



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

### **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 several 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) with one additional summer or winter meeting. 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 actions/review. 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. 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 Microsoft 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. 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.

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