

**Terms of reference: North West Physician Associate Forum –
Qualified PA Sub-committee**

1. Purpose and scope of this document

The North West Physician Associate Forum was established in September 2018 to represent the needs of both student and qualified Physician Associates working within North West of England at both a regional and national level. A key contributing factor to the success and impact of the Forum will be the 2-way communication with the qualified PA population in the North West. This will be done via a qualified PA sub-committee henceforth known as the North West Qualified PA sub-committee. This will be elected and chaired by the PA-R Regional Representative.

This document provides the terms of reference for the North West qualified PA Sub-committee as part of the North West Physician Associate Forum.

2. Objectives of the North West Qualified PA Sub-committee

The key objectives of this sub-committee are to create a representative group of qualified Physician Associates working across the North West both in primary and secondary care. The feedback gained from this sub-committee will be communicated back to the forum via the PA-R Regional Representative. The aim of the feedback is to support the role in the region by aiming to:

- Be an advocate for PAs in the NW and feedback to key stakeholders
- Careers and further training opportunities – A platform to support Physician Associates in their careers and regarding opportunities for further training and progression.
- Support group – A platform to support Physician Associates in clinical practice.
- Networking and communication – A platform to provide opportunities for Physician associate in practice to network.
- Quality improvement and research – A platform to enable quality improvement and research to be carried out driving the efficiency of the workforce regionally.

3. Composition of the Qualified PA Representatives (2019/2020)

- a) PA-R Regional Representative to the Forum committee

- b) 1 Qualified PA Representative from each Trust in the North West that employs Physician Associates

- c) 1 Qualified PA Representative from each Primary Care Extended Training Hub in the North West that employs Physician Associates

4. Method of appointment of Qualified PA sub-committee members

PA-R representatives are appointed for an initial term of one year. The PA-R Regional Representative will be automatically appointed to the qualified PA sub-committee following successful appointment to the NW PA Forum. All other PA-R Representatives will be appointed following submission of an application to the PA-R Regional Representative and an election process. All qualified PA representatives must be active in clinical practice.

The position of a qualified PA Representative is an unpaid position though the forum may develop a budget whereby certain expenses incurred by members may be recompensed.

Once a qualified PA representation is established, vacancies by resignation, incapacity, or death shall be filled by invitation of the PA-R Regional Representative to the forum.

Qualified PA Representatives may be removed from the sub-committee by majority of the commission as a whole for reasons of non-participation, civil malfeasance, or disreputable public behaviour.

Non-participation shall be defined as a Qualified PA Representative who fails to communicate with the PA-R Regional Representative as part of their duties, on 2 separate occasions.

5. Role of North West Physician Associate Qualified PA Representatives

Qualified PA Representatives must make every effort to participate in the North West Physician Associate Forum sub-committee to the best of their abilities.

Should any qualified PA Representative find that they have a conflict of interest in any business before the committee, they must so declare that conflict and recuse themselves from that business.

Qualified PA Representatives must be available to attend the duties of the sub-committee as outlined below.

PA-R Regional Representative

- One from a trust within the North West representing qualified Physician Associates
- Chairs the Qualified PA sub-committee on behalf of the committee forum
- Attends the annual FPA conference
- Feedback outcomes from the Qualified PA sub-committee meetings to the forum.
- Builds and maintains relationships with other trainee peer-networking groups (university cohorts and individual trust cohorts)

Qualified PA Representatives (secondary care)

- 1 Representative from each Trust in the North West
- Responsible for communicating with PAs within their Trust to gain feedback
- Provides this feedback to the PA-R Regional Representative
- Attends any meetings set up by the PA-R Regional Representative

Qualified PA Representatives (primary care)

- 1 Representative from each Primary Care Extended Training Hub (ETH)
- Responsible for communicating with PAs within their ETH to gain feedback
- Provides this feedback to the PA-R Regional Representative
- Attends any meetings set up by the PA-R Regional Representative

6) Quorum

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A quorum of Qualified PA Representative sub-committee requires 50% of members including the presence of the PA-R Regional Representative

7) Frequency of feedback, meetings and minimum attendance

Qualified PA Representatives will be expected to provide feedback to the Regional Representative every 6 weeks either via digital communication or organised meetings. This is to ensure feedback can coincide 1 week prior to forum committee meetings which are held every 6 weeks.

If meetings are held, an individual qualified PA Representative member is expected to attend >70% of the annual meetings. Failure to attend will be brought to the members' attention via a letter from the PA-R Regional Representative. Failure to attend three consecutive meetings may result in cessation of tenure.

As qualified PA Representative feedback is likely to be via email, no information that would compromise patient confidentiality should be used.

If during a meeting, information of a sensitive nature such as would compromise personal or patient confidentiality, the committee may deliberate said issue. Deliberations conducted in these circumstances must be published in the meeting minutes in such a way to protect confidentiality.