



PAEA 2019 Volunteer Leadership Position Descriptions

Mission Advancement Commissions

The **Mission Advancement Commissions (MACs)** advise the Board on strategic issues related to their mission area. Each year, the MAC chair(s) meet with the Board and executive staff team to develop an annual 'Compelling Question' for each MAC to address during that year. Annually, each MAC will produce: a high-level, generative and strategic recommendation responding to the compelling question; regular mission-area updates keeping PAEA leadership apprised of current events; and a presentation at the Education Forum during a special mission-focused spotlight session.

Meeting Commitments: Each group will be funded for one in-person meeting annually. Members will also participate in quarterly conference calls, as scheduled.

Terms of Service: Members of all Mission Advancement Commissions will serve two two-year terms from January 1 - December 31. Members must be recommended by the chair to seek a second two-year term.

Diversity & Inclusion MAC - 4 positions available

Applicants must articulate interest in diversity and inclusion issues and demonstrate unique skills, qualities, or contributions.

Faculty Development MAC - 2 positions available

Applicants must articulate interest in faculty development issues and have a strong interest in research, writing, and presenting OR experience with online/distance education and/or educational technology. Preferred qualifications include (1) being a new PA faculty member and (2) either being located in the Western region OR having served as a clinical preceptor.



Leadership MAC – 1 position available

Applicants must articulate interest in leadership development issues and demonstrate unique skills, qualities, or contributions.

Research MAC – Up to 3 positions available

Applicants must demonstrate familiarity and expertise regarding existing PA education and broader health professions research as well as knowledge of faculty research capacity building programs. In their application, candidates should articulate personal scholarly work or projects of scientific inquiry that are research question and data analysis driven.

Steering Committees, Review Committees, and Boards

The **Steering committees and boards (i.e. Steering Groups)** are functional groups providing guidance, advice, recommendations, and insights from the PA education community on a specific area, project, or initiative. The work of these groups contributes directly to the ongoing work of PAEA, manifested in specific products, services, and activities.

Meeting Commitments: Each group will be funded for one in-person meeting annually. Members will also participate in regular conference calls, as scheduled. See position descriptions below for additional commitments.

Terms of Service: Members of all steering committees and boards are eligible to serve two two-year terms from January 1 to December 31. Members must have chair support to continue into their second two-year term. See term exceptions below for Future Educator Development Steering Committee; Exam Development Boards; Government Relations Steering Committee.



Awards & Honors Review Committee – 4 positions available

Members are responsible for promoting and recognizing outstanding contributions to PA education by developing PAEA's national awards and recognitions. The committee establishes the criteria for the PAEA awards, considers opportunities for future recognition, carefully evaluates submitted nominations for award recipients, and oversees the Pi Alpha Honor Society. Committee members often collaborate with other PAEA groups, as well as other national organizations, including AAPA. All committee members must maintain confidentiality of awards process and nominations.

Skills and Abilities: Applicants should articulate interest and/or demonstrate experience with research and scholarship.

Education Programming Steering Committee – 1 position available

This committee provides guidance to ensure current and future education programming is representative of the professional development needs of the PAEA membership.

Specifically, they

- Identify the educational needs of members based on best evidence and practice in the field
- Provide input on conference themes and make recommendations to staff on how to best execute the theme
- Provide input on the content selected for education programming, including the Education Forum, workshops, regional education meetings, and the learning management system
- Establish criteria for evaluating abstracts and conference proposal submissions
- Assist in the recruitment of content experts as needed for educational programs.

Skills and Abilities: Applicants must demonstrate an understanding of principles of adult learning theory, be excited about innovations in teaching and learning, and have an interest in shaping the profession's faculty development with blended solutions.

Exam Development Boards – Up to 5 positions available

The Exam Development Boards write and review items for the maintenance and enhancement of PAEA's End of Rotation™, PACKRAT™, and forthcoming End of Curriculum™ examinations. Exam Development Board work follows a challenging but rewarding production schedule that involves:



- Writing 20-35 exam questions each year following specific blueprint guidelines,
- Reviewing colleagues' questions in small groups,
- Reviewing comments provided by colleagues and editors to revise your work, and
- Approving questions in an in-face meeting, to prepare content that ultimately appears on exams administered to PA students nationwide more than 60,000 times a year.

Successful applicants will be assigned to one Exam Development Board in accordance with the need of the Boards and the preferences of the participants. Please add your preference to your cover letter.

Additional Application Requirement: In addition to submitting standard application materials, candidates must also submit three sample questions. The questions should address the following content and task areas:

1. Infectious Disease, Health Maintenance
2. Cardiology, Diagnostic Studies
3. ENOT/Ophthalmology, Clinical Therapeutics

Please refer to the [PAEA Assessment website](#) for more information. Questions may be written to any exam the applicant deems appropriate.

Meeting Commitments: Exam Development Board members are expected to attend the Exam Development Summit in March of each year for a three-day in-person peer review meeting. The next Summit will take place March 21-24, 2019, in Scottsdale, Arizona. All applicants should hold these dates on their calendars as travel booking information, including the explanation of participant support, will be sent shortly after appointment confirmation.

Terms of Service: EDB members are eligible to serve unlimited three-year terms that begin March 1 and end following the Exam Development Summit of their final year of service.

Skills and Abilities: Applicants must demonstrate skill in multiple-choice test item writing in the scenario-lead in style, commitment to service and collaboration, and ability to engage in a rigorous item development and review process. Members must resign all item writing opportunities outside the requirements of their faculty role (e.g., NCCPA, NBME, and other test and test-prep services).



Finance Steering Committee – 2 positions available

Finance Steering Committee members monitor PAEA's finances, prepare an annual budget and make recommendations to PAEA's Board of Directors that ensure growth and stability of PAEA's revenue base. Since PAEA's budget is driven by its strategy, members become well-versed in the goals and direction of the Association. Members are intimately aware of the fabric of the Association, including its products and services, and are among the first to know of any new initiatives with financial implications. Members should have experience with creating budgets and the ability to understand financial statements. Members are not expected to create financial statements or PAEA's detailed line-by-line budget but will participate in a strategic review at their annual meeting. Members should maintain confidentiality of all committee materials.

Skills and Abilities: Applicants must demonstrate experience with and understanding of budgets and financial statements.

Future Educator Development Steering Committee – 1 position available

This steering committee serves as the voice of PA students and early career PAs, and works to bridge resources to develop a diverse and inclusive clinician to preceptor and educator pipelines. This steering committee will oversee, initiate, and strategize student engagement and initiatives within PAEA. The steering committee is responsible for the strategic planning of the Future Educator Fellowship, which is designed to explore foundations in teaching, expose students to the current educational environment, and expand professional development and leadership opportunities for students. Members will work to annually recruit, review, and identify students to attend PAEA's competitive fellowship. They will also provide strategic input on content development and design, facilitate programming, and serve as a resource to students during their fellowship experience.

Term Exception: Future Educator Development Steering Committee members are eligible to serve one three-year term.

Skills and Abilities: Applicants must demonstrate a commitment to leadership, teaching, and education, and be able to provide a leader/educator perspective.



Governance and Ethics Board – 3 positions available

The GEB, a new body formed from the merger of the Ethics Council and the Governance Council, is charged with ensuring that PAEA’s governing processes and procedures are appropriate and effective in meeting the needs of the Association and its members. It works with other advisory bodies to incorporate relevant procedures into the PAEA Policy and Procedures Manual. The GEB also has primary responsibility for upholding the Association’s Code of Ethics; developing resources to educate members, leaders, and PAEA staff about the Code; and making recommendations to the PAEA Board of Directors regarding conflict of interest disclosures submitted by candidates for the Board and other volunteer positions.

Government Relations Steering Committee – 1 position available

This steering committee plays a crucial role in developing PAEA’s advocacy strategy on key issues ranging from clinical site availability to student loan and loan repayment policy.

Specific responsibilities for this volunteer position include:

- Attending advocacy meetings with your elected representatives and congressional staff
- Reviewing potential PAEA nominees to federal advisory committees
- Evaluating applications for the annual Student Health Policy Fellowship
- Providing input on PAEA policy letters, testimony, and statements
- Advising other PA educators on federal and state policy issues

Term Exception: Members are eligible to serve one three-year term and one two-year term.

Skills and Abilities: Applicants must demonstrate awareness and understanding of federal policies, legislation, regulatory activities, and political issues.

Grants and Scholarship Review Committee - 1 position available

This committee reviews and selects award winners for the research-focused grants and scholarship PAEA offers. Specific responsibilities for this volunteer position include participating in review best practices training, scoring grant and scholarship applications, and providing thoughtful feedback and comments to help grant and scholarship application submitters build their research capacity.

Skills and Abilities: Applicants must: 1) have experience conducting and reviewing original research, and 2) demonstrate knowledge of current research and scholarship within



PA education and PA workforce studies fields, specifically, and/or health education and workforce research more broadly.

Task Forces and Working Groups

Ad hoc groups assembled by the Board and staff to develop high-level generative thinking on important and emergent issues or to address specific short-term or periodic initiatives.

JPAE Feature Editor - 3 positions available

The *Journal of Physician Assistant Education* (JPAE) is a quarterly, peer-reviewed publication dedicated to advancing PA education by publishing scholarly manuscripts germane to PA educators and providing a forum for the sharing of ideas and innovations that will enhance the education of PA students. Currently, JPAE is seeking an editor for three features: **Abstracts & Brief Reports**, **Evidence-Based Medicine**, and **Lessons Learned**.

Feature Descriptions

- **Abstracts and Brief Reports** – Consists of short, focused communications on a research endeavor relevant to PA education or behavior. Submissions should be limited to approximately 1,500 words and one or two exhibits (tables or illustrations). The intent of this feature is to promulgate new information and provide a platform for additional research.
- **Evidence-Based Medicine** – Presents approaches to teaching EBM. Areas of interest might include reviews of EBM resources; mini-tutorials in areas such as statistics, epidemiology, and study design; ethical, historical, or philosophical perspectives of EBM; and discussion of practice or technological tools that enhance application of EBM.
- **Lessons Learned** – Typically a brief first-person reflective narrative relating specific lessons learned: successes or failures that the author has experienced in PA education, and what they took away from the experience.

Feature articles can be written either by the feature editor or by another author. If written by another author, then the feature editor is expected to work with that author to ensure that the article submitted is of interest to members, well-written, and basically ready for publication with minimal additional editing necessary.

Skills and Abilities: JPAE feature editors should:



- Have an established publishing record, including publication in JPAAE
- Demonstrate a history of achievement in scholarly work, particularly in the topic area of their feature
- Be prepared to devote the necessary time to either writing or soliciting quality, relevant feature articles to be submitted — by the deadline — twice a year for publication in the journal
- Be willing to work with the editor in chief and editorial staff to uphold the high standards and practices of the journal
- Possess unique skills, qualities, or contributions that they can bring to the feature and to the journal in general

Meeting Commitments: Feature editors are not required to participate in any meetings, but they are encouraged to attend the PAEA Education Forum and the journal’s editorial advisory board meeting held during the Forum.

Terms of Service: Feature editor appointments are for two-year terms beginning January 1, 2019, and ending December 31, 2020. They are eligible for a one-term reappointment at the discretion of the journal’s editor in chief.