

2006- Present

**POLICY AND OPERATIONAL MANUAL
NEBRASKA ACADEMY OF PHYSICIAN ASSISTANTS**

April 2006

Revised: 4/06

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CONSTITUTION

Article I. NAME

The name and title of this organization shall be the *Nebraska Academy of Physician Assistants*, Incorporated, herein referred to as the Academy.

Article II. PURPOSE

The purposes of this Academy are to render loyal and faithful service to the medical profession and to the public, to develop and enforce continuing educational programs for the Physician Assistant and the Academy membership, to promote the Physician Assistant concept through the education of professional and lay people and to promote similar interests in the student societies.

Article III. COMPOSITION OF THE ACADEMY

The Academy shall consist of fellow members and such other members as the bylaws may provide.

Article IV. BOARD OF DIRECTORS

The Board of Directors, whose duties are executive and judicial, shall have charge of all property and all financial affairs of the Academy, and shall perform such other duties as are prescribed by the revised statutes of the State of Nebraska governing the directors of non-profit corporations, or as may be prescribed in the bylaws.

Article V. CONVENTIONS AND MEETINGS

The Academy shall hold an annual convention during which there shall be a business meeting of the Board of Directors and a general membership meeting.

Article VI. OFFICERS

The officers of this Academy shall be a president, president-elect, Secretary, Treasurer, four Board Members-at-large, the immediate past president and two Student members (total of 11 voting members). An annual election of officers shall be conducted as prescribed in the bylaws.

Article VII. DEFINITIONS

Physician Assistants are health professionals licensed or, in the case of those employed by the federal government, credentialed, to practice medicine with physician supervision. Physician Assistants are qualified by graduation from an accredited physician assistant educational program and/or certification by the National Commission on Certification of Physician Assistants. Within the

physician/PA relationship, physician assistants exercise autonomy in medical decision making and provide a broad range of diagnostic and therapeutic services. The clinical role of physician assistants includes primary and specialty care in medical and surgical practice settings in rural and urban areas. Physician Assistant practice is centered on patient care and may include educational, research and administrative activities.

The Nebraska Academy of Physician Assistants recognizes graduates of all programs accredited by the AMA Committee on Allied Health Education and Accreditation (CAHEA), the Commission on Accreditation of Allied Health Education Programs (CAAHEP), Accreditation Review Commission on Education of the Physician Assistant (ARC-PA), or successor agency, as fulfilling the definition of the generic term "Physician Assistant".

BYLAWS

of the

NEBRASKA ACADEMY OF PHYSICIAN ASSISTANTS, INCORPORATED

Preamble

The name of this Academy shall be the Nebraska Academy of Physician Assistants, Inc., herein referred to as the Academy. This Academy shall be representative of Physician Assistants and Physician Assistant Students attending a(n) (provisionally) accredited Physician Assistant Program within the State of Nebraska who are recognized by the Board of Directors of the Academy. The primary objective of the Academy shall be to enhance quality medical care to the people of Nebraska through a process of continuing education both to the members of the Academy and to the public. Additional objectives are to promote professional excellence among Physician Assistants, promote the Physician Assistant concept, and to act as a service organization for Physician Assistants and Physician Assistant Students attending a(n) (provisionally) accredited Physician Assistant Program.

ARTICLE I - ORGANIZATION AND CONTROL

Section 1. Organization: The Academy shall be organized as a non-profit corporation under the provisions of the revised statutes of the State of Nebraska governing such corporations.

Section 2. Control: The government and control of this corporation shall be vested in a Board of Directors.

ARTICLE II - MEMBERSHIP

Section 1. Eligibility: Membership in this organization shall consist of men and women of good moral character who are cognizant of their obligations to the public, and who meet the requirements for membership as prescribed by the Board of Directors and the bylaws.

Section 2. Categories: Membership in this organization shall be of eight (8) types.

A) Fellow Member - A Fellow member of the Academy shall be a graduate of a program accredited by the AMA Committee on Allied Health Education and Accreditation (CAHEA), the Commission on Accreditation of Allied Health Education Programs (CAAHEP), Accreditation Review Commission on Education of the Physician Assistant (ARC-PA), or successor agency. Fellow members of the Nebraska Academy of Physician Assistants are required to be employed as a PA or PA educator and be members of the American Academy of Physician Assistants. Fellow members are entitled to all rights and privileges of the Academy, including the rights to vote and hold office.

B) Associate Member - Associate members shall be persons who are qualified for Fellow membership except are not members of the American Academy of Physician Assistants. Associate members shall be accorded the privileges of the floor at general membership meetings, but shall not be entitled to hold office or vote on national issues. They are allowed to vote on local issues, including election of officers, but cannot vote for House of Delegate representatives.

C) Sustaining Member - Sustaining members shall consist of those CAHEA, CAAHEP, ARC-PA, or successor agency approved physician assistant program graduates who have chosen not to actively practice in the profession or are retired, and opt to be classified as sustaining members. Sustaining members shall be entitled to privileges of the floor, but shall not be entitled to vote or hold office.

D) Student Member - Members in good standing of a Student Society from a(n) (provisionally) accredited Physician Assistant

Program shall be eligible for membership in the Academy by such standing. Privileges shall include the right to attend all general membership meetings with privileges of the floor. However, they shall not vote or hold office with the exception of the student representatives to the Nebraska Academy of Physician Assistant Board of Directors as delineated in Article V, Section 1. Physician Assistant students not members of a Student Society from a(n) (provisionally) accredited Physician Assistant Program shall be eligible for membership in the Academy upon payment of an annual fee and upon approval of a simple majority of the Board of Directors.

E) Honorary Member - Persons of distinction who have rendered outstanding services to the Academy may be designated as honorary members. Nominations for Honorary membership may be made by officers, Fellow or Associate members of the Academy, and must be approved by a majority of the eligible voting membership. Honorary members shall be accorded the privileges of the floor at general membership meetings, but shall not be entitled to vote or hold office.

F) Affiliate Member - An Affiliate member of the Academy shall consist of individuals approved by the Board of Directors from the health professions, licensed physicians, and others who desire to associate with the Academy. Affiliate members shall be entitled to the privileges of the floor, but shall not be entitled to vote or hold office.

G) Hardship Member - Individuals who qualify for membership, but whose special circumstances make payment of membership dues an unreasonable hardship. The membership committee chair will review petitioners for Hardship Membership on an individual basis. Cause for petition may include, but not restricted to, service in the Peace Corps, missionary health practice, illness, injury, or medical disability.

H) Chapter Member - Any Constituent Chapter in good standing of the American Academy of Physician Assistants shall be eligible for chapter membership in the Nebraska Academy by such standing. One individual shall represent each Chapter Member. This individual shall be recognized as the Chapter representative by a letter from the Constituent Chapter stating the individual is the representative and this letter shall appear on Chapter letterhead and signed by the Chapter Secretary. The representative individual shall be accorded the privileges of the floor, but cannot vote or hold office.

Section 3. Application For Membership:
All applications for membership as Fellow, Associate, Sustaining, Affiliate, Hardship, Chapter

members or students not in a Student Society from a(n) (provisionally) accredited Physician Assistant Program shall be made in writing on an application form provided by the Academy. The applications will be reviewed and approved or rejected by the Membership Committee chairperson. All rejections will then go before the Board of Directors for a recommendation to be presented at the next general membership meeting for a vote which shall be considered final.

Section 4. Dues: Dues for members shall be levied by the Board of Directors. A change in dues shall be subject to approval by a vote of a majority of the total eligible voting members present at the general membership meeting or by mail ballot.

Section 5. Censure, Suspension, or Expulsion: Any member may in good faith prefer charges against any other member who is believed to have violated the principles of medical ethics, or who is believed to be otherwise guilty of conduct justifying censure, suspension or expulsion from the Academy as per the Procedure Manual on Professional Review Activities of the Nebraska Academy of Physician Assistants, delineated in the procedure manual, Section I, Addendum C.

Section 6. Appealing Censure, Suspension or Expulsion: Any Member who has been censured, suspended or expelled from the Academy may appeal such action to the Board of Directors as per the Procedure Manual on Professional Review Activities of the Nebraska Academy of Physician Assistants delineated in the procedure manual, Section I, Addendum C .

ARTICLE III - MEETINGS OF MEMBERSHIP

Section 1. Annual General Membership Meeting: The Board of Directors shall designate the time and place of the annual meeting of the Academy, and shall notify members at least 45 days in advance of the meeting each year. Reports of affairs of the Academy shall be delivered by the officers and committee chairmen at this annual meeting

Section 2. Special General Membership Meeting: Special meetings of the Academy may be called by the President, by order of the Board of Directors, or by presentation to the President of a written petition signed by 25 percent of the eligible voting members of the Academy requesting a special

meeting. Notice stating the time, place and purpose of such a special meeting shall be delivered to each member entitled to vote at such a meeting not less than 10 nor more than 45 days prior to said meeting.

Section 3. Quorum: A quorum for any general membership meeting of the Academy shall consist of 25 percent of the membership eligible to vote at such a meeting.

ARTICLE IV - VOTING POWER

Section 1. Methods: Each member shall be entitled to one vote in person, by ballot or by proxy. Mail ballots, in lieu of proxies and a meeting, may be utilized at the discretion of the Board. All proxies shall be in writing, subscribed by the member, and given to his duly authorized agent to be delivered to the Secretary/Treasurer prior to the convening of the meeting at which the proxy is to be exercised.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Composition of the Board: The Board of Directors shall be eleven (11) in number, to include a president, president-elect, Secretary, Treasurer, the immediate past president, and four (4) additional members designated board members-at-large. Two (2) members shall be the Student representatives, with full privileges of a Board member. The student representatives shall be the President, or his/her appointee, of each Student Society from a(n) (provisionally) accredited Physician Assistant Program within the State of Nebraska.

Section 2. Elections: The Board of Directors, with the exception of the student representatives shall be elected annually by the membership. The term of office of each member of the Board shall be as delineated under Article VI, Section 2. Board seats not filled by election shall be appointed by the Board of Directors through the seat's term.

Section 3. Powers of the Board: Without prejudice to the powers conferred by these bylaws, it is expressly declared that the Board of Directors shall have the following powers:

A) To appoint and employ, or at its discretion, to remove or suspend such managers, assistants, clerks and agents as it may choose. The Board shall determine and fix their duties, salaries and emoluments, and to confer by resolution upon any officer of the corporation the right to choose, remove

or suspend all subordinate managers, assistants, clerks or agents and to fix their salaries.

B) To determine who shall be authorized to sign on the corporation's behalf any bills, receipts, endorsements, checks, releases, contracts and other conveyances.

C) To impose such charges, dues, and/or assessments as it may deem advisable for purposes of furthering the corporation's objectives, subject to approval by the general membership.

D) To fill all vacancies occurring in their number between annual elections.

Section 4. Meetings of the Board: The Board of Directors shall hold meetings at such times and in such places as may be designated by the President or by any three (3) members of the Board, with notification to all Board Members. In no event shall there be less than two such meetings each year, one of these being conducted at the time of the annual general membership meeting of the Academy. An absolute majority of the membership of the Board shall constitute a quorum. The general membership shall be notified of all meetings and their purpose at least seven (7) days in advance. The Board of Directors shall be able to convene emergency meetings without prior notification to the general membership.

Section 5. Impeachment of the Directors: Any one or more of the Directors may be removed as per the Procedure Manual on Professional Review Activities of the Nebraska Academy of Physician Assistants delineated in the procedure manual, Section II, Addendum C.

ARTICLE VI - OFFICERS

Section 1. Number: The officers of the Academy shall be the same as the Board of Directors as described in Article V, Section 1.

Section 2. Term of Office: The term of the President, President-elect and Immediate Past President shall be one year. The Treasurer and the Board Members-at-Large shall serve a three (3) year term and be elected in alternate years. The Secretary will serve a two (2) year term. The term of all officers, with the exception of the Student representatives, shall begin July 1st following the election. The term of office for the Student representatives will be according to the constitution and by-laws of the Student Society from their respective program.

Section 3. Elections:
A) An election ballot shall be sent to the membership no later than the second Tuesday of May

each year. The deadline for ballot returns shall be no later than the fourth Tuesday of May.

B) Candidates may submit biographical data for publication in the newsletter.

C) Only Fellow members of the Nebraska Academy shall be eligible to hold office.

D) Declaration for office must be in writing to the president-elect, and must be postmarked 30 days prior to the second Tuesday of May. If there are no candidates for an office, a Nominating Committee, comprised of the president-elect and two voting non-officers of the Academy, will submit at least one name for each office for which no candidate has declared. Nominations from the general membership will be accepted by mail until ballots are printed.

E) Ballots shall be posted on the NAPA Website or board approved communication source for electronic balloting or distributed no later than the second Tuesday of May. Each eligible voting member shall receive one ballot which may be cast: a) by mail to an agency designated by the Board of Directors and postmarked by the fourth Tuesday of May. b) in person to an agency designated by the Board of Directors, by the fourth Tuesday of May, c) by proxy as outlined under Article IV, Section 1 of these bylaws, or d) submitted electronically on line via the NAPA Website or board approved communication source.

F) All ballots will be collected, secured and tabulated by an agency designated by the Board of Directors.

G) A candidate shall be elected if he/she has received a plurality of the votes cast. In case of ties, the president-elect shall draw lots.

Section 4. Duties of Officers:

A) The President shall preside at all general membership meetings of the Academy and the Board of Directors. He/she shall make to the annual general membership meetings of the Academy a full report of the year's activities. He/she shall appoint or remove committee chairs and give appropriate charges.

B) The President-elect shall assume the duties of the President in the event of the President's absence. The President-elect will organize the annual election and any mail ballots authorized by the Board. The President-elect shall assume the office of President on July 1st upon completion of the term as President-elect.

C) The Treasurer, with the assistance of the President-elect shall complete and file any annual or biannual reports on the status of the Academy as may be required by the statutes of the State of Nebraska.

The Treasurer shall also be responsible for collection of dues and assessments, and shall keep an account of all monies received and expended by the Academy. He/she shall make disbursements only upon budget items approved by the Board of Directors. He/she will provide a full financial report at the request of the Board of Directors and at the annual general membership meeting of the Academy.

D) The Secretary shall attend all sessions of the Board of Directors and all meetings of the Academy, shall record all votes, and record the minutes in a book kept for that purpose. He/she shall give or cause to be given the required notice of meetings of the Academy.

E) The Board-members-at large shall participate as representatives of the general membership at board meetings.

F) The Student representatives shall represent student interests. In the event the student representatives are unable to attend a meeting of the Nebraska Board of Directors, he/she may appoint another student member who is in good standing of their respective Student Society.

G) The Immediate past president shall serve as counsel to the Board and chair the Goals and Priorities Committee.

Section 5. Delegates and Alternates:

A) Delegate(s): Each year at the time of election of officers, the Academy shall elect delegate(s) to the American Academy of Physician Assistants' House of Delegates. The number of delegates elected shall be apportioned by the AAPA.

Delegates must be fellow members of the Academy and shall be elected in the same manner as officers of the Academy, as outlined in Article VI, Section 2.

Terms in years shall correspond to the number of delegates appointed by the AAPA. The Chief Delegate shall be that individual who is serving his/her last year in the current term or as designated by the BOD. The Board of Directors shall promulgate and maintain rules and procedures for the conduct of Academy delegates to the House of Delegates. At least one delegate shall attend meetings of the NAPA Board. Delegates will make an annual report to the membership. For continuity and maximum Academy representation delegates are encouraged to seek re-election.

B) Alternate(s): Alternate delegates may be appointed by the Board and are subject to the applicable delegate rules and regulations. An alternate delegate must be a fellow member in the AAPA. Alternate delegates are not restricted in consecutive terms.

C) Removal of Delegate: Any delegate found delinquent in his/her duties as stipulated by the Board of Directors shall be impeached as per the Procedure Manual on Professional Review Activities of the Nebraska Academy of Physician Assistants, delineated in the procedure manual, Section II, Addendum C.

D) Vacancy: The Board may appoint an interim delegate to fill a vacated position for the duration of that term. The appointment shall be in accordance with the Delegate rules and procedures promulgated by the Board.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees: At the first meeting of the Board of Directors after their election, or as soon thereafter as practicable, the Board shall establish the following standing committees. Each committee should consist of no less than three (3) members, at least one (1) of whom is a fellow or associate NAPA member.

- A) Judicial
- B) Continuing Education
- C) Professional and Public Relations
- D) Goals and Priorities
- E) Finance
- F) Governmental/Legislative
- G) Publications and Communications
- H) Membership
- I) Diversity

The president shall appoint each chairperson who will select committee members. The members of such committees shall hold office until the appointment of their successors.

Section 2. Functions of Standing Committees:

A) Judicial. It shall be the function of the Judicial Committee to hear such charges as may be made by one member against another, to consider any testimony, oral or written, regarding such charges, and to render a verdict based upon the charges and testimony as delineated in the Procedure Manual on Professional Review Activities of the Nebraska Academy of Physician Assistants.

B) Continuing Education. It shall be the function of the Continuing Education Committee to plan continuing education sessions sponsored by the Academy, and pending approval by the Board of Directors, to implement such plans.

- C) Professional and Public Relations. It shall be the function of the Professional and Public Relations Committee to promote the Physician Assistant as a member of the health care team.
- D) Goals and Priorities. It shall be the function of the Goals and Priorities Committee to give direction to the Academy. It shall be made up of not less than the President-elect, current President, Immediate Past President, Secretary, and Treasurer, with the past president serving as chairman.
- E) Finance. It shall be the function of the Finance Committee to prepare, with the help of the Treasurer, the annual budget of the Academy and evaluate other financial issues as delegated by the Board of Directors.
- F) Governmental/Legislative. It shall be the function of the Governmental/Legislative Committee to protect the interest of the Academy on all national and state governmental/legislative matters.
- G) Publications and Communications. It shall be the function of the Publication and Communications Committee to produce Academy related publications and to sponsor, edit and approve the content of the academy's homepage and website. It will also be the responsibility of the committee to provide monitors of any interactive communications on the website (i.e. forums) to oversee their content for appropriateness to post.
- H) Membership. It shall be the function of the Membership Committee to promote membership in the Academy.
- I) Diversity. It shall be the function of the Committee on Diversity to support and promote the education of our members on issues of diversity and cultural competence.

Section 3. Special Committees: The President may at any time appoint a committee on any subject for which there is not a standing committee.

Section 4. Committee Vacancies: The various committee chairpersons shall have the power to fill vacancies among their members.

Section 5. Committee Chair Removal: If the committee chair is found to be deficient in his/her duties, his/her chairmanship of that committee can be terminated. The President shall be responsible for terminating chairpersons. A majority of the Board can also remove the committee chair.

ARTICLE VIII - AMENDMENTS

Section 1. Procedure: These bylaws may be amended by a majority vote of all eligible voting members at any general membership meeting or by mail ballot.

ARTICLE IX - DISSOLUTION OF THE ACADEMY

Section 1. Procedure: The Academy shall be dissolved at any time by a vote of a majority of all eligible voting members.

Section 2. Disposition of Assets: Upon dissolution of the Academy, all corporate assets shall be donated to one or several non-profit organizations whose purpose is in accord with the purpose of this Academy. These organizations shall be designated by a majority of the Board of Directors.

ARTICLE X - PARLIAMENTARY PROCEDURES

Section 1. Procedure: All meetings of this Academy will be governed by Sturgis Standard Code of Parliamentary Procedures.

ARTICLE XI – TECHNOLOGY

Section 1. Communication Technology: The Nebraska Academy of Physician Assistants recognizes that technology is ever changing and has an influence on how we communicate with our members. The concept and definition of “Mail” shall be considered to include email, or any other form of electronic or successor communication that can be printed and saved by the sender and recipient.

APPROVED AND ENACTED 9/75.

Amended	2/26/77
	10/77
	11/15/80
	5/18/81

9/29/84
4/6/86
11/20/86
11/28/88
4/16/92
3/21/97
4/3/98
4/9/99
4/6/00
4/6/01
4/16/04
4/07/06

100.00 ACADEMY RULES

100.01

No chairman, committee member, or NAPA member shall communicate as official representatives of the NAPA with a corporation or person representing a corporation who has an agreement, contract, or subcontract with the NAPA without the approval of the President.

100.02

The NAPA prohibits any person holding himself out as speaking for the Nebraska Academy without the sanction of the Board of Directors or its agents.

100.03

The NAPA logo is copyrighted and may not be altered in any way without permission from the NAPA Board. It may be used on state NAPA organizational stationery, pamphlets, and journal headings and such programs as the annual state academy meeting. Any other contemplated use must have prior NAPA approval.

100.04

All correspondence appearing under the NAPA stationery letterhead should reflect the cohesive and current policy of the NAPA; therefore, NAPA stationery should be used only in an official capacity on behalf of the NAPA.

100.05

NAPA Board approval is required before terminology implying NAPA approval/endorsement is used in describing CME activities.

100.06

Rental of the entire NAPA mailing list (member and non-member) is permissible upon review and approval of the Board of Directors. The mailing list shall not be rented for the purpose of promoting the sale or use of liquor, tobacco, pornography, quackery arts, fund raising, or for any telephone solicitation. Each NAPA member may have his/her name excluded from the mailing list upon written request.

100.07

The Board of Directors reaffirms the dependent practice of physician assistants to their supervising physicians and that direct reimbursement will continue to go to the physician or his/her agent.

100.08

The NAPA Code of Professional Practice (addendum A) which will be used as a preamble to the Guidelines of the Ethical Conduct for the Physician Assistant Profession (addendum B) has been accepted as policy.

100.09

The Procedure Manual on Professional Review Activities of the Nebraska Academy of Physician Assistants has been accepted as policy. (addendum C)

101.00 BOARD OF DIRECTORS

101.01 Elections

101.01.01

An election ballot shall be sent or available to the membership no later than the second Tuesday of May each year. The deadline for ballot returns shall be no later than the fourth Tuesday of May.

101.01.02

Declaration for office must be in writing to the president-elect, and must be postmarked 30 days prior to the second Tuesday of May. If there are no candidates for an office, a Nominating Committee, comprised of the president-elect and two voting non-officers of the Academy, will submit at least one name for each office for which no candidate has declared. Nominations from the general membership will be accepted by mail until ballots are printed.

101.01.03

Candidates may submit biographical data for publication in the newsletter.

101.01.04

Only Fellow members of the Nebraska Academy as well as the AAPA shall be eligible to hold office.

101.01.05

Ballots shall be posted on the NAPA Website or board approved communication source for electronic balloting or distributed no later than the second Tuesday of May. Each eligible voting member shall receive one ballot which may be cast: a) by mail to an agency designated by the Board of Directors and postmarked by the fourth Tuesday of May. b) in person to an agency designated by the Board of Directors, by the fourth Tuesday of May, c) by proxy as outlined under Article IV, Section 1 of the bylaws, or d) submitted electronically on line via the NAPA Website or board approved communication source.

101.01.06

All ballots will be collected, secured and tabulated by an agency designated by the Board of Directors.

101.01.07

A candidate shall be elected if he/she has received a plurality of the votes cast. In case of ties, the president-elect shall draw lots.

101.02 Duties and Responsibilities

101.02.01

The Directors of the Academy shall be responsible for the implementation of the policies concerning the property, business, and affairs of the Academy, and those necessary to satisfy the maintenance of a Chapter Charter issued by the American Academy of Physician Assistants (AAPA). (Refer to Article IV, Constitution of the Nebraska Academy of Physician Assistants.)

101.03 The President

The President shall preside at all business meetings of the Academy, and serve as the chief spokesperson for the Academy.

101.03.01

(S)He shall appoint or remove committee chairs, liaisons, and make appointments/recommendations for members to serve on task forces, governmental advisory positions, etc., subject to the approval of the Board of Directors.

101.03.02

(S)He shall schedule BOD meetings (usually 4 per year with a minimum of 2).

101.03.03

(S)He shall prepare meetings agendas to facilitate efficient conduct of meetings to include new/old business items, committee reports, and Secretary minutes and Treasurer's report.

101.03.04

(S)He shall inform membership at least 7 days in advance of the time and place of BOD meetings, and at least 45 days in advance of meeting of the general membership, including time and place.

101.03.05

(S)He shall coordinate with the Professional and Public Relations committee the signing of the proclamation for "PA Week" in September of each year.

101.03.06

(S)He shall make a full report of the year's activities of the Academy at the annual membership meeting, and more often if deemed appropriate by the President.

101.04 The President-Elect

The President-elect shall assume the duties of the President in the event of the President's absence. The President-elect will organize the annual election and any mail ballots or post ballots on the NAPA website or board approved communication source as authorized by the Board. The President-elect shall assume the office of President on July 1st upon completion of the term as President-elect.

101.04.01

(S)He shall be responsible for obtaining a slate of candidates for the annual election and shall submit the slate to the NAPA office who will develop and mail the ballots or post the ballots on the NAPA website or board approved communication source.

101.04.02

(S)He shall perform other tasks which benefit the Academy and assigned by the President.

101.05 The Treasurer

The Treasurer shall attend all sessions of the BOD and all meetings of the Academy.

101.05.01

(S)He shall, with the assistance of the President-Elect, complete and file any annual or biannual reports on the status of the Academy as may be required by the statutes of the State of Nebraska, or Internal Revenue Service.

101.05.02

(S)He shall be responsible for adequate and proper accounts of the properties and funds of the Academy.

101.05.03

(S)He shall be responsible for collection of dues, and assessments unless such collection is properly delegated by the BOD to another person, in which case (s)he will be responsible for the safekeeping of monies collected.

101.05.04

(S)He shall keep an account of all monies received and expended by the Academy.

101.05.05

(S)He shall make disbursements only upon budget items approved by the BOD.

101.05.06

(S)He shall provide a full financial report at the request of the BOD, and at the annual general membership meeting of the Academy.

101.05.07

(S)He shall arrange for, and cooperate in, all audits and inspections of the accounts of the Academy as may be directed by the BOD.

101.06 Board Members at Large

The Board-members-at large shall participate as representatives of the general membership at board meetings.

101.06.01

They should learn the functions of all of the other board members.

101.06.02

They should participate in committees of their choice.

101.06.03

They should attend, if possible, the AAPA's Leadership Summit and/or the North Central Regional Meeting.

101.06.04

They should assist the President by volunteering for special assignments or task force services.

101.06.05

They should attempt to develop their knowledge to identify areas in which they could serve NAPA or AAPA organizations after their service as a board member.

101.06.06

They should develop leadership skills to assist all fellow PAs.

101.06.07

They should develop a knowledge base on local, state, and national PA issues.

101.07 Student Board Members

Two (2) members shall be the Student representatives, with full privileges of a Board member. The student representatives shall be the President, or his/her appointee, of each Student Society from a(n) (provisionally) accredited Physician Assistant Program within the State of Nebraska. The Student Representatives shall represent student interests. In the event the student representatives are unable to attend a meeting of the Nebraska Board of Directors, he/she may appoint another student member who is in good standing of their respective Student Society.

101.08 Immediate Past President

The Immediate Past President shall serve as counsel to the Board and chair the Goals and Priorities committee.

101.09 Secretary

The Secretary shall attend all sessions of the BOD and all meetings of the Academy, recording all votes, and preparing minutes of the meetings in a book kept for that purpose.

101.09.01

(S)He shall give or cause to be given the required notice of meetings of the Academy.

101.09.02

(S)He shall arrange for a summary of BOD and general membership meetings to be published in the Nebraska PA newsletter, and make available on request a complete copy of the minutes to any member who requests same.

102.00 COMMITTEES

102.01 Standing Committees

The standing committees, consisting of at least three members, one of whom is a fellow or associate NAPA member, of the Academy are:

- I. Judicial
- II. Continuing Medical Education (CME)
- III. Professional and Public Relations (PPR)
- IV. Goals and Priorities
- V. Finance
- VI. Governmental/Legislative
- VII. Publications and Communications
- VIII. Membership
- IX. Diversity

102.02

The President shall appoint each chairperson and the chairpersons shall have the power to appoint and remove committee members and to fill vacancies as they occur. The members of such committees shall hold office until the appointment of their successors.

102.03

If the committee chair is found to be deficient in his/her duties, his/her chairmanship of that committee can be terminated. The President shall be responsible for terminating chairpersons. A majority of the Board can also remove the committee chair.

102.04

The functions of the standing committees shall be as outlined in Article VII, Section 2 of the Academy Bylaws. Clarification and amplification of these functions shall be provided annually to the committees by the President in the form of charges.

102.05 Committee Reports

Chairpersons of all committees, standing and ad hoc, shall make regular written reports to the Board of Directors, including reports indicating there has been no activity since the last report.

103.00 Continuing Medical Education Committee

It is the responsibility of the CME Committee or their designees to plan and accomplish the NAPA Annual Spring and Summer Conventions.

103.01 Duties and Tasks - Spring Convention:

103.01.01

Immediately after the Convention, begin talking with Pharmaceutical Company representatives about sponsorship of Speakers for next year.

103.01.02

Immediately after the Convention, send a letter of appreciation and list of registrants to all participating pharmaceutical representatives.

103.01.03

Reserve Convention site 3 years in advance for the second week in April if these dates do not conflict with the NMA or NAFP meetings. If there is a conflict reserve the closest available dates.

103.01.04

In October send a letter to all pharmaceutical representatives announcing the upcoming convention time, place, fees, etc.

103.01.05

By December 1 have the convention format completed with a copy sent to the AAPA for CME certification.

103.01.06

By January 1 have everything to the printer for the program, CME certificates, and evaluation forms.

103.01.07

By January 1 order mailing labels from AAPA for Nebraska, Kansas, Missouri, South Dakota, Wyoming, Colorado, and Iowa. Get mailing labels from PA Program for all Nebraska graduates.

103.01.08

Arrange mailing to be done by NAPA or other agency.

103.01.09

February 1: Programs mailed from Omaha by this date. Contact Presidents of the student societies of all (provisionally) accredited PA Programs in Nebraska to arrange for students to help with convention.(Registration, introducing speakers, etc.) Send a copy of the program to Hotel. Have all Pharmaceutical companies who are participating registered.

103.01.10

In March process all pre-registrations. Check membership list to be sure of members. Charge non-members an extra fee to be determined annually by the CME committee and approved by the NAPA BOD. Fellow members of any other AAPA constituent chapter may register for the NAPA CMEs at the member rate.

103.01.11

One week before convention send list of registrants to the Conference Coordinator for Name Tags and folders.

103.01.12

Day before convention - Meet with Hotel Management.

103.02 Duties and Tasks - Summer Convention:

103.02.01

The summer convention maybe held annually in western Nebraska at the discretion of the Board.

104.00 Professional and Public Relations Committee (PPR)

104.01 Duties and Responsibilities

104.01.01

Submit committee report for the Nebraska PA newsletter following each meeting (about 4 times per year), or as needed.

104.01.02

Organize and be available for projects which will promote the PA profession.

104.01.03

Prepare news media material for the promotion of PA Week (October 6-12th) and the profession.

104.01.04

Prepare committee report for distribution at the General Membership Meeting and all NAPA Board meetings.

104.01.05

Prepare NAPA Scrapbook yearly and submit to AAPA by July 1 if recommended by the board.

104.01.06

Review AAPAs Public Education Committee reports.

104.01.07

The chair of the PPR will work in conjunction with the President in arranging the PA Week Proclamation to be signed by the Governor, generally the third week of September.

104.01.08

The PPR will work in conjunction with the Publications committee in producing needed Press Releases in a timely fashion.(see 107.04)

104.01.09

If submission for the Chapter Excellence Award is recommended by the board, the chair of the PPR will work in conjunction with the Chapter Excellence Committee in developing the application. (see 110.00)

104.02 NAPA Homepage

104.02.01

The chair of the Publications and Communications Committee will serve as the Chief Moderator of the online NAPA Homepage or appoint an individual to serve in his/her place.

104.02.02

The Chief Moderator will appoint Division Editors as deemed necessary.

104.02.03

The Homepage URL is currently www.nebraskapas.org and will be changed as deemed necessary by the Chief Moderator with NAPA BOD approval.

104.02.04

Administrative Access to the website will be given only to existing moderators and will be changed when deemed necessary.

105.00 Finance Committee**105.01 General Principles****105.01.01**

The Finance Committee will be composed of the Secretary, Treasurer, President, Past President and President-Elect. The Treasurer will serve as the chairperson.

105.01.02

It is the Academy policy to prepare financial statements on a modified cash basis of accounting. This is a comprehensive basis of accounting rather than generally accepted accounting principals.

105.01.03

The internal accounting control is that no person will be allowed to control a transaction from its inception to its final recording in the accounting records.

105.01.04

A written bank reconciliation report will be prepared monthly for each checking account.

105.01.05

The finance committee will approve all investments of Academy funds per the NAPA Investment Policy. One to two signatures will be required before an investment can be closed.

105.02 Fees, Dues, and Other Income**105.02.01**

Each person that collects registration fees, Academy dues, or other sources of Academy income must provide a listing of all the collections and participants before the money is given to the Treasurer. These listings should include the name of the company or individual, a contact person if this is different from the name of the individual, the date, amount paid, and reason for payment.

105.02.02

Every company or individual attending a meeting sponsored by the Academy needs to complete a registration form. If no fee or a reduced fee is paid the reason needs to be noted in the report to the Treasurer.

105.03 Expense Report**105.03.01**

The Treasurer shall only reimburse an expense incurred by an Academy member after a signed expense report is presented by said member with proof of the expense via an invoice or receipt. If a receipt or invoice is not available, a signed explanation should be attached to the expense report. The Treasurer shall periodically update and distribute expense reports to the appropriate Academy members.

105.03.02

If payments are made to individuals for contract labor, then a form 1099 shall be filed when the total paid to that individual reaches the required appropriate IRS reportable value for the year. This requirement applies to payments of interest, rent, commissions, and other labor related areas.

105.03.03

An Internal Revenue Service form 990, Return of an Organization Exempt from Income Tax, shall be filed each year. This form is due each May 15th for the preceding year.

105.04 Reimbursement Policy

105.04.01

Expense reports submitted by the first of the month shall be paid by the tenth of the month or within a reasonable time frame if submitted between the tenth and end of the month. A separate expense report with receipts must be completed by each requesting individual and approved by the appropriate committee chair before the expense report can be processed.

105.04.02

Items that exceed the requested budget total by 10% need to be pre-approved by the Finance Committee prior to payment.

105.04.03

Reimbursement rates are as follows:

Travel - Car (per mile) - IRS amount allowed for that year - personal mileage, not rental car mileage.

Air - Cheapest fare - Try to obtain lowest carrier fare, even if you must stay one extra night for weekend rates.

Hotel - National Mtgs - Single rate - Lowest at official sponsoring hotel.

Nebraska Mtgs - Single rate - Lowest at sponsoring hotel.

Regional Mtgs - Single rate - Lowest at sponsoring hotel.

Meals – An appropriate per diem amount as determined by the finance committee.

Entertainment - receipt - provide explanation for entertainment of non-academy members.

105.05 Fiscal Year

The Academy fiscal year shall run from January 1 to December 31.

105.06 Official Bank

The official bank of the Academy is U.S. Bank or its successors.

105.07 Finance Committee Duties

105.07.01

The Finance committee shall prepare each fiscal year budget.

105.07.02

The finance committee shall develop investment policy for the Academy funds.

105.07.03

The finance committee shall oversee all Academy financial affairs.

105.07.04

The finance committee shall prepare an annual report to the NAPA Board of Directors for account reconciliation and accuracy at the Spring NAPA Board and General Membership meetings.

105.07.05

The finance committee shall make annual credit card account assessments.

105.07.06

The finance committee shall review requests by Board members for credit cards and allocate appropriately.

105.07.07

The finance committee shall establish credit card charge limits per user.

106.00 Governmental/Legislative Committee

It shall be the function of the Governmental/Legislative Committee to protect the interest of the Academy on all national and state legislative matters.

106.01 Legislative Goals to Maximize Effective Utilization of Physician Assistants in Nebraska

106.01.01

Expand scholarship and loan programs for PAs willing to practice in underserved areas.

106.01.02

Provide an income tax credit to PAs when a majority of the patients come from underserved areas.

106.01.03

Review hospital licensure laws to allow for Limited Service Rural Hospitals (LSRH).

106.01.04

Include PA representation on the Board of Health.

106.01.05

Change the Pharmacy Practice Act to allow for dispensing by PAs as agents of their supervising MD. (Accomplished 2005).

106.01.06

Change the PA Practice Act to allow for prescribing a 72 hour's supply of Schedule II pain medication. (accomplished 1992)

106.01.07

Change the PA Practice Act's supervisory standards in order to maximize efficient utilization of PA manpower. (accomplished 1993)

106.01.08

Change the PA Practice Act to allow for a different regulatory board. The regulatory board should consist of supervising physicians, PAs and PA educators, the experts of the profession.

106.02 Legislative Breakfast

106.02.01

The NAPA BOD shall hold a Legislative Breakfast to further educate the legislative body in the role and function of physician assistants in the community. The legislative chairperson should determine the need for a legislative breakfast in July and make a final decision to recommend to the board by October board meeting to allow time to organize the event.

106.02.02

A date should be chosen which takes in to account the length of the legislative session, legislative bills which may be of importance to the profession and time of year. The date is also dependent upon what other breakfasts or functions are scheduled for the senators and can be obtained by contacting the Clerk of the Legislator's Office at (402) 471-2271 and ask for the scheduler of events. Identify yourself and note that you are looking to choose a date for a Legislative Breakfast. Give her the tentative date and she will let you know of any conflicts. If not, she will mark it down on the official legislative calendar. The best days to chose are Tuesday, Wednesday or Thursday.

106.02.03

A site should be chosen for the breakfast. The location used in the past and closest to the capital is Billy's Restaurant at 1301 "H" Street, Lincoln, NE. The telephone number is (402) 474-0084. Ask for the manager. Another site is the Cornhusker Hotel at (402) 474-7474. Due to the distance from the Capital and the expense, this has not been used.

106.02.04

A budget must be submitted for the Legislative Day. The cost should be less than \$1000 and includes postage, telephone calls, travel, the breakfast, printing of invitations for the senators and reproducing letters to PAs. The budget must be submitted to the Chairperson of the Governmental/Legislative Committee for approval.

106.02.05

Approximately 8 weeks before the Breakfast date, the invitation should be produced and sent to the senators' offices, Governor and Lieutenant Governor, along with our lobbyists. Mailing of the invitations should occur no later than four weeks before the date. At the same time, a letter should be developed to inform the PAs in Nebraska of the Breakfast which specifies date, goals, a map of the location, and a listing of the State Senators with their office telephone numbers. PAs should be encouraged to contact their Senators and invite them to attend the breakfast. Publicity should be included in the newsletter, if possible.

106.02.06

Five days prior to the breakfast, call the restaurant and confirm the head count. The facilities charge on minimum number expected, so if you confirm for 50 individuals and only 20 show up, you will have to pay for 50 breakfasts.

106.02.07

Contact the Governmental/Legislative chair and lobbyist to produce any informational pieces that can be handed out to the PAs and Senators. Also create name tags for all attendees and have several extra for individuals who attend, but do not RSVP.

106.02.08

At the completion of the Breakfast, send personal notes of thanks to the Senators in attendance.

106.02.09

Present an oral or written update to the BOD on the Breakfast.

107.00 Publications and Communications Committee

The Publications and Communications Committee is charged with producing quality publications for the Nebraska Academy of Physician Assistants. This includes producing a quarterly newsletter, NAPA stationery, and any other publication as directed by the BOD.

107.01 NAPA Stationery

107.01.01

NAPA stationery is currently printed by Oh-K Fast Print, 4604 Dodge St, Omaha, Nebraska. Telephone number is (402) 558-2233.

107.01.02

The NAPA office staff may initiate the order of NAPA stationery with notification to the NAPA Treasurer. The stationery can be delivered to the NAPA office for dispersal. Invoices are sent directly to the Treasurer. Approximately 1500 sheets of stationery with matching envelopes are printed at a time.

107.02 Newsletter

107.02.01

The newsletter is published at least quarterly or as often as needed to provide information to the general membership. Set up fixed deadlines and publish dates. Allow four weeks from deadline to publish date.

107.02.02

Gather stories of interest and information from various sources, including journals, committee chairs, board members, etc.

107.02.03

Have article typed with word processor and proofed.

107.02.04

Send edited articles as well as graphics Joe Edwards at joe@joedesigner.net. His telephone number is 712-527-9565. He needs about 5-7 working days to produce the camera-ready final proof.

107.02.05

Take the final camera-ready proof to the printer and decide on paper quality, ink, extra colors, photos, etc. The current printer is OH-K FAST PRINT, located at 4604 Dodge Street, Omaha, Nebraska. Phone number is 558-2233. Mr. Larry Schrodt is our contact person. Turnaround time for the printer is approximately 4-5 working days. NAPA is currently using 70 pound recycled linen paper, white with black ink.

107.02.06

The updated mailing list and mailing labels for the newsletter are available through the NAPA Office. The newsletter maybe mailed to NAPA members and VIPS upon request. All Nebraska PAs shall have access to archived newsletters.

107.03 Membership Directory

107.03.01

The membership directory is produced in conjunction with the Membership and Publication and Communications Committees. The directory should be updated as deemed necessary by the Board. The membership directory is available on the NAPA Website.

107.03.02

The website directory is a resource of physician assistant information for the NAPA membership. It includes AAPA information, NAPA member, NAPA Constitution and Bylaws, Rules and Regulations, Nebraska Statutes and Legislative information. Other information can be included as deemed necessary. The membership listings can be obtained from the NAPA Office.

107.04 Press Releases

107.04.01

On occasion, the Publication and Communication Committee in conjunction with the PPR committee will produce a press release which is mailed to most of the daily and weekly newspapers in Nebraska. The occasions for this usually involve national PA Day and the Award Winners at the Spring CME.

107.04.02

The press release should include as a title "Press Release for Immediate Release." Your name, address, and telephone number should also be enclosed. News releases should be typed and double spaced on 8 1/2 x 11 paper. Be accurate. Double check dates, names, places, etc., before turning in the copy. If photos are used, make sure that they are black and white in nature and 3 x 5 in size.

107.04.03

Information on newspaper addresses may be obtained from the Nebraska Press Advertising Service which produces a Nebraska Directory and Rate Book. The telephone is (402) 476-2851 and are located in Lincoln, Nebraska. The press releases should be as timely as possible and production should occur one month prior to the date desired.

107.05

The chair of the Publications and Communication Committee in conjunction with the Chapter Excellence Committee shall develop the Chapter Excellence Award annually. (see **110.00**)

108.00 Membership Committee

108.01 Guidelines

108.01.01

Promote membership in NAPA. The Membership Chair has the power to approve new members of NAPA based on the criteria outlined in the bylaws Article II, Sections 1-3.

108.01.02

Accept and safeguard monies for membership.

108.01.03

Keep the initial membership application on file for at least four years.

108.01.04

The committee chair shall provide membership data to BOD, and attend BOD meetings. Each Spring ask the BOD to set the dues for the upcoming membership year and have published as an approved action in the Minutes of a Board meeting.

108.01.05

Provide articles to newsletter as appropriate concerning membership.

108.01.06

The membership year is from Jan 1 to the following Dec 31. They will generate two notices to current members. The first mailing will be about Nov 1. The second and FINAL notice will be about Feb 15.

108.01.07

In March or April arrange for a special letter to be sent to members who have not renewed their membership. The letter should be signed by the Membership chair and encourage the members to renew their memberships.

108.01.08

Work closely with the Nebraska State Health and Human Services Department to learn of new PAs employed in the State. Make a special effort to have the new PAs join NAPA.

108.01.09

Keep accurate records regarding expenses concerning stamps, envelopes, photo copying costs, travel, etc. Expenses are submitted to the Treasurer for reimbursement. All other supplies such as NAPA stationery and envelopes are supplied by NAPA.

109.0 Committee on Diversity

109.01

The Committee on Diversity shall support and promote the education of our members on issues of diversity and cultural competence. This may include but is not limited to:

Promoting health fairs or other community service projects in under-served communities;

Targeting underrepresented groups in recruitment for the PA profession;

Producing articles on issues of cultural competence;

110.0 Ad Hoc Committees

110.01

The President may at any time appoint ad hoc committees to address any subject for which there is not a standing committee. The President at the time of the appointment will provide delegates to the committee/s the duties and responsibilities for the committee/s in the form of charges.

111.00 Chapter Excellence Committee

111.01

The Chapter Excellence Committee shall consist of the chairs of PPR and Publication and Communication Committees and two additional individuals appointed by the NAPA Board.

111.02

The committee shall coordinate and submit an application for the Chapter Excellence Award of the AAPA by the deadline set by the AAPA.

112.00 Nebraska PA Foundation

112.01

The NAPA, in concert with the Nebraska PA Foundation, support financial assistance for PA students.

112.02

The Nebraska PA Foundation shall consist of at least six board members: the President and Immediate Past President of NAPA shall serve ex officio positions and four members appointed by the PA Foundation. The President and Immediate Past President shall serve during their term of office.

112.03

The Nebraska Physician Assistant Foundation shall function as per the dictates of the bylaws as provided in addendum D.

113.00 Liaison Organizations

113.01

Liaison organizations are defined as those organizations with which NAPA seeks to maintain communication on a continuing basis. Communication shall be interpreted to mean mutual dialogue via letter, personal contact, committee activity, or as otherwise deemed appropriate by the Board of Directors.

113.02

The general guidelines for consideration of liaison are: 1) Will the liaison further NAPAs goals. 2) Will the liaison benefit the members. 3) Does the liaison organization accept NAPAs participation and advice in their affairs. 4) Is there a process to terminate the liaison if either mutual goals are not being met, or if the activity is not deemed effective by either party.

113.03

Individuals designated as liaisons shall make regular reports to the Liaison Coordinator, including reports indicating there has been no activity since the last report. The Liaison Coordinator will make reports to the BOD. The Liaison Coordinator is currently Roger Wells.

114.00 AAPA Delegates And Alternates

114.01

Each year at the time of the election of officers the Academy shall elect a number of delegates to the AAPA House of Delegates. The number elected shall be determined by the AAPA. Delegates must be Fellow members of the AAPA and shall be elected in the same manner as officers of the Academy. Terms of office for the delegates shall correspond to the number of delegates authorized by the AAPA. For example, if three delegates are authorized by the AAPA one delegate would be elected for three years.

114.02

The Academy BOD shall promulgate and maintain rules and procedures for the conduct of Academy delegates to the AAPA House of Delegates as listed below in sections 113.02.01-113.02.06, and specify criteria for election.

114.02.01

Each Delegate shall abide by the Rules and Procedures as set forth by the AAPA.

114.02.02

The Chief Delegate with the assistance of the NAPA President shall be responsible for submitting the appropriate documents to the AAPA regarding the credentialing of Nebraska's seated and alternate Delegates.

114.02.03

The Chief Delegate shall submit resolutions to the AAPA for Nebraska at the Board of Director's or Committee Chair's request in the time period outlined by the AAPA.

114.02.04

The Chief Delegate shall keep the NAPA Board of Director's informed of proposed resolutions and shall seek the Board's input as to Nebraska's position as time permits.

114.02.05

The Chief Delegate shall be responsible for assuring that Nebraska has the correct number of seated delegates in attendance at all times during the operation of the House of Delegates.

114.02.06

The Chief Delegate shall submit a written summary to the NAPA Board of Director's of the House resolutions and other pertinent news from the House of Delegates. A copy of the report shall be submitted to the newsletter editor for publication.

114.03

At least one Delegate must attend NAPA Board meetings and make an annual written report to the general membership at a time specified by the Academy BOD.

114.04

In the interest of continuity and maximum Academy representation, delegates are encouraged to seek re-election.

114.05 Alternate Delegates

Alternate delegates may be appointed by the Academy BOD and are subject to the same rules and regulations as the regular delegates. An alternate delegate must be a fellow member in the AAPA and are not restricted in consecutive terms served.

114.06 Impeachment of Delegates

Any delegate found delinquent in his/her duties as stipulated by the Board of Directors shall be impeached as per the Procedure Manual on Professional Review Activities of the Nebraska Academy of Physician Assistants, delineated in the procedure manual, Section II, Addendum C.

114.07 Vacancies

In the event of a vacancy, the Academy BOD may appoint an interim delegate to fill the vacated position for the duration of that term. The appointment shall be in accordance with the Delegate rules and procedures promulgated by the NAPA BOD as stated in sections 113.02.01-113.02.06.

115.00 Meetings and Conferences

The NAPA Board will designate individuals to attend the following meetings as representatives for Nebraska:

- I. North Central Regional Meeting (NCRM)
- II. Annual NAPA Spring Convention
- III. National AAPA Conference
- IV. Annual NAPA Summer Convention
- V. AAPA Leadership and Legislative Summits

115.01 North Central Regional Meeting

The North Central Region (NCR) consists of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Veteran's Affairs and Wisconsin. A regional meeting is held in one of these states early in the year. NAPA shall designate 2-4 officers (including a student as funding is available) to attend this meeting annually.

115.02 Annual NAPA Spring Convention

The NAPA spring BOD meeting and the General Membership meeting are held at this event. All NAPA Board members, Committee Chairs and liaisons are expected to attend.

115.03 Annual AAPA Conference

The Annual AAPA Conference is held around memorial day weekend. The NAPA Delegates shall be fully funded to attend the HOD. Alternate delegates will be funded as the budget will allow and at the Board's discretion. An annual amount shall be provided to (provisionally) accredited PA Program students as funds allow. These monies are to fund an Assembly of Representative's member and an HOD representative to the Annual Conference.

115.03.01

The student board members must make a formal written request to the NAPA BOD in a timely manner prior to the Annual Conference for funding.

115.03.02

A written report of the student's experience at the Annual Conference, with documentation of their attendance, must be sent to NAPA as soon as possible after the Annual Conference.

115.04 Annual NAPA Summer Convention

The NAPA summer meeting maybe held in western Nebraska. All NAPA Board members, Committee Chairs and liaisons are encouraged to attend.

115.05 AAPA Leadership and Legislative Summits

115.05.01

The AAPA Leadership and Legislative Summits are officer and board development workshops provided by the AAPA. They meet annually in Washington, DC in alternating years on dates set by the AAPA. This is an opportunity to network with other PAs, Constituent officers and the national staff. It also provides an opportunity to meet with the Federal Legislators on Capitol Hill and discuss timely and relevant issues which have an impact on the PA profession and educational programs.

115.05.02

The NAPA BOD shall select 2 to 8 NAPA members to attend the Leadership or Legislative summit on an annual basis. The NAPA BOD may also select students to attend on an annual basis. The students (at least one from each program) may be selected based on an essay to be submitted to the President. These selections should be made and confirmed by the BOD. It is hoped that individuals can attend this conference 2-3 years in a row to develop continuity with the legislative officials and the process.

115.05.03

The most senior participant should arrange all legislative meetings well in advance of the September meeting. The legislative appointments usually occur on Tuesday. There is a Nebraska Breakfast on Tuesday mornings that is a traditional breakfast where all the Representatives and Senators from Nebraska are in attendance. There is more than enough time to meet with Nebraska legislators. An introductory letter should be sent as early as possible to all five Nebraska legislators. The letter should be followed closely with a telephone call requesting confirmation of the meeting time with either the representative or the legislative aide. Allow 30 minutes for a meeting time and another 20 minutes for travel time between appointments if possible. When calling the representative offices, ask for the scheduler who will confirm appointment dates and times. Tell him/her who will be in your party and from what cities they hail. Often the scheduler is unable to confirm an appointment until late August or early September, but please call early so that you get on the list. It is best to schedule two senate appointments and the three House appointments in a group. Their offices are at different ends of the Hill and a lot of time will be spent running from place to place. When appointments have been confirmed, it is imperative to send a confirmation letter back to the legislative office with the confirmed time, date, individuals in the party and a rough idea of what topics may be discussed. Also give them the hotel dates and telephone numbers where you can be reached in case there is a change in the schedule.

115.05.04

At the Legislative Summit, a fair amount of time will be spent preparing participants for the legislative appointments. You will be briefed on two or three items which the AAPA would like you to discuss. Be familiar with these items and try, if appropriate, to develop a local flare for the issues at hand.

115.05.05

When meeting with the legislators, each individual should participate in the discussion. This is frequently done by each individual discussing a separate bill or issue. Keep your discussions to the point. Offer to send more information if desired. Leave your business cards so they can contact you if they have questions. Follow-up with a thank you letter and quick recap of what was accomplished during the meeting.

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Introduction

The physician assistant profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. Economic pressures of the health care system, social pressures of church and state, technological advances, and changing patient demographics continually transform the landscape in which PAs practice.

Previous codes of the profession were brief lists of tenets for PAs to live by in their professional lives. This document departs from that format by attempting to describe ways in which those tenets apply. Each situation is unique. Individual PAs must use their best judgment in a given situation while considering the preferences of the patient and the supervising physician, clinical information, ethical concepts, and legal obligations.

Four main bioethical principles broadly guided the development of these guidelines: autonomy, beneficence, nonmaleficence, and justice.

Autonomy, strictly speaking, means self-rule. Patients have the right to make autonomous decisions and choices, and physician assistants should respect these decisions and choices.

Beneficence means that PAs should act in the patient’s best interest. In certain cases, respecting the patient’s autonomy and acting in their best interests may be difficult to balance.

Nonmaleficence means to do no harm, to impose no unnecessary or unacceptable burden upon the patient.

Justice means that patients in similar circumstances should receive similar care. Justice also applies to norms for the fair distribution of resources, risks, and costs.

Physician assistants are expected to behave both legally and morally. They should know and understand the laws governing their practice. Likewise, they should understand the ethical responsibilities of being a health care professional. Legal requirements and ethical expectations will not always be in agreement. Generally speaking, the law describes minimum standards of acceptable behavior, and ethical principles delineate the highest moral standards of behavior.

When faced with an ethical dilemma, PAs may find the guidance they need in this document. If not, they may wish to seek guidance elsewhere – possibly from a supervising physician, a hospital ethics committee, an ethicist, trusted colleagues, or other AAPA policies. PAs should seek legal counsel when they are concerned about the potential legal consequences of their decisions.

The following sections discuss ethical conduct of PAs in their professional interactions with patients, physicians, colleagues, other health professionals, and the public. The "Statement of Values" within this document defines the fundamental values that the PA profession strives to uphold. These values provide the foundation upon which the guidelines rest. The guidelines were written with the understanding that no document can encompass all actual and potential ethical responsibilities, and PAs should not regard them as comprehensive.

Statement of Values of the Physician Assistant Profession

- Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- Physician assistants uphold the tenets of patient autonomy, beneficence, nonmaleficence, and justice.
- Physician assistants recognize and promote the value of diversity.
- Physician assistants treat equally all persons who seek their care.
- Physician assistants hold in confidence the information shared in the course of practicing medicine.
- Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
- Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
- Physician assistants use their knowledge and experience to contribute to an improved community.
- Physician assistants respect their professional relationship with physicians.
- Physician assistants share and expand knowledge within the profession.

The PA and Patient

PA Role and Responsibilities

Physician assistant practice flows out of a unique relationship that involves the PA, the physician, and the patient. The individual patient–PA relationship is based on mutual respect and an agreement to work together regarding medical care. In addition, PAs practice medicine with physician supervision; therefore, the care that a PA provides is an extension of the care of the supervising physician. The patient–PA relationship is also a patient–PA–physician relationship.

The principal value of the physician assistant profession is to respect the health, safety, welfare, and dignity of all human beings. This concept is the foundation of the patient–PA relationship. Physician assistants have an ethical obligation to see that each of their patients receives appropriate care. PAs should recognize that each patient is unique and has an ethical right to self-determination. PAs should be sensitive to the beliefs and expectations of the patient, but are not expected to ignore their own personal values, scientific or ethical standards, or the law.

A PA has an ethical duty to offer each patient the full range of information on relevant options for their health care. If personal moral, religious, or ethical beliefs prevent a PA from offering the full range of treatments available or care the patient desires, the PA has an ethical duty to refer an established patient to another qualified provider. PAs are obligated to care for patients in emergency situations and to responsibly transfer established patients if they cannot care for them.

The PA and Diversity

The physician assistant should respect the culture, values, beliefs, and expectations of the patient.

Discrimination

Physician assistants should not discriminate against classes or categories of patients in the delivery of needed health care. Such classes and categories include gender, color, creed, race, religion, age, ethnic or national origin, political beliefs, nature of illness, disability, socioeconomic status, or sexual orientation.

Initiation and Discontinuation of Care

In the absence of a preexisting patient–PA relationship, the physician assistant is under no ethical obligation to care for a person unless no other provider is available. A PA is morally bound to provide care in emergency situations and to arrange proper follow-up. PAs should keep in mind that contracts with health insurance plans might define a legal obligation to provide care to certain patients.

A physician assistant and supervising physician may discontinue their professional relationship with an established patient as long as proper procedures are followed. The PA and physician should provide the patient with adequate notice, offer to transfer records, and arrange for continuity of care if the patient has an ongoing medical condition. Discontinuation of the professional relationship should be undertaken only after a serious attempt has been made to clarify and understand the expectations and concerns of all involved parties.

If the patient decides to terminate the relationship, they are entitled to access appropriate information contained within their medical record.

Informed Consent

Physician assistants have a duty to protect and foster an individual patient’s free and informed choices. The doctrine of informed consent means that a PA provides adequate information that is comprehensible to a competent patient or patient surrogate. At a minimum, this should include the nature of the medical condition, the objectives of the proposed treatment, treatment options, possible outcomes, and the risks involved. PAs should be committed to the concept of shared decision making, which involves assisting patients in making decisions that account for medical, situational, and personal factors.

In caring for adolescents, the PA should understand all of the laws and regulations in his or her jurisdiction that are related to the ability of minors to consent to or refuse health care. Adolescents should be encouraged to involve their families in health care decision making. The PA should also understand consent laws pertaining to emancipated or mature minors. (See the section on ***Confidentiality***.)

When the person giving consent is a patient’s surrogate, a family member, or other legally authorized representative, the PA should take reasonable care to assure that the decisions made are consistent with the patient’s best interests and personal preferences, if known. If the PA believes the surrogate’s choices do not reflect the patient’s wishes or best interests, the PA should work to resolve the conflict. This may require the use of additional resources, such as an ethics committee.

Confidentiality

Physician assistants should maintain confidentiality. By maintaining confidentiality, PAs respect patient privacy and help to prevent discrimination based on medical conditions. If patients are confident that their privacy is protected, they are more likely to seek medical care and more likely to discuss their problems candidly.

In cases of adolescent patients, family support is important but should be balanced with the patient’s need for confidentiality and the PA’s obligation to respect their emerging autonomy. Adolescents may not be of age to make independent decisions about their health, but providers should respect that they soon will be. To the extent they can, PAs should allow these emerging adults to participate as fully as possible in decisions about their care. It is important that PAs be familiar with and understand the laws and

regulations in their jurisdictions that relate to the confidentiality rights of adolescent patients. (See the section on *Informed Consent*.)

Any communication about a patient conducted in a manner that violates confidentiality is unethical. Because written, electronic, and verbal information may be intercepted or overheard, the PA should always be aware of anyone who might be monitoring communication about a patient.

PAs should choose methods of storage and transmission of patient information that minimize the likelihood of data becoming available to unauthorized persons or organizations. Modern technologies such as computerized record keeping and electronic data transmission present unique challenges that can make the maintenance of patient confidentiality difficult. PAs should advocate for policies and procedures that secure the confidentiality of patient information.

The Patient and the Medical Record

Physician assistants have an obligation to keep information in the patient's medical record confidential. Information should be released only with the written permission of the patient or the patient's legally authorized representative. Specific exceptions to this general rule may exist (e.g., workers compensation, communicable disease, HIV, knife/gunshot wounds, abuse, substance abuse). It is important that a PA be familiar with and understand the laws and regulations in his or her jurisdiction that relate to the release of information. For example, stringent legal restrictions on release of genetic test results and mental health records often exist.

Both ethically and legally, a patient has certain rights to know the information contained in his or her medical record. While the chart is legally the property of the practice or the institution, the information in the chart is the property of the patient. Most states have laws that provide patients access to their medical records. The PA should know the laws and facilitate patient access to the information.

Disclosure

A physician assistant should disclose to his or her supervising physician information about errors made in the course of caring for a patient. The supervising physician and PA should disclose the error to the patient if such information is significant to the patient's interests and well being. Errors do not always constitute improper, negligent or unethical behavior, but failure to disclose them may.

Care of Family Members and Co-workers

Treating oneself, co-workers, close friends, family members, or students whom the physician assistant supervises or teaches may be unethical or create conflicts of interest. PAs should be aware that their judgment might be less than objective in cases involving friends, family members, students, and colleagues and that providing "curbside" care might sway the individual from establishing an ongoing relationship with a provider. If it becomes necessary to treat a family member or close associate, a formal patient-provider relationship should be established, and the PA should consider transferring the patient's care to another provider as soon as it is practical. If a close associate requests care, the PA may wish to assist by helping them find an appropriate provider.

There may be exceptions to this guideline, for example, when a PA runs an employee health center or works in occupational medicine. Even in those situations, PAs should be sure they do not provide informal treatment, but provide appropriate medical care in a formally established patient-provider relationship.

Genetic Testing

Evaluating the risk of disease and performing diagnostic genetic tests raise significant ethical concerns. Physician assistants should be knowledgeable about the benefits and risks of genetic tests. Testing should be undertaken only after the patient's informed consent is obtained. If PAs order or conduct the tests, they should assure that appropriate pre- and post-test counseling is provided.

PAs should be sure that patients understand the potential consequences of undergoing genetic tests – from impact on patients themselves, possible implications for other family members, and potential use of the information by insurance companies or others who might have access to the information. Because of the potential for discrimination by insurers, employers, or others, PAs should be particularly aware of the need for confidentiality concerning genetic test results.

Reproductive Decision Making

Patients have a right to access the full range of reproductive health care services, including fertility treatments, contraception, sterilization, and abortion. Physician assistants have an ethical obligation to provide balanced and unbiased clinical information about reproductive health care.

When the PA's personal values conflict with providing full disclosure or providing certain services such as sterilization or abortion, the PA need not become involved in that aspect of the patient's care. By referring the patient to a qualified provider, the PA fulfills their ethical obligation to ensure the patient access to all legal options.

End of Life

Physician assistants have an obligation to optimize care and maximize quality of life for patients at the end of life. PAs are encouraged to facilitate open discussion with patients and their family members concerning end of life treatment choices.

PAs should involve the physician in all near-death planning. The PA should only withdraw life support with the supervising physician's agreement and in accordance with the policies of the health care institution.

PAs should be aware of the medical, legal, social, and ethical issues in end of life decision making. Advance directives, living wills, and organ donation should be discussed during routine patient visits.

The PA and Individual Professionalism

Conflict of Interest

Physician assistants should place service to patients before personal material gain and should avoid undue influence on their clinical judgment. Trust can be undermined by even the appearance of improper influence. Examples of excessive or undue influence on clinical judgment can take several forms. These may include financial incentives, pharmaceutical or other industry gifts, and business arrangements involving referrals. PAs should disclose any actual or potential conflict of interest to their patients.

Acceptance of gifts, trips, hospitality, or other items is discouraged. Before accepting a gift or financial arrangement, PAs might consider the guidelines of the Royal College of Physicians, “Would I be willing to have this arrangement generally known?” or of the American College of Physicians-American Society of Internal Medicine, “What would the public or my patients think of this arrangement?”

Professional Identity

Physician assistants should not misrepresent directly or indirectly, their skills, training, professional credentials, or identity. Physician assistants should uphold the dignity of the PA profession and accept its ethical values.

Competency

Physician assistants should commit themselves to providing competent medical care and extend to each patient the full measure of their professional ability as dedicated, empathetic health care providers. PAs should also strive to maintain and increase the quality of their health care knowledge, cultural sensitivity, and cultural competence through individual study and continuing education.

Sexual Relationships

It is unethical for physician assistants to become sexually involved with patients. It also may be unethical for PAs to become sexually involved with former patients or key third parties. Key third parties are individuals who have influence over the patient. These might include spouses or partners, parents, guardians, or surrogates.

Such relationships generally are unethical because of the PA's position of authority and the inherent imbalance of knowledge, expertise, and status. Issues such as dependence, trust, transference, and inequalities of power may lead to increased vulnerability on the part of the current or former patients or key third parties.

Gender Discrimination and Sexual Harassment

It is unethical for physician assistants to engage in or condone any form of gender discrimination. Gender discrimination is defined as any behavior, action, or policy that adversely affects an individual or group of individuals due to disparate treatment, disparate impact, or the creation of a hostile or intimidating work or learning environment.

It is unethical for PAs to engage in or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment, or

Accepting or rejecting such conduct affects or may be perceived to affect professional decisions concerning an individual, or

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's training or professional position.

The PA and Other Professionals

Team Practice

Physician assistants should be committed to working collegially with other members of the health care team to assure integrated, well-managed, and effective care of patients. PAs should strive to maintain a spirit of cooperation with other health care professionals, their organizations, and the general public.

Illegal and Unethical Conduct

Physician assistants should not participate in or conceal any activity that will bring discredit or dishonor to the PA profession. They should report illegal or unethical conduct by health care professionals to the appropriate authorities.

Impairment

Physician assistants have an ethical responsibility to protect patients and the public by identifying and assisting impaired colleagues. "Impaired" means being unable to practice medicine with reasonable skill and safety because of physical or mental illness, loss of motor skills, or excessive use or abuse of drugs and alcohol.

PAs should be able to recognize impairment in physician supervisors, PAs, and other health care providers and should seek assistance from appropriate resources to encourage these individuals to obtain treatment.

PA–Physician Relationship

Supervision should include ongoing communication between the physician and the physician assistant regarding patient care. The PA should consult the supervising physician whenever it will safeguard or advance the welfare of the patient. This includes seeking assistance in situations of conflict with a patient or another health care professional.

Complementary and Alternative Medicine

A patient's request for alternative therapy may create conflict between the physician assistant and the patient. Though physician assistants are under no obligation to provide an alternative therapy, they do have a responsibility to be sensitive to the patient's needs and beliefs and to help the patient understand their medical condition. The PA should gain an understanding of the alternative therapy being considered or being used, the expected outcome, and whether the treatment would clearly be harmful to the patient. If the treatment would harm the patient, the PA should work diligently to dissuade the patient from using it and advise other treatment.

The PA and the Health Care System

Workplace Actions

Physician assistants may face difficult personal decisions to withhold medical services when workplace actions (e.g., strikes, sick-outs, slowdowns, etc.) occur. The potential harm to patients should be carefully weighed against the potential improvements to working conditions and, ultimately, patient care that could result. In general, PAs should individually and collectively work to find alternatives to such actions in addressing workplace concerns.

Managed Care

The focus of managed care organizations on cost containment and resource allocation can present particular ethical challenges to clinicians. When practicing in managed care systems, physician assistants should always act in the best interests of their patients and as an advocate when necessary. PAs should actively resist managed care policies that restrict free exchange of medical information. For example, a PA should not withhold information about treatment options simply because the option is not covered by a particular managed care organization.

PAs should inform patients of financial incentives to limit care, use resources in a fair and efficient way, and avoid arrangements or financial incentives that conflict with the patient's best interests.

PAs as Educators

All physician assistants have a responsibility to share knowledge and information with patients, other health professionals, students, and the public. The ethical duty to teach includes effective communication with patients so that they will have the information necessary to participate in their health care and wellness.

PAs and Research

The most important ethical principle in research is honesty. This includes assuring subjects' informed consent, following treatment protocols, and accurately reporting findings. Fraud and dishonesty in research should be reported so that the appropriate authorities can take action.

Physician assistants involved in research must be aware of potential conflicts of interest. The patient's welfare takes precedence over the desired research outcome. Any conflict of interest should be disclosed.

In scientific writing, PAs should report information honestly and accurately. Sources of funding for the research must be included in the published reports.

Plagiarism is unethical. Incorporating the words of others, either verbatim or by paraphrasing, without appropriate attribution is unethical and may have legal consequences. When submitting a document for publication, any previous publication of any portion of the document must be fully disclosed.

PAs as Expert Witnesses

The physician assistant expert witness should testify to what he or she believes to be the truth. The PA's review of medical facts should be thorough, fair, and impartial.

The PA expert witness should be fairly compensated for time spent preparing, appearing, and testifying. The PA should not accept a contingency fee based on the outcome of a case in which testimony is given or derive personal, financial, or professional favor in addition to compensation.

The PA and Society

Lawfulness

Physician assistants have the dual duty to respect the law and to work for positive change to laws that will enhance the health and well being of the community.

Executions

Physician assistants, as health care professionals, should not participate in executions because to do so would violate the ethical principle of beneficence.

Access to Care / Resource Allocation

Physician assistants have a responsibility to use health care resources in an appropriate and efficient manner so that all patients have access to needed health care. Resource allocation should be based on societal needs and policies, not the circumstances of an individual patient-PA encounter. PAs participating in policy decisions about resource allocation should consider medical need, cost-effectiveness, efficacy, and equitable distribution of benefits and burdens in society.

Community Well Being

Physician assistants should work for the health, well being, and the best interest of both the patient and the community. Sometimes there is a dynamic moral tension between the well being of the community in general and the individual patient. Conflict between an individual patient's best interest and the common good is not always easily resolved. In general, PAs should be committed to upholding and enhancing community values, be aware of the needs of the community, and use the knowledge and experience acquired as professionals to contribute to an improved community.

Conclusion

The American Academy of Physician Assistants recognizes its responsibility to aid the PA profession as it strives to provide high quality, accessible health care. Physician assistants wrote these guidelines for themselves and other physician assistants. The ultimate goal is to honor patients and earn their trust while providing the best and most appropriate care possible. At the same time, PAs must understand their personal values and beliefs and recognize the ways in which those values and beliefs can impact the care they provide.

**PHARMACEUTICAL DETAILING AND SAMPLES
POSITION STATEMENT**

Physician assistants have been providing essential medical care in Nebraska since the mid-1970's. PAs practice in all types of ambulatory and inpatient care settings. There are over 38,000 PAs nationwide. In Nebraska, as well as elsewhere, PAs are found in general primary care areas such as family practice, medicine, pediatrics and OB/Gyn. Many are practicing in specialties and sub-specialties such as pediatric infectious disease, cardiovascular surgery, pulmonary medicine and bone marrow transplantation. Nebraska PAs provide well over 750,000 patient visits annually.

Nebraska law allows for a PA to practice in a physically separate locale than the supervising physician and authorizes prescription writing. Nearly all states allow for prescription writing. Although there are no federal or state restrictions in Nebraska on PAs receiving or dispensing samples, a small number of pharmaceutical companies will not allow PAs in Nebraska to sign for and receive samples.

The Nebraska Academy of Physician Assistants recognizes the tremendous support given to the professional organization, individual PAs, and patients by pharmaceutical companies and their agents. In turn, PAs receive an opportunity to learn about various therapeutic agents. The samples provided by pharmaceutical representatives are a convenient and inexpensive means to observe the effectiveness of that drug product. As important, if not more so, drug samples are an excellent and much needed resource for patients with limited finances.

It is incumbent upon the PA to provide the patient with the most appropriate therapeutic agent available. The Nebraska Academy of Physician Assistants encourages PAs to utilize products of drug companies that support the profession as a whole and individual PA practices if that is the most appropriate therapeutic product for an individual patient. This includes those products of companies whose policies allow PAs to sign for and receive samples.

Approved by NAPA BOD 1/1991
Reaffirmed 10/2000

SUPERVISION AND REIMBURSEMENT POLICY STATEMENT

The Nebraska Academy of Physician Assistants does not support independent practice by mid-level practitioners nor direct reimbursement by third party payers. The Academy is committed to find ways to decrease barriers to effective utilization of physician assistants. NAPA believes the “team approach” is the most effective and appropriate method to deliver health care. All members are valuable contributors. As in any team, there must be a leader. The health care team leader should be a physician who is ultimately responsible for the care of the patient. This ultimate responsibility does not diminish the professional responsibility of any of the other team members.

Approved by NAPA BOD 10/1993
Reaffirmed 10/2000