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January, 2021

**CLINICAL POSTGRADUATE SUB-COMMISSION**

**ARC-PA COMMISSIONER RESPONSIBILITIES**

*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.*

**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 Friday (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 seven 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 5-10 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.