

**OKLAHOMA ACADEMY OF PHYSICIAN ASSISTANTS
POLICIES AND PROCEDURES 2011**
(DUTIES OF OFFICERS AND BOARD MEMBERS, COMMITTEES, POLICIES)

Approved April 6, 2009
Amended April 29, 2009
Amended Feb 5, 2011
Amended Oct 24, 2014

1. DUTIES OF OFFICES AND BOARD MEMBERS

1.1. PRESIDENT shall

- 1.1.1. Preside over all business meetings of the academy and the board.
- 1.1.2. Appoint all standing or special committees of the board and designate the committee chairman, subject to the approval of the board.
- 1.1.3. Present a full report of past year's activities as well as projected short and long term goals of the academy to the general membership at the annual meeting.
- 1.1.4. Prepare a balanced budget with the assistance of the Treasurer covering his/her term of office, subject to the approval of the board.
- 1.1.5. The president is encouraged to represent the OAPA at meeting of the South Central Region of the AAPA, Presidents' dinner at the National Convention and represent the academy in other functions as determined by the board.
- 1.1.6. Prepare and present to the board at the first board meeting after assuming office a calendar of projected board meetings, goals, and projects proposed for that year.
- 1.1.7. Inform and educate the President-Elect of responsibilities and expectations of the position.

1.2. PRESIDENT ELECT shall

- 1.2.1. Conduct all duties assigned by the President of the academy.
- 1.2.2. Serve as board advisor to all special committees appointed by the president and approved by the board and assist the special committee chairmen in assuring general membership participation on the committees.
- 1.2.3. Be responsible with the assistance of the Leadership and Awards Committee for the selection of deserving candidates for the academy's awards.
- 1.2.4. Preside at all business meetings of the academy and the board in the absence of both the President and Vice-President.
- 1.2.5. Review AAPA policy changes that affect constituent chapters and inform the board of such changes.
- 1.2.6. Submit any constitution or bylaw changes to the AAPA for review as required by the AAPA policy and oversee the submission of the changes to the general membership for their vote.
- 1.2.7. The President-Elect is encouraged to represent the academy at meetings and other functions as determined by the board.
- 1.2.8. Maintain written Policies and Procedures for the academy. Review such document and record any Board's changes. Report annually to the membership such changes made during the year.

1.3. VICE-PRESIDENT shall

- 1.3.1. Assume the duties of the President in his/her absence.
- 1.3.2. Be encouraged to be a candidate to the AAPA House of Delegates.
- 1.3.3. Serve as board advisor to all standing committees appointed by the President and approved by the board.

1.4. SECRETARY shall

- 1.4.1. Keep the minutes of all meetings of the academy and the board. The minutes are to be submitted to and received by the President of the Academy fourteen (14) days after the meeting date.
- 1.4.2. Be responsible for all communications of the academy and report such correspondence to the board at regular meetings.
- 1.4.3. Notify all members of the academy of all formal meetings of the board at least fifteen (15) days prior to the meeting date.
- 1.4.4. Inform and educate the incoming Secretary of responsibilities and expectations of the position.

1.5. TREASURER shall

- 1.5.1. Keep accurate and complete financial records of the academy.
- 1.5.2. Present an annual budget to the Board for approval.
- 1.5.3. Present at each board meeting the most current financial statement and update to the academy budget.
- 1.5.4. Contract with an outside CPA, with board approval, to balance the financial books and present monthly reports to the Treasurer and Executive Administrator.
- 1.5.5. Report to the academy the financial standing at the annual membership meeting.
- 1.5.6. Obtain authorization of the board prior to opening or closing any financial accounts on behalf of the academy.
- 1.5.7. Notify the board immediately upon identification of any irregularities in the financial records of the academy.
- 1.5.8. Inform and educate the incoming Treasurer of responsibilities and expectation of the position.

1.6. PAST-PRESIDENT shall

- 1.6.1. Carry out assignments of the board or the President.
- 1.6.2. Serve as advisor to the President.
- 1.6.3. Conduct orientation for newly elected officers, board members, and committee chairmen.
- 1.6.4. Serve as parliamentarian to assist the President and assure the meetings are conducted according to the CONSTITUTION and BYLAWS and the Robert's Rules of Order Newly Revised.

1.7. BOARD MEMBERS shall

- 1.7.1. Attend all board meetings on a regular basis.
- 1.7.2. If a board member misses two meetings during the year due to unexcused absences, the board SEAT will be considered vacant.
- 1.7.3. Carry out assignments of the board or appointed by the president.
- 1.7.4. Serve on Standing Committees and special committees as determined by the board.
- 1.7.5. Be responsible for the acquisition of candidates for Officers, board members, and House of Delegates, of the academy.

2. STANDING COMMITTEES, SPECIAL COMMITTEES

2.0. STANDING COMMITTEES shall

- 2.0.1. Be designated by the board or established by the president, with the consent of the board.
- 2.0.2. Be responsible for the performance of the duties and functions designated to it by the board or the President.
- 2.0.3. Hold regular meetings or electronic communications and shall make reports as

necessary to the board at each board meeting.

- 2.0.4. A board member or officer, if they qualify, may fill two positions on a committee, if approved by the board.

2.1. Executive Committee

- 2.1.1. The Executive Committee of the Board of Directors shall consist of the President, Vice President, President-Elect, Immediate Past-President, Secretary, Treasurer and a member of the Board, appointed by the Chair, and who is not an officer, with the President serving as Chair.
- 2.1.2. The Executive Committee shall be empowered to act for the Board of Directors on emergency matters only. Actions of the Executive Committee shall be reported to the Board of Directors no later than the Board's following meeting. All such Committee actions must be reviewed and ratified by the Board of Directors and shall be included in the official Board minutes.
- 2.1.3. Initiate the Board's involvement in establishing a strategic framework of direction.
- 2.1.3.1. Serve the Board through advisement for Board positions taken, proposals made, and other activities of the Board.
- 2.1.4. Facilitate the annual assessment of the Executive Director and others as may be evaluated by the Board and report the results to the individual or group evaluated and the Board.
- 2.1.5. Correlate evaluation results with a review of compensation and benefits and a recommendation for continued affiliation of the evaluated individual or group.
- 2.1.6. Assume the lead in a search to fill any paid open position and present recommendations to the full Board.

2.2. Continuing Medical Education Committee

- 2.2.1. Chair-OAPA Fellow or Chapter Member, Officer, or Board Member
- 2.2.1.1. Executive Administrator-Member
- 2.2.2. Plan, coordinate, and conduct, the annual CME Program as approved by the board.
- 2.2.3. Plan, coordinate, and conduct, other CME activities as approved by the board.

2.3. Physician Assistant Relations Committee

- 2.3.1. Chair - OAPA Fellow or Chapter Member, Officer, or Board Member
- 2.3.2. Serve to help PA's who are suffering from any debilitating or potentially debilitating condition or illness (this includes but is not limited to drug and or alcohol addiction, mental illness, stroke, etc.).
- 2.3.3. Work with the AAPA Task Force on Impaired Practitioners. Maintain a close relationship with the Oklahoma Health Professionals Program, Inc. that is serving the state's impaired practitioners.
- 2.3.4. Complaints or concerns will be handled according to the schema in Appendix A.

2.4. Membership Affairs Committee

- 2.4.1. Chair – Officer or Board member
- 2.4.1.1. Executive Administrator
- 2.4.1.2. Student Representative(s)
- 2.4.2. Encourage new membership by working with the State Board of Medical Licensure and Supervision to obtain names of PA's new to the State, working with the student liaison to enroll student members, and working with the AAPA Chapter and Member Relations

Committee.

2.5. Legislative and Governmental affairs Committee

- 2.5.1. Chair – OAPA Fellow or Chapter Member, Officer, or Board Member
 - 2.5.1.1. President
 - 2.5.1.2. Past President
- 2.5.2. Gather and report all State and National Legislative and governmental issues that are related to PA's.
- 2.5.3. Coordinate efforts to change and or impact legislative and regulatory activity that might benefit or harm the academy's interest, with the approval of the board.
- 2.5.4. Maintain contact with legislative, governmental and professional individuals or organizations that impact PA's.
- 2.5.5. Contract with a legislative lobbyist for services, as approved by the board.
- 2.5.6. Maintain contact with the Oklahoma State Board of Medical Licensure and Supervision.
- 2.5.7. Maintain contact with Insurance Agencies and work with them on policy development and reimbursement for PA's.

2.6. Public Education Committee

- 2.6.1. Chair –Officer or Board Member
 - 2.6.1.1. Newsletter Editor
- 2.6.2. Prepare, edit, and publish pertinent and timely information quarterly in a newsletter to be distributed to the academy membership.
- 2.6.3. Prepare, edit, and publish official academy publications and policy statements as approved by the board which are to be distributed to the academy membership and general public, this shall include but is not limited to newsletters, bulletins, educational brochures, and membership directories.
- 2.6.4. Arrange for all publications to be reviewed by the President prior to printing and distribution.
- 2.6.5. Coordinate state and local public education activities including but not limited to National PA Week.
- 2.6.6. Arrange for an education display to promote the profession. This shall include but is not limited to OSMA annual meeting, OAFP annual meeting, and OHA annual meeting.

2.7. Leadership Affairs and Awards Committee

- 2.7.1. Chair President-Elect
 - 2.7.1.1. Executive Administrator - Member
- 2.7.2. Present potential Officers and Board members to the board by March or April in order to determine if the candidates meet the criteria specified in the constitution and bylaws.
- 2.7.3. Publish the candidate's qualifications in the newsletter.
- 2.7.4. Supervise the preparation and printing of ballots, the collection and counting, and report the results to the academy.
- 2.7.5. Establish criteria and solicit nominations for academy awards. Present those nominated to the board for their vote. Prepare and present awards at the annual meeting.
- 2.7.6. Present a slate of potential House of Delegates representatives to the board to determine if the candidates meet the criteria specified in the constitution and bylaws. Publish the candidates' qualifications, preparation and printing of the ballots, the collection and counting and report of the results to the academy. This to be accomplished in a timely manner with the notification procedures of the AAPA.
- 2.7.7. Develop objectives, determine award, publish to the student society's applications and information, and select winners for the annual student paper writing contest.
- 2.7.8. Coordinate sending members to the CORE Meeting, Adventures in Lobbying meeting and other education events of interest to the BOARD.
- 2.7.9. Assist the President in educating board members and officers on their responsibilities.

2.8. SPECIAL COMMITTEES

- 2.8.1. Be designated by the board or established by the President, by and with the consent of the board for special projects for a specified limited time frame.
- 2.8.2. Be chaired by an OAPA Fellow or Chapter Member, Officer, or Board Member.
- 2.8.3. Be responsible for the performance of the duties and functions designated to it by the board or the President.
- 2.8.4. Hold regular meetings and make reports to the board during the time the committee is functioning.

3. POLICIES

3.1. EXECUTIVE ADMINISTRATOR AND STAFF

- 3.1.1. Executive Administrator shall:
 - 3.1.1.1. Ensure that the needs of the Board and Academy are met.
 - 3.1.1.2. Serve as an active ambassador for the OAPA and may sign contracts on behalf of the board, with their approval.
 - 3.1.1.3. Ensure along with the Treasurer that the budget is met and participates in fiscal affairs as outlined above or directed by the board.
 - 3.1.1.4. Communicate with the membership and external contractors to provide an efficient flow of information.
 - 3.1.1.5. Perform duties that include: Membership information, CME reporting to state board, CME conference, Licensure issue, Newsletter, Website, and other duties as directed by the Board.
 - 3.1.1.6. Maintain all records of the Academy.
 - 3.1.1.6.1. Maintain accurate records of membership.
 - 3.1.1.6.2. Maintain and distribute annual renewal forms for membership. Publish a Membership Directory to the OAPA website annually.
 - 3.1.1.6.3. Obtain and publish demographic information on Oklahoma PA's.
 - 3.1.1.7. Hire staff, with board approval, to assist in the academy's functions and be responsible for overseeing such staff.
 - 3.1.1.8. Attend Board meetings and gives update reports.
- 3.1.2. Staff Members
 - 3.1.2.1. Shall perform tasks as designated by the Executive Administrator.

3.2. FISCAL POLICIES

- 3.2.1. The Treasurer shall ensure that checks are prepared by the Executive Administrator and two Board members signatures are on the check. The board shall approve at the Treasurer's recommendation, board members that are approved to sign checks.
- 3.2.2. The Treasurer and Executive Administrator shall ensure that all checks written fall within the approved budgeted category within the yearly budget. If the payment exceeds the budget category the Treasurer will bring it before the board for approval.
- 3.2.3. Only the Treasurer or Executive Administrator, with the treasurer's approval, shall have the authority to sign any document that binds or incurs a financial obligation for the academy. Purchases made by unauthorized personnel are not legal and binding upon the academy.
- 3.2.4. The academy has no authority in purchasing items for individuals for their personal use.

3.3. TRAVEL REIMBURSEMENT POLICIES

- 3.3.1. Prior to travel, the Executive Administrator shall notify the Board or OAPA member of the budget that has been approved for the trip. If travel expenses appear to exceed the budget then the board will need to grant permission for additional funding according to fiscal policy prior to travel.
- 3.3.2. Travel expenses reimbursed by the academy will be based on actual expenses incurred

- and receipts provided.
- 3.3.3. Advanced payment, directly to the provider, for such expenses as airfare, conference registration and lodging may be provided if approved by the Treasurer and is within the approved budgetary category.
 - 3.3.4. Board members traveling on OAPA funds may have their own room, however budgetary limits still apply. Additional room charges for accompanying spouses or family members will not be covered.
 - 3.3.5. OAPA members running for or holding a national office may ask the board for additional travel funding.
 - 3.3.6. Students are encouraged to share a room when possible. The OAPA does not allow opposite sex students traveling on OAPA funds to share rooms. Student funding shall not be used for student spouses or family.
 - 3.3.7. Board Member traveling over 35 miles to Board meetings can request Mileage reimbursement at IRS rates.

3.4. STUDENT AFFAIRS

- 3.4.1. The OAPA is very supportive of the student societies within this state.
- 3.4.2. Each State Student Society will give an annual report to the Academy.
- 3.4.3. The Academy encourages participation in the OAPA student writing competition. The Leadership Affairs and Awards committee will develop objectives, determine awards, publish applications, and judge papers.
- 3.4.4. The Academy may provide financial assistance to students enrolled in any state physician assistant program to attend state, regional, and/or national meetings or their society's special events. Determination of support will be based on individual proposals to the board.
- 3.4.5. The OAPA will budget an amount for student travel for each of the student societies to send a representative to the Adventures in Lobbying workshop every other year.
- 3.4.6. The OAPA will budget an amount for student travel to the national conference each year.
 - 3.4.6.1. Funding for student travel will be provided to each student society for the following representative positions: Assembly of Representatives, House of Delegates, and any alternate position.
 - 3.4.6.2. Funding for additional student attendees will be determined by the board after review of the student society's proposals. Each student society will be responsible for presenting an annual proposal at the first board meeting of the year.
 - 3.4.6.3. It will be the responsibility of the student society, their faculty advisor, and program to determine how the money is used.
 - 3.4.6.4. Students running for national office may ask the board for additional funding.
- 3.4.7. Student member travel shall abide by the fiscal and travel sections above.

3.5. CME ACTIVITIES

- 3.5.1. The Academy shall offer a comprehensive program of continuing medical education to the general membership in the fall of each year.
- 3.5.2. The Fall CME shall be adequate to satisfy the CME requirements for state licensure and to maintain NCCPA certification.
- 3.5.3. All Academy CME activities requiring a financial investment will be subject to the Fiscal Policies of the Academy.

3.6. NEWSLETTER

- 3.6.1. The Academy shall provide quarterly newsletter to the general membership.
- 3.6.2. Editorial, printing and publishing costs of the newsletter shall be provided by the Academy according to the board approved contract that will be negotiated on a calendar year basis.
- 3.6.3. Additional expenses and policies related to the newsletter are addressed according to fiscal policy and the Public education and relationship committee sections.

3.7. RESEARCH POLICY

3.7.1. Purpose

3.7.2. The purpose of the OAPA Research Policy is to guide decisions regarding requests for funding or use of OAPA data to the membership. Approval of such requests is at the sole discretion of the OAPA Board. This policy is subject to change and may be amended at the discretion of the OAPA Board.

3.7.3. Definitions

3.7.3.1. This policy, research is defined as a systematic investigation for the accumulation of scientific knowledge. Projects approved by the OAPA Board must have stated goals that include a plan to disseminate results to outside sources. Investigations intended to result in presentations or publications in books, monographs, and journals will be considered under this policy.

3.7.4. OAPA data are defined as data received and/or generated by the OAPA that is not generally made available to the public.

3.7.5. Purpose and Scope of Research

3.7.5.1. OAPA will consider research requests that may enhance the practice of physician assistant and enhance the development of the OAPA and the physician assistant profession. Priority will be given to research projects that support OAPA's mission, goals, and agenda.

3.7.6. General Requirements for Research Proposals

3.7.6.1. Proposals by members of the Academy for support or use of OAPA data must be submitted for approval by the OAPA Board and must contain the following:

3.7.6.1.1. Name(s) and contact information of primary investigator and all co-investigators. Purpose of the research, the research question or hypothesis, and definition of scope.

3.7.6.1.2. Description of the design, materials, and methods used in the project.

3.7.6.1.3. Description of the analyses that will be conducted.

3.7.6.1.4. Location and facility or institution where research will be conducted.

3.7.6.1.5. Evidence of institutional approval, where appropriate.

3.7.6.1.6. Intended source(s) of publication.

3.7.6.1.7. Budget, including direct and indirect costs, and source(s) of funding.

3.7.6.1.8. Description of OAPA data or other information needed for the project.

3.7.6.1.9. Projected timetable and completion date for the project.

3.7.6.1.10. Disclosure of any potential conflicts of interests for the researcher(s), including any financial involvement with the project.

3.7.7. Eligibility

3.7.7.1. The designated principal investigator must be an active member of the OAPA. The principal investigator will be responsible for the project oversight and reporting. A maximum of one revised proposal representing a previously submitted application will be accepted by the OAPA for review.

3.7.8. Selection Process

3.7.8.1. The number of proposals approved will be determined by the nature and quality of the application, and the availability of resources needed to fulfill the request.

Proposals will be evaluated by the OAPA based on the following criteria:

3.7.8.2. Completeness of the proposal, adequacy of the design and methodology, qualifications of the principal investigator,

3.7.8.3. Extent to which the proposal will enhance the practice environment for physician assistants, the profession, or the OAPA.

3.7.9. Project Approval and Continuing Review

3.7.9.1. Researchers will be provided with notice of OAPA's approval or denial regarding research proposals.

3.7.9.2. Researchers must agree to provide OAPA with copies of any report resulting from the use of OAPA funds or data prior to the presentation or publication of such report so that OAPA can determine if funds or data were used in a manner consistent with the research proposal.

3.7.9.3. Researchers must also agree to acknowledge OAPA's contribution to the research

in all publications and presentations. OAPA requires ethical behavior in all aspects of research projects. OAPA has the right, but not the obligation, to review the progress of all projects.

3.7.10. Ownership and Confidentiality of Research Data

3.7.10.1. OAPA reserves the right to ownership of all research data collected using OAPA's name or collected in collaboration with OAPA. Use of data released from OAPA is restricted to the purpose specified in the Research Proposal and may not be disclosed to any other individual or entity or used for any other purposes or project without prior written consent from the OAPA.

3.7.10.2. OAPA reserves the right to restrict the use or publication of OAPA data which may breach the confidentiality of or otherwise disadvantage OAPA, its members or other stakeholders. OAPA data that is or can be linked to an individual will not be released without written, signed authorization from the individual or appropriate personnel from the organization.

Appendix A

Oklahoma Academy of Physician Assistants

Physician Assistant Relations Committee

In the interest of PAs, this appendix is intended to support those identified as being “in need”. Although the OAPA has no legal authority to discipline PAs, identification of, peer support for and timely referral to either the Oklahoma Health Professionals Program or Board of Medical Licensure & Supervision may intervene for the good of the public and PA.

- 1) A complaint or concern about a PA that is, or is alleged to be, experiencing a debilitating condition or illness that includes , but is not limited to substance or alcohol misuse, abuse or addiction, mental illness, stroke, dementia, etc., may be directed to an OAPA Board member.
- 2) The OAPA Board member will contact the OAPA Physician Assistant Relations Committee Chair.
- 3) The PA Relations Committee will convene and decide that one or more of the following actions will occur:
 - a. no action;
 - b. a Committee member will contact the PA directly;
 - c. the Committee Chair consults with the Oklahoma Health Professionals Program;
 - or
 - d. the Committee Chair consults with the Oklahoma State Board of Medical Licensure & Supervision.