Microsoft Word. Submissions should be sent electronically to the email address below:

newsitevisitor@arc-pa.org

The deadline for receipt of applications from those interested in participating in the next site visitor workshop in St. Louis is **Friday, January 27, 2012**. The ARC-PA will notify applicants of the status of their application in early February.

The ARC-PA will cover the cost of transportation and two nights (Friday and Saturday) at the workshop hotel for selected applicants.