



Inspiring Excellence in Acute Medicine

ROLE OF PHYSICIAN ASSOCIATE REPRESENTATIVE

We are seeking nominations from members of the Society for the role of Physician Associate Representative to the Society for Acute Medicine (SAM).

Prospective candidates must:

1. Be a member of SAM and in good standing
2. Be in active clinical practice in acute medicine
3. Be nominated and seconded by two SAM members who are in good standing
4. Make known their application to the Society's office by midday on **July 10th 2017**
5. Be in a position to commence their duties at SAM's Council meeting on September 10th 2017, and SAM conference September 11th and 12th in Birmingham

SAM is an incorporated company and Council members are registered Directors of the company. Those wishing to apply for the role who do not currently hold SAM membership must join SAM. Free first year membership will be offered to applicants.

ROLE AND DUTIES OF COUNCIL OFFICERS AND MEMBERS

Membership of the SAM Council is a privilege which carries with it the twin responsibilities of representing the society and guiding its members. In order that both members may have confidence in the effectiveness and impartiality of the Council, members undertake:

- To make themselves available for service on the SAM Council and those of its committees and working parties to which they may be elected or appointed
- To be aware of the organisation's goals and bear them in mind in discussions
- To take decisions in the society's interest without favour to any individual body corporate or other association, whether medical or lay
- To avoid placing themselves under obligation to any individual or organisation which might affect their ability to act impartially and objectively as members of the SAM Council
- To declare in the SAM Council of their membership of other bodies or organisations which may impact on their duties as a SAM Council member

- To declare relevant interests or prior knowledge in the course of Council business, and/or to take steps to avoid such interests or knowledge giving rise to a conflict of interest
- To serve without seeking personal gain or preferment
- To avoid bias on grounds of sex, race, disability, lifestyle, culture, beliefs, colour, gender, sexuality or age
- To be open about the decisions and actions they take as SAM Council members, restricting information only when the principles of confidentiality or the law demand it
- To observe the confidentiality of information identified as confidential which they receive as a privilege of SAM Council membership
- To distinguish clearly, when speaking or writing, between personal views and those of the SAM
- To support the above principles by leadership and example

A quorum at a Council meeting is 10 Officers of the Society and Members elected to Council. This number must include the President, President Elect or Immediate Past President who shall chair the meeting. Council decisions should be made by consensus. Where this is not possible, every issue may be determined by simple majority of the votes cast by the Officers of the Society and Members elected to Council present at the Council meeting. A resolution which is in writing and signed by all members of the Council is as valid as a resolution passed at a meeting and for this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature. In the event of a vote being tied the Chairman shall have a casting vote.

As a minimum two from the President, President Elect, and Immediate Past President together with the Chair of the relevant Society committee shall represent the Society in consultations with external authorities or organisations.

PHYSICIAN ASSOCIATE REPRESENTATIVE COUNCIL MEMBER

This post is for a Physician Associate actively engaged in clinical practice in acute medicine. The tenure of the post is three years and a maximum of two consecutive terms of office is permitted. If more than one candidate applies, an election will be held.

Elected Physician Associate Representatives have five key aspects to the role, namely:

1. Multi professional working
2. Professionalism
3. Ambassadorship
4. Expertise
5. Communication

Multi professional working

- Act in such a way to ensure effective processes and mechanisms are developed for patients through collaborative multi professional working, which align all separate professional interests grounded in achieving the core principle '***the right patient in the right place at the right time first time***'.
- Promote good working relationships between medical, nursing and allied health professionals to ensure a dialogue is maintained on joint issues that must be resolved in a collaborative and transparent manner.
- Promote the importance of multi professional working at all times, ensuring this is integral to all issues raised and key pieces of work delivered.

Professionalism

- Must be a member of the Faculty of Physician Associates and be on the Physician Associate Managed Voluntary Register (PAMVR) to represent Physician Associates within the SAM.
- Maintain confidentiality on SAM matters where this is implicit.
- Disclose declarations of interest and ensure no conflicts of interest occur.
- Be willing to dedicate the necessary time and commitment to be present at SAM Council quarterly meetings.
- Be willing to travel outside region of work to participate in SAM Council Meetings and SAM Conferences.
- Possess the ability to remain impartial, non-judgemental and objective in relation to SAM Council meetings and decisions reached.
- Have an open-minded approach which facilitates flexibility and for decisions to be reached between professionals at SAM with transparency.

Ambassador

- Proactively stimulate an interest/increase in Physician Associate Membership within the SAM to raise the profile of Physician Associates within SAM.
- Proactively stimulate new membership of Allied Health Professionals within the SAM to promote the essential multi professional ethos of the Society.
- Promote Physician Associate audit/research to represent the Physician Associate Agenda at SAM Council Meetings
- Assume responsibility to organise a Physician Associate programme for the twice yearly SAM Conferences; with due consideration of current issues and those of topical interest.
- Act in such a way to promote links with other professional bodies to increase support for key pieces of work undertaken.

- Work collaboratively with colleagues nationally to consult and deliver upon key pieces of Physician Associate work.
- Be prepared to work in a way, which promotes a multi-professional approach to find solutions to issues.
- Demonstrate interest and regard for colleagues who may need professional support for issues arising in acute medicine.

Expertise

- Generate a forward yearly plan of work envisaged which drives current issues in Physician Associate working
- Be actively engaged in practice in acute medicine
- Share knowledge across a range of expertise to include leadership, management, research, audit, clinical issues and governance
- Keep SAM Council informed and updated on current national issues in Physician Associate practice pertinent to acute medicine
- Be prepared to undertake key pieces of work that assist advancement and development of acute medicine and roles for Physician Associates within acute medicine
- Make informed recommendations for Physician Associates based on the analysis of information
- Scan Journals and contribute to evidence base for Physician Associates in acute medicine
- Promote Physician Associate research

Communication

- Undertake to feedback to SAM Council from national Physician Associate bodies, conferences, seminars etc to benefit Physician Associates in Acute Medicine.
- Demonstrate excellent communication skills; gather and evaluate information from meetings and then undertake to disseminate information impartially.
- Work actively across professional disciplines and professional bodies to ensure inclusive thinking to multi-professional working.
- Actively contribute to debates, working papers and protocols etc.

This role summary is not exhaustive and others considerations may need to made dependent upon the scope of expertise of the SAM Physician Associate Representative.