Faculty Advisor Handbook

2015-2016
Table of Contents

Important National Projects for Student Societies ..............................................................2
Role of the Faculty Advisor .................................................................................................3
Organizing Your Student Society: A Step-by-Step Guide ..................................................3
Resources for the Faculty Advisor and the Student Society .............................................6
SAAAPA Meetings Open the Doors to Opportunity ............................................................8
Leadership Opportunities for Students Outside the Student Society .............................10
The Bottom Line ................................................................................................................11
Important Dates—Subject to Change

2015

September

1 Student society registration opens

October

6-12 PA Week
24-25 Student Academy Board of Directors Meeting in Alexandria, Va.

2016

January

15 Applications due for:
   • AOR/HOD travel grants
   • Outstanding Student Society Award
   • Student PAragon Award
   • PA Student Mentor Award

31 Deadline to apply to be on an HOD reference committee

February

1-28 Challenge Bowl registration open
2 February AOR Conference Call at 9 p.m. EST
4-6 Leadership and Advocacy Summit in Alexandria, Va.

March

April

1 Declaration of SAAAPA candidacy
1 AOR resolutions due

May

3 May AOR Conference Call at 9 p.m. EST
14-18 Conference, San Antonio, Texas
14-15 Assembly of Representatives
15 National Medical Challenge Bowl
16 Student SPARK Sessions (lectures and presentations for students)

July

1 Term of office begins for SAAAPA leaders
Your Role as a Faculty Advisor

The role of the faculty advisor is to motivate future leaders in the PA profession by encouraging participation, providing information about resources, and nurturing interest in the activities of the program’s student society. The Faculty Advisor Handbook is designed to familiarize faculty with the Student Academy of the American Academy of Physician Assistants (SAAAPA), so faculty can assist the student society in getting registered and getting involved.

Organizing Your Student Society: A Step-by-Step Guide

Step 1: Elect Student Society Officers
To be an officer in a registered student society, the student must be an AAPA student member. SAAAPA recommends the following student society officers be elected:

- **President**
  - Presides over the monthly meetings
  - Sets the meetings’ agendas and submits them to the secretary for copies and distribution
  - Coordinates the activities of the committees, and keeps the membership informed of the activities of the committees
  - Registers the student society with SAAAPA no later than November 1 each year, but can register the society starting September 1

- **Vice President**
  - Assists the president, presides in his or her absence, and informs the membership of various student issues and activities of SAAAPA
  - Reads and utilizes the Student Society Handbook published by SAAAPA

- **Secretary**
  - Maintains all records of the student society
  - Records minutes of meetings
  - Notifies members of forthcoming meetings
  - Notifies candidates of their election
  - Carries on the general correspondence of the student society
  - Responsible for distribution of the agenda and other items for the meeting

- **Treasurer**
  - Coordinates the collection of dues
  - Maintains the student society bank account
  - Reports to the membership the student society’s financial status at each general meeting

- **Assembly of Representatives (AOR) Representative**
  - Distributes all Student Academy information to his or her program. The AOR representative will also serve as a point of contact for the SAAAPA Board of Directors and the regional chair.
o The AOR should also attend the annual AOR meeting at AAPA’s annual conference to elect new SAAAPA officers, establish and amend policy, and conduct business as necessary on behalf of your student society and PA program.

o The AOR representative will also discuss the AOR’s resolutions with the student society members prior to the annual conference, so that the AOR representative knows how to vote for his or her constituents. Past and current AOR resolutions can be viewed online and will be updated prior to the annual conference with the resolutions to be discussed at conference.

o Regularly monitors the SAAAPA website at www.aapa.org/SAAAPA

o Reviews the AOR Handbook, sent prior to annual conference and other information related to the AOR,

o Participate in online discussions with other AOR representatives from around the country using online tools.

- **AOR Alternate**
  o May replace the AOR at the Assembly of Representatives meeting if the AOR relinquishes his or her seat either temporarily or permanently.
  o Responsible to getting all Student Academy materials from the AOR, as information will only be sent to the seated AOR.
  o Participate in online discussions with other AOR and alternates representatives from around the country

- **Student Diversity Committee Representative (SDCR)**
  o Disseminates information to students regarding diversity issues that may affect the delivery of health care to various populations
  o Coordinates local activities and community outreach projects
  o Serves as liaison between the student society and the SAAAPA Director of Diversity
  o Participate in online discussions with other SDCRs from around the country using online tools.
  o Participate in the diversity roundtable at AAPA’s annual conference.

- **State Chapter Student Representative (SCSR)**
  o attend all constituent chapter board of directors meetings and report back to his/her student society;
  o help maintain student society continuity from year to year by assisting the incoming class with the elections of officers;
  o increase interaction between the student society, constituent chapter, the Student Academy, and the AAPA national office;
  o inform the incoming class about the importance of professional involvement and AAPA membership;
  o educate student society members on local and national PA issues;
  o maintain communication with the SAAAPA Regional Director and Director of Outreach regarding current issues and ideas.

- **Director of Outreach**
  o Establishes communication with other health professional students such as future physicians, nurses, physical therapists, occupational therapists, etc.
  o Educates student in other health disciplines about the role of the physician assistant
  o Works with other city, county, state, and community related organizations to promote PAs and get PA students involved with the other organization
• Student Society Historian
  o Coordinates activities between the student society and the Society for the Preservation of Physician Assistant History
  o Attends Society for the Preservation of Physician Assistant History meetings and report back to his/her student society
  o Helps maintain student society continuity from year to year by assisting the incoming class with the elections of officers, Student Historian, Assembly of Representatives, and House of Delegates student representatives
  o Increases interaction between the student society, Society for the Preservation of Physician Assistant History, the Student Academy, and the AAPA national office;
  o inform the incoming class about the importance of professional involvement and AAPA membership
  o Educates student society members on historical PA issues

• HOD Student Delegate/Alternate (this position requires an application with SAAAPA staff and selection by the SAAAPA Board)
  o Selections for the 2015 House meeting have been made. The application for the 2016 meeting will open in April 2015.
  o Please note that your student society may have an elected HOD student but, multiple students can apply for a position on the HOD student delegation from the same PA Program.
  o Only students who go through the application process with SAAAPA and are selected by the Student Board will be recognized as the official student delegation (there will be about 20 spots for the 2016 House).

In order to increase the continuity from year to year, the Student Academy encourages maintenance of yearly notebooks or email accounts by all officers. This way the new officer can refer to the former officers’ information.

In addition to having continuity from year to year with the officers, the society can also have standing committees which do not change from year to year. The members and student society board can add ad hoc committees to the student society on an as needed basis and with a deadline to dissolve. SAAAPA suggest the following committees for your student society:
  o Public Relations Committee
  o Fund Raising Committee
  o Mentoring Committee
  o External Affairs Committee
  o Philanthropy Committee
  o Executive Committee

Step 2: Register the Student Society with SAAAPA by NOVEMBER 1 or by 30 days after Student Society elections

• Why Register with SAAAPA?
  o Enables the society to send a representative to SAAAPA’s Assembly of Representatives (AOR) at AAPA’s annual conference. The AOR is the legislative
and policy-making body for SAAAPA and participation allows your student society to have a voice in the direction of the Student Academy and the profession.
- Confers eligibility for participation on a SAAAPA National Medical Challenge Bowl team. Each student society must submit names for AOR representative, Director of Outreach, President and State Chapter Student Representative (SCSR) to be eligible for the competition. Additionally you will need to register your team by February 28, therefore your society should be registered much earlier than this date.

- How to Register with SAAAPA:
  - Registration for student societies opens September 1 on the Student Academy website.
  - For the online form you will need the following:
    - Name of student society
    - PA program name
    - Student society mailing address
    - Student society website URL
    - Names, phone numbers, and emails for each student society officers
    - Name and email of faculty advisor
    - Electronic copy of the student society bylaws: sample bylaws can be found in the Student Society Handbook or on the SAAAPA website
  - Student society officers must be AAPA student members
  - You must re-register your student society every year including resubmitting the society bylaws and membership list.
  - If you have any questions about the registration process, please email Caitlin Harrison, the SAAAPA Staff Advisor, students@aapa.org.

Resources for the Faculty Advisor and the Student Society:

- The SAAAPA Website: [www.aapa.org/SAAAPA](http://www.aapa.org/SAAAPA)
  - The SAAAPA website is one of the most extensive collections of information with financial aid opportunities, upcoming events, and student society interaction.
  - Regular updates are posted on the website, including leadership opportunities, information from the Student Academy Board of Directors, and additional resources for students.
  - It is recommended to monitor the website often as it is always under revision and information can change quickly.

- PA Student Essentials
  - This is a students-only website and is run by the Student Board of Directors.
  - [www.PAStudentEssentials.com](http://www.PAStudentEssentials.com)

- Twitter
  - @SAAAPA
  - @AAPAorg

- Student Academy Facebook Fan Page
  - Provides key updates on breaking news stories and events useful for PA students.
An event calendar is fully integrated to allow student PA Facebook members to view detailed events from around the country.

Interaction with fellow PA students through discussion boards, online resources, and the student Facebook community through social networking.

http://www.facebook.com/AAPAstudents

**Student Society Handbook**

- The Student Society Handbook is available online on the SAAAPA website
- It is highly recommended that the faculty advisor and student society president be intimately familiar with this resource.
- The Student Society Handbook includes information on registration, running a student society, fundraising ideas, awards, and much more!

**AAPA Staff Advisor and Staff**

- The Student Academy staff advisor and AAPA staff are dedicated to the functioning of the Student Academy and student societies.
- Caitlin Harrison, Student Academy Staff Advisor can be contacted via email at students@aapa.org, or by phone at 571-319-4310.

**AAPA Graduate Advisor**

- AAPA appoints a graduate advisor to the Student Academy Board of Directors. The graduate advisor is a practicing PA who has experience with students, student societies, and AAPA policy and procedure.
- The current AAPA graduate advisor is Jennifer Feirstein, MSPAS, PA-C. She can be reached at aapaadvisor@gmail.com

**PAEA Graduate Advisor**

- The Physician Assistant Education Association (PAEA) appoints a graduate advisor to the Student Academy Board of Directors. The PAEA graduate advisor is a faculty member who has experience with student societies, the Student Academy, and the Association’s policy and procedure.
- The current PAEA graduate advisor is Cody Sasek, MPAS, PA-C. He can be reached at paeaadvisor@gmail.com

**SAAAPA Board of Directors**

- The AOR elects 10 students to serve on the national Student Board of Directors for SAAAPA. These students are well versed in Student Academy policy and structure, as well as student society function and structure. Their names, offices, and email are located on the SAAAPA website:
- These students are here to help you; so don’t hesitate to contact them!
- The current SAAAPA president is Elizabeth Prevou. She can be reached at saaapapres@gmail.com

**Important National Projects and Events for Student Societies**

- **SAAAPA Sponsored Contribution to the PA Foundation help communities and students**
  - Each year student societies help raise funds for the PA Foundation to support the PA Foundation’s program such as Caring for Communities and the scholarship
program for PA students supports programs of the PA Foundation such as the grants, scholarship, and award programs for PAs and PA students.

- **Why should your student society donate to the PA Foundation?** First and foremost, donations help the community. Our collective contribution helps increase awareness of PAs and the profession. All student societies that contribute will be recognized during the Assembly of Representatives at AAPA’s annual conference and receive a certificate of appreciation based on their level of donation.

**SAAAPA National Medical Challenge Bowl:**

- To participate, the student society needs to register for the challenge bowl with SAAAPA. The president, elected AOR representative, Outreach Chair (OC) and State Chapter Student Representative (SCSR) must be members of the AAPA.
- In order to participate in the National Medical Challenge Bowl each PA program will be required to have at least 75% AAPA student membership of the current PA student enrollment in that PA program.
- Registration forms for the National Medical Challenge Bowl will be posted online on the SAAAPA website ([www.aapa.org/ChallengeBowl](http://www.aapa.org/ChallengeBowl)).
- Rules and eligibility are available online and any questions should be directed to Caitlin Harrison at [students@aapa.org](mailto:students@aapa.org).
- While the challenge bowl is one of the most exciting and fun events that SAAAPA sponsors, it is just a game. The spirit of friendly competition, entertainment, and professional support for our colleagues should be first and foremost in our minds.
- In order for a school to be eligible for the National Medical Challenge Bowl, the AOR representative must be present in their AOR meetings. More details will be available on the registration forms or from the SAAAPA staff advisor.
- The National Medical Challenge Bowl will be held in May 2015.

**PA Week Activities:**

- We highly encourage every student society to participate in National PA Week,
- Suggestions for activities can be found on the AAPA website ([http://www.aapa.org/paweek](http://www.aapa.org/paweek))
- If your student society celebrates PA Week, whether with a fundraiser, community service project, or a project to educate the public about the PA profession, please let us know via email at [students@aapa.org](mailto:students@aapa.org)! We would be happy to spotlight your student society on the SAAAPA website and in our electronic newsletters.
**Leadership Opportunities for Students Outside the local Student Society:**

As faculty advisor, you have the unique opportunity to identify students who are ideal for leadership positions. Please encourage students who are elected to student society office, as well as those who are not elected, to consider running for national office in SAAAPA.

- **National SAAAPA Offices Include:**
  - President (requires a two-year commitment)
  - President-Elect
  - Director of Outreach
  - Director of Student Communications
  - Chief Delegate
  - Outreach Chair
  - Six Regional Chairs
  - PA Foundation Student Representative

- Multiple leadership opportunities in specialty organizations, constituent chapters, and short-term leadership opportunities at the AAPA conference are available to students. These leadership opportunities are regularly posted on the SAAAPA website: [http://www.aapa.org/twocolumn.aspx?id=1214](http://www.aapa.org/twocolumn.aspx?id=1214)

**The Bottom Line**

- **Why encourage student involvement and student leadership?**
  - Develops and promotes professional “identity”
  - Helps foster the future leaders of the AAPA, PAEA, ARC-PA, NCCPA, PA Foundation and constituent chapters
  - Helps foster future PA activists
  - Students who get involved early tend to stay involved
  - The activities available to students through AAPA are an invaluable part of their education and provide rewards that augment didactic and clinical education
  - The student gains very practical benefits, such as networking skills and employment development
  - Develops key professional contacts early in a PA student’s career
  - Provides visibility and recognition for those outside our profession
  - Provides visibility and recognition for your PA program within the profession, within the community, and to potential PA school applicants

- **Other benefits of student membership include** a connection with more than 13,000 students throughout the US to advocate for and influence issues directly affecting PA students. AAPA student membership costs a one-time fee of $75.00 and grants you membership for the entire time you are enrolled in an accredited PA program.

- **AAPA student membership provides these great individual benefits as well:**
  - A free copy of the popular and must-have Maxwell Quick Medical Reference for use during your didactic year and rotations
  - Subscriptions to AAPA’s award-winning monthly Journal of the American Academy of Physician Assistants (JAAPA) and PA Professional magazine
  - Financial aid resources and PA student scholarships and grants through the PA Foundation
o Employment resources including résumé and interview tips, customized salary and benefits data and hundreds of PA job opportunities through The PA Job Link
o Opportunities to volunteer and run for student leadership positions and much more!

Encourage your students to visit [http://www.aapa.org/](http://www.aapa.org/) and click “Join” to fill out an application online!