



Terms of reference: pre-registration education sub-committee

1. Purpose and scope of this document

To provide the terms of reference for the pre-registration education sub-committee of the Faculty for Physician Associates (FPA) board at the Royal College of Physicians.

2. Objectives of the pre-registration education sub-committee

- To review and periodically revise the Competency and Curriculum Framework and the Matrix of Core Clinical Conditions for the physician associate
- To represent the FPA on the UK and Ireland Universities Board for PA Education (or future equivalent committee)
- To set, review and revise accreditation standards for UK physician associate programmes along with the development and delivery of the accreditation programme for UK physician associate programmes
- Working groups will report back to this sub-committee and this subcommittee will report back to the Board of the FPA

3. Composition of the pre-registration education sub-committee

The pre-registration education sub-committee will comprise the following posts.

- a) Chair or co-chair (member of the FPA Board)
- b) Deputy chair or co-chair (if co-chair they will also be a member of the FPA Board)
- c) Lead for accreditation
- d) Lead for Competency and Curriculum Framework and the Matrix of Core Clinical Conditions
- e) Chair of the UK and Ireland Universities Board for Physician Associate Education (or future equivalent committee)
- f) Student representative (member of the FPA)
- g) Patient representative
- h) Physician associates (member of the FPA) or practising clinicians with physician associate experience from the seven sub-specialties listed below (at least three specialities being represented):

- Surgery
- Emergency medicine
- Paediatrics and child health
- Psychiatry and mental health



- General Practice
- Obstetrics and gynaecology
- Medicine

I) Royal College of Physicians College staff in attendance

J) Representation from any other appropriate body by invitation

4. Method of appointment of pre-registration education sub-committee members

Members are appointed for an initial term of three years. Appointments are by application to the faculty board to ensure the correct depth and breadth of expertise required. All sub-committee members must be in good standing with the faculty of physician associates (or their respective regulator for other health care professionals) and be active in clinical practice with experience of physician associates or in PA education.

The pre-registration education sub-committee shall be appointed by the faculty of physician associates board at the Royal College of Physicians.

The position of a pre-registration education sub-committee member is an unpaid position though the faculty of physician associates may develop a budget whereby certain expenses incurred by members of the pre-registration education sub-committee may be recompensed.

Once the pre-registration education sub-committee is established, vacancies occurring on the committee by resignation, incapacity, or death shall be filled by appropriate invitation of the faculty of physician associates.

Committee members may be removed from the committee by majority action of the commission as a whole for reasons of non-participation, civil malfeasance, or disreputable public behaviour.

Non-participation shall be defined as a pre-registration education sub-committee member who has more than two unexplained absences in succession from committee business.

5. Role of pre-registration education sub-committee members

Committee members must be available to attend to the duties of the committee (which are numbered below):

- a. To review and periodically revise the Competency and Curriculum Framework and the Matrix of Core Clinical Conditions for the physician associate
- b. To represent the faculty of physician associates on the UK and Ireland Universities Board for Physician Associate Education (or future equivalent committee)



- c. To set, review and revise accreditation standards for UK physician associate programmes along with the development and delivery of the accreditation programme for UK physician associate programmes

The faculty of physician associates board at the Royal College of Physicians shall have oversight responsibility for the pre-registration education sub-committee and shall ensure there is adequate indemnity coverage for the legal protection of the committee.

The chairperson (or co-chairs) shall be responsible for the general management of pre-registration education sub-committee and shall cause meetings to be held regularly and to be conducted appropriately.

The deputy chair (or second co-chair) shall have charge of recording and maintaining the minutes of all meetings, shall maintain and conduct correspondence on behalf of the pre-registration education sub-committee and shall assume the chair should the chairperson be unable to attend or complete an established meeting.

Should neither the chairperson nor deputy chair be available or able to chair an established meeting a designated committee member (tba) would assume the post of acting chair.

Committee members must make every effort to participate in the pre-registration education sub-committee responsibilities to the best of their abilities.

Should any committee member find that they have a conflict of interest in any business before the pre-registration education sub-committee, they must so declare that conflict and recuse themselves from that business.

6. Quorum

A quorum of the sub-committee requires 50% of members including the presence of the chair or deputy chair.

7. Frequency of meetings and minimum attendance

Sub-committee meetings are held four times a year. An individual sub-committee member is expected to attend three out of four meetings averaged over two consecutive years. Failure to attend two consecutive meetings will be brought to the members' attention via a letter from the chair of the sub-committee. Failure to attend three consecutive meetings may result in cessation of tenure.

If during a meeting, information of a sensitive nature such as would compromise personal or patient confidentiality, the pre-registration education sub-committee may retire "in camera" to deliberate



said issue. Deliberations conducted in these circumstances must be published in the meeting minutes in such a way as to protect confidentiality.

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