



RHODE ISLAND ACADEMY OF PHYSICIAN ASSISTANTS

Policy and Procedure Manual

Updated March 1, 2023
Raymond Cord
RIAPA President

1. Financial

1.1. Fiscal year will commence on January 1 and end on December 31.

1.2. Budget

1.2.1. The Treasurer shall prepare a budget to include all planned expenses and revenues for the following year broken down by cost center and committee.

1.2.2. The budget will be presented to the Board for approval and modification no later than November of the preceding fiscal year.

1.2.3. All committee chairs will present budget requests to the Secretary/Treasurer no later than October 15th of the preceding fiscal year

1.3. The President, Secretary/Treasurer and contracted management services company (CMSC) shall be authorized to sign checks and other financial documents including tax documents and initiate electronic financial transactions.

1.4. Corporate credit card / debit card

1.4.1. The corporate credit / debit card is authorized for the exclusive use of the CMSC for the payment of incurred expenses by the academy

1.4.2. Payment of all credit card account balances in excess of \$500 must be approved by the President or Secretary/Treasurer

1.5. Authorization from the President or Secretary/Treasurer is required for all expenses in excess of \$500. Budgeted expenses do not require prior authorization.

1.6. Reimbursement

1.6.1. All non-budgeted expenses shall be processed by the Secretary/Treasurer in conjunction with the CMSC

1.6.2. All budgeted and otherwise /authorized expenses incurred by officers and committee chairs on behalf of the organization shall be paid upon presentation of an itemized receipt for said expenses.

1.6.3. Requests not covered in the current fiscal year budget, must be made in writing and define the nature of the request and cost center break down. The Treasurer may authorize non-budgeted spending requests of less than \$500. Non-budgeted amounts in excess of \$500 must be approved by the Board.

1.7. Financial Records

1.7.1. Quarterly as well as end of the year revenue and expense reports and balance sheet shall be prepared by the contracted management services organization under the direction of the Secretary/Treasurer.

1.7.2. An annual audit of all financial records and reports shall be performed by the Board or an outside accountant authorized by the Board

1.8. Fees and Charge

1.8.1. All fees assessed to members and charges for services or materials shall be determined by the Board

1.9. Funds Reserves

1.9.1. A cash balance equal to 2 times the budgeted annual operating expenses for the year shall be maintained at all times.

1.10. Insurance

- 1.10.1. The Academy will maintain Officers and Director Liability and General Business Liability Policies
 - 1.10.2. Limit of liability for all insurance policies will be reviewed annually as part of the budget process.
2. Management
 - 2.1. The Board will contract with an appropriate organization for management services
 - 2.2. These services shall include, but not be limited to office services, mailing address, means of telephonic and email communication, maintenance of website, and any other services deemed necessary by the board.
 - 2.3. The official address of the organization shall be that of contracted management services selected by the Board. This address shall be used for all official correspondence and shall be the only address of record provided to any outside organizations and individuals doing business with the RIAPA.
 - 2.4. The Membership Committee Chair and Secretary/Treasurer shall be responsible for coordinating with the CMSC, the maintenance of a database of all current and potential members
 - 2.5. The database will include name, home address, e-mail address, employer, membership category, AAPA membership status, home and business telephone, dues payment record and any other information deemed necessary by the Board.
 - 2.6. All membership and other bulk mailings will be processed through the management service selected by the Board
 - 2.7. Membership List
 - 2.7.1. All postal mailing and email addresses in the database are the proprietary property of the RIAPA
 - 2.7.2. The sale or distribution of the RIAPA postal or email mailing data is expressly prohibited
 - 2.7.3. Postal and email addresses may be shared with contracted third parties providing postal or emailing services acting on behalf of the RIAPA
 - 2.7.4. The President may authorize management services staff to perform postal mailings and email blasts on behalf of requesting third parties to members not opting out, The materials to be emailed or postal mailed shall be submitted for review for appropriateness of content and confirmation of non-conflict with RIAPA or AAPA policy.
 - 2.7.5. The requesting third party will be charged for all fees by the management service company for time, materials and postage related to the mailing and/or email blast and will be charged a \$100 service fee Members opting to not receive outside mailings will be tracked in the database and excluded from any lists sold.
 - 2.8. Member Management System (MMS)
 - 2.8.1. The RIAPA maintains a Member Management System (MMS) currently with Personify (Wild Apricot) but may be replaced by decision of the board.
 - 2.8.2. The MMS is composed of the following modules: Website, Member Database, Events, Forum, Email, Store, Poling, and Invoicing System.
 - 2.8.3. Administrative access is selectable and shall be as follows
 - 2.8.3.1. Full Administrative Access

- 2.8.3.1.1. Executive Director (CMSC) and their designee(s)**
- 2.8.3.2. Read Only Access
 - 2.8.3.2.1. RIAPA BOD**
- 2.8.3.3. Limited Access (Assignable by Full Admins)
 - 2.8.3.3.1. Membership Manager**
 - 2.8.3.3.1.1. Can create new contacts, modify all existing contacts
 - 2.8.3.3.2. Event Manager**
 - 2.8.3.3.2.1. Can create and manage all events
 - 2.8.3.3.3. Donations Manager**
 - 2.8.3.3.3.1. Can manage all donations
 - 2.8.3.3.4. Newsletter Manager**
 - 2.8.3.3.4.1. Can send and manage manual email such as newsletters and updates
 - 2.8.3.3.5. Online Store Manager**
 - 2.8.3.3.5.1. Can manage products and orders in the online store
 - 2.8.3.3.6. Website Editor**
 - 2.8.3.3.6.1. Can modify your website pages. With this option selected, you can provide access to all pages on the site or to selected pages.
 - 2.8.3.3.6.2. When you grant access to a page, you automatically grant access to all of its child or subpages. Website editors with access to selected pages will see all pages but can only edit the ones assigned to them.
- 2.8.3.4. Duration of access should be limited to either term served or duration of assignment requiring the granted access
- 2.8.3.5. Any changes, modifications, additions or subtractions made should be within the scope of one's office, duties or assignments
- 2.8.3.6. Those with access should review the Wild Apricot Boot Camp Orientation prior to proceeding with any activities in the MMS
 - 2.8.3.6.1. Training link - [Wild Apricot Boot Camp on YouTube](#)
- 2.8.3.7. Use common sense and when in doubt, stop and ask someone to avoid mistakes that may be time consuming, costly, embarrassing or damaging.

2.9. Document Retention Policy

- 2.9.1. All short and long term storage of administrative and financial records are provided in a safe, secure and confidential manner. Depending upon the type of record, the appropriate length of time for retention complies with legal and funder requirements. Records relevant to foreseeable or pending judicial or administrative investigations or proceedings are preserved until the actions are concluded.
- 2.9.2. Procedures
 - 2.9.2.1. Physical Records : Physical Records: At least annually, physical document and files are transferred from active files to inactive storage and retention dates are noted on the files. Confidential files are clearly

designated as such. Files in storage are placed in a fire resistant, secure, dry place.

2.9.2.2. When files are past retention requirements, documents shall be destroyed in a method that maintains confidentiality (i.e. shredding). Do not place in dumpsters.

2.9.2.3. Physical Records

2.9.2.3.1. At least annually, physical documents and files are transferred from active files to inactive storage and retention dates are noted on the files. Confidential files are clearly designated as such. Files in storage are placed in a fire resistant, secure, dry place.

2.9.2.3.2. When files are past retention requirements, documents shall be destroyed in a method that maintains confidentiality (i.e. shredding). Do not place in dumpsters.

2.9.2.4. Electronic Records

2.9.2.4.1. All electronic files are backed up daily. Backups are moved off-site monthly. The retention periods are consistent with those for physical records.

2.9.2.5. The following table provides the minimum requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years

3. Whistleblower Policy

3.1. Rhode Island Academy of Physician Assistants encourages employees, volunteers and others related to the Academy to report any violation of policy, procedure, or ethics; illegal activity; or other misconduct by employees, volunteers, or others related to the organization. No person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee, board member, or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

3.2. Procedures:

3.2.1. Reports can be made directly to either the president or immediate-past president. To the extent that the activity or misconduct involves the president and immediate-past president the report should be made directly to the secretary or treasurer.

3.2.2. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

3.2.3. The recipient of a complaint will notify the sender and acknowledge receipt of the reported violation or misconduct within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

4. Membership

4.1. The membership categories shall be delineated by the bylaws

4.2. Annual dues for all members will be set by the Board

4.2.1. This includes any discounts, offers, coupons or rebates used to encourage new or recurring membership.

4.3. Dues structure will be reviewed yearly by the board

4.4. All current members will be sent a membership renewal invoice no later than one month prior to their membership expiration date.

4.5. The renewal invoice will request updated demographic information for the database

4.6. Members who have served a full term as President shall be exempt from paying dues commencing at the completion of their term and extending as long as their membership remains in otherwise good standing.

4.7. Upon graduation student member will be converted to Affiliate or Fellow members as indicated by his or her AAPA membership status with the renewal date of December 31st of their year of graduation.

5. Board of Directors

5.1. The Board will determine all policies and procedures, approve the yearly budget, set fees, enter into contracts, and provide for general operation of the organization.

5.2. All policies, procedures, additions or endorsements shall be made by a majority vote of the Board.

6. Conduct of Meetings

- 6.1. Board meetings may be called by the President or at the request of the majority of the Board Members
 - 6.2. All board members shall be notified of scheduled meetings a minimum of 10 calendar days in advance of the meeting at their email address of record
 - 6.3. Emergency meetings may be called by the President at his/her/their discretion with a minimum of 24 hours notice
 - 6.4. All meetings of the Board shall include the following except when specifically waived by a majority vote of the board members present:
 - 6.4.1. Declaration of a quorum
 - 6.4.2. Member comments
 - 6.4.3. Approval of the minutes of the previous meeting
 - 6.4.4. Reports
 - 6.4.5. Unfinished business
 - 6.4.6. New business
 - 6.4.7. Adjourn
 - 6.5. The agenda for scheduled meetings shall be sent to each Board member's email address of record no later 5 (five) days prior to the scheduled meeting. Members of the Board may request that items be placed on the agenda by emailing the proposed items to the Secretary no later than 5 business days prior the preceding Executive Committee meeting.
 - 6.6. All meetings of the organization shall be conducted according to the current edition of *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.
 - 6.7. The Board will meet no less than biannually
 - 6.8. Members may attend open sessions but not executive session of the board meetings and shall have privilege of the floor only during the member comment period unless otherwise invited by the chairperson of the board.
 - 6.9. Each member's privilege of the floor shall be limited to 5 (five) minutes and shall not be yielded
7. Conflict of Interest and Guidelines for Disclosure
 - 7.1. Officers, directors, members of committees, staff and others involved in decision making for the RIAPA assume a fiduciary obligation to act at all times in the best interest of the Academy and to support the mission and goals of the Academy. As part of this obligation, it is essential that areas of potential conflict of interest be recognized and disclosed. A conflict of interest exists when such an individual has a material financial or beneficial interest that is likely to affect decisions made by or on behalf of the RIAPA, or participates in other activities that significantly may impair the objectivity of or inappropriately influence the individual's decisions or actions in RIAPA matters. Such conflicts shall be disclosed.
 - 7.2. Guidelines for disclosure
 - 7.2.1. Ownership of material financial interest in any company that furnishes goods or services to RIAPA, or is seeking to do so must be disclosed. (A "material financial interest" shall be defined as a financial ownership interest of 5% or more, or

- holding a position as proprietor, director, managing partner or key employee
- 7.2.2. Participation on governing boards, councils or committees of other organizations must be disclosed.
 - 7.2.3. Other personal relationships, employment relationships, activities or interests that may potentially impair a leader's objectivity or inappropriately influence a leader's decisions or actions on RIAPA matters must be disclosed
 - 7.2.4. Upon commencing service to the RIAPA, each officer, director, committee member and staff member shall complete a Rhode Island Academy of Physician Assistants Leadership Disclosure form to the best of his or her ability. As further described in the in this Guidelines for Disclosure policy, the individual shall disclose any material interest or beneficial interest(s) likely to affect his or her decision making, and activity that may impair his or her judgment. In addition, disclosure shall be made of all affiliations including employment, consulting arrangements, memberships on councils and boards of other organizations and political offices.
 - 7.2.5. Disclosure forms will be provided by the RIAPA. Completed forms shall be submitted to the CMSC within 30 days after the assumption of office, election to the board or appointment to committee chair and updated annually.
- 7.3. Use of the Academy name and Logo
- 7.3.1. Neither current nor past leaders or office-holders of RIAPA shall use the Academy's name, logo or their affiliation or current and/or former position with RIAPA in any manner that would misleadingly imply RIAPA's endorsement or support of a product, service, activity, opinion or policy.
 - 7.3.2. The Academy logo may not be altered in any way without permission. Any contemplated use must have prior Academy approval.
- 7.4. Representation
- 7.4.1. All representative of RIAPA to outside organizations shall be appointed by the President with the advice and consent of the Board.
 - 7.4.2. No chair, committee member, or Academy member shall communicate as official representatives of RIAPA with a corporation or person representing a corporation who has an agreement, contract, or subcontract with RIAPA without approval of the president.
 - 7.4.3. RIAPA prohibits any person holding himself out as speaking for the Academy without approval of the Board of Directors or its agents.
 - 7.4.4. All Correspondence appearing under RIAPA stationery letterhead should reflect the cohesive and current policy of the Academy; therefore, RIAPA stationery should be used only in an official capacity on behalf of the Academy.
8. Social Media
- 8.1. The RIAPA recognizes social media as a powerful tool for interacting, educating, marketing and communicating. Postings should reflect the values of the RIAPA and the profession. Posts should conform to the AAPA Code of Ethical Conduct and support the mission of the RIAPA.

8.2. Posts and Commenting

8.2.1. Posts and Comments should be:

- 8.2.1.1. Relevant to the profession, the organization and / or it's members
 - 8.2.1.2. Authentic. Information should be verified and transparent to avoid misleading or "fake" information
 - 8.2.1.3. Respectful with regard to race, religion, ethnicity, cultures, sexual orientation and political viewpoints
 - 8.2.1.4. Free of information that could fall under HIPPA protection
 - 8.2.1.5. Respectful of copyrights, trademarks, and other user generated content
 - 8.2.1.6. Made with the voice of the organization, free from personal views, opinions and bias.
 - 8.2.1.7. Made with common sense thought. When in doubt, do not post or comment. The internet is permanent (even if the post or comment is deleted)
 - 8.2.1.8. Moderators should understand that they represent the organization and profession and should not engage in online debates.
 - 8.2.1.9. Negative commenting should be referred to the President or Executive Director so that an appropriate response from an expert on the debated material can be formulated.
 - 8.2.1.10. Understand that official posts and comments can be held to the same legal standard as any other company communication
-

Continuing Medical Education Work Group Charge

The Continuing Medical Education Work Group:

- Provides quality, cost-effective, CME conferences for RIAPA members that includes quality educational content, qualified presenters and ensures that programs meet or exceed AAPA CME accreditation standards and policies
- Assesses the CME needs of the members
- Advises and makes recommendations to the Board regarding CME program
- Prepares an annual budget request for funding of CME activities
- Prepare and submit to the Board for each CME activity an after event evaluation to include number of attendees by membership status and level, and recommendations for improving planning, marketing, and implementation for future events

Charges: (In order of priority)

- 1) Asses and report back to the Board the needs of the PA community for educational programs that to meet the requirements for state mandated opioid prescribing education and a proposal for such a program including curriculum, faculty, and budget.
- 2) Asses the general preferences of the PA community for CE topics. (Required for AAPA CME accreditation).
- 3) Plan and implement the following CME.
- 4) Plan and implement 2 evening CME activities:

Event Planning Timeline

When	What
12 – NLT 9 months	<input type="checkbox"/> Confirm date <input type="checkbox"/> Publish "Save the Date"
9 months	<input type="checkbox"/> Confirm Topic(s) <input type="checkbox"/> Book venue (Marc) <input type="checkbox"/> Solicit exhibitors
8 months	<input type="checkbox"/> Identify faculty <input type="checkbox"/> Faculty COI disclosures <input type="checkbox"/> Speaker learning objectives
6 months	<input type="checkbox"/> Draft program announcement
4 Months	<input type="checkbox"/> Confirm exhibitors

5 days prior	<input type="checkbox"/> Attendee list to NCCPA
5 days aftr event	<input type="checkbox"/> Final attendee list to NCCPA
	<input type="checkbox"/> Reconcile AAPA CME event accreditation

MEMBERSHIP GROUP CHARGE

The Membership Committee is responsible for the coordination all membership recruitment and retention activities and programs including in order of priority but not limited to:

- 1) Review and revise as needed membership recruitment and retention materials including automatic emails to members. (i.e. welcome to new members, renewal reminders, thank you for renewing, lapsed members invite to renew)
- 2) Develop and institute protocol for contacting lapsed members within one month of the membership lapse date and then then quarterly.
- 3) Prepare quarterly reports to the Board of all committee activities a report of total active members by level, total lapsed members by level, and increase/decreases by level for the quarter and year to date.
- 4) Preparation of budget request to the Board for anticipated expenses and income related to membership activities.
- 5) Review of member benefits and recommendations to the Board for new benefit programs.
- 6) Conduct an annual membership needs assessment / analysis

Policy Statements

Policy Statement Regarding Shadowing by Prospective PA Students

Many physician assistant training programs require prospective students to shadow a practicing PA as a requirement for admission. Depending on the program the shadowing requirements range from none or just “highly recommended” to 50 hours or more

It is clear that the PA programs have placed the responsibility of providing shadowing experiences squarely on the shoulders of the PA community at large. Prospective students are burdened by having to blindly solicit shadowing opportunities with no assistance from the programs.

Due to Joint Commission Standards, HIPPA requirements, institutional policies, and in some instances state statutes and regulations, prospective students wishing to shadow in facilities encounter significant administrative barriers that must be overcome. In many cases, the PA being shadowed is responsible for helping the prospective student to clear these barriers.

Finally, and most importantly there is no evidence substantiating any value of shadowing for either students or programs

Therefore the RIAPA does not endorse or encourage shadowing and will not maintain shadowing referral services. Individuals seeking shadowing opportunities will be referred to the PA Shadowing On Line service, (<http://pashadowonline.com>)

(Adopted December 17, 2012; Amended April 14, 2014)

Policy Statement Regarding On Student Involvement

The Academy recognizes the importance of student involvement with the Academy starting at the earliest possible point in the educational experience. It is an integral part of professional education.

Student involvement as members is mutually beneficial to both the students and the Academy. The students contribute to the Academy by bringing the perspective of the next generation of PAs to the table thereby providing the vision necessary to assure that Academy will be able to meet the needs of the future members. The Academy provides the students with opportunities for networking and developing leadership skills,

The Academy is responsible for mentoring students as future colleagues and leaders of the profession, and providing membership benefits aimed at professional development.

In order to maximize student involvement, the Academy will:

1. Offer memberships to students enrolled in any PA educational program accredited by the ARC-PA or its successor .
2. Allow student members privilege of the floor at all membership meetings.
3. Provide one seat on the RIAPA BOD for a representative from each accredited PA program geographically located in Rhode Island. All student directors shall be elected by the majority of the student body of the program represented. The student directors shall have full voting privileges.
4. Each program may also elect an alternate student representative who shall serve as an ex- officio member of the board except in the absence of the student representative in which case the alternate student representative will have voting privileges.
5. Student members may sit on committees as non-voting members
6. All Academy events shall be open to all student members at minimal cost.

(Adopted May 12, 2014)

