

OAPA POLICY MANUAL 2024-2025



OAPA Mission

Remove obstacles and provide resources for the personal and professional development of Ohio PAs while promoting quality, accessible, and cost-effective patient care.

OAPA Vision

Ohio is the premier state for PAs.

Adopted by the OAPA Board of Directors on January 24, 2015.
REVISIONS: 2021, 2023, 2024

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1.0 Association- Governance

1.1 General

1.1.1

OAPA business is to be conducted by OAPA members.

1.1.2

The Board of Directors (BOD) has sole authority for policies regarding the management of the Association, including, but not limited to, management of the Association's property, business, financial affairs, and judicial affairs. It is responsible for setting the strategic direction of the Association.

1.1.3

The members of the BOD, student representative-elect and committee chairs shall perform the duties of their position(s) as outlined in the OAPA job description, which may be amended from time to time with approval of the BOD. (Appendix A)

1.2 Committees, Subcommittees, Ad Hoc Groups

1.2.1 Committees

A committee is a group that carries out the volunteer work of OAPA. Each committee is given unique annual charges rooted in OAPA's policy and business priorities and initiatives.

The committee will carry out the defined objectives according to the committee charges and as provided by the president or BOD according to a clearly defined timeframe for completion of said objectives.

The committee must receive approval from the BOD before entering into any legal or financial agreement on behalf of OAPA. The committee chair shall oversee all expenses of the committee and collaborate with the ED and secretary-treasurer to submit a proposed budget on an annual basis.

Committee chairs must be OAPA members at the time of their appointment and throughout their designated term.

Committee chairs shall hold at least two committee meetings per year. They shall attend a number of BOD meetings determined by the president, and shall submit a report of committee activities at least two weeks in advance of each Board meeting.

Committee chairs shall collaborate with other committees and staff, as needed, to ensure cross association strategy, research, and planning.

Committee chairs shall routinely monitor and update their respective committee's information on the OAPA website in collaboration with the ED and website host.

Committee chairs shall make policy recommendations to the BOD on an as needed basis.

Committee members shall be solicited from the membership by electronic means and must be OAPA members unless additional outside expertise is required in which case OAPA membership is not required.

1.2.2 Subcommittee

A subcommittee is a leadership body existing beneath a committee that may be specified by the BOD and has a technical role related to achieving the charges of that committee.

In addition to overseeing the responsibilities of the committee, committee chairs oversee the activities of the subcommittees that exist beneath the umbrellas of their respective committees.

Committee chairs may select a co-chair to carry out the charges of the subcommittee with approval by the president and majority of the BOD. Members of subcommittees shall be solicited from the membership by electronic means and must be OAPA members.

1.2.3 Ad Hoc Group

An ad hoc group is a temporary group created on an as needed basis and addresses a specific issue that is too time or labor intensive to be addressed as part of normal committee work. An ad hoc group shall be appointed by the president with concurrence by the BOD. Its life span is based on the charges of the group.

An ad hoc group has a chair that is appointed by and reports to the president and an even number of members, allowing for an overall odd number of members to facilitate majority voting.

1.3 Committees - Charges

1.3.1 Education Committee

The committee will:

- The Education Committee shall plan, conduct, and evaluate OAPA's overall professional educational program and strategy with the assistance of the Executive Director (ED) each year. This includes consulting on the CME accreditation process and associated criteria, identifying specialty areas for content development based on emerging opportunities for the profession, and providing recommendations regarding format and scope of specialty programming.
- Act as a champion for OAPA's overall education program, including annual conference, pharmacology conference, specialty meetings, and CME accreditation.

- Conferences and non-conference educational activities shall be held at a location determined by the ED with support of the Executive Committee.
- CME shall be provided for all educational activities in accordance with the AAPA Guidelines.
- The Education Committee shall work with staff to provide input on strategies to improve the experience and ensure the relevance of OAPA conferences and speciality meetings. This shall include surveying conference and meeting attendees to inform future educational activities.

1.3.2 Bylaws Committee
The committee will:

- The vice president is the parliamentary advisor of the OAPA Bylaws and policy manual and chair of the Bylaws Committee unless otherwise designated by the BOD.
- Meet, at a minimum, annually to ensure OAPA Bylaws and Policy Manual are updated based on current PA practice standards and needs of the Association and are congruent with AAPA Bylaws and policy.
- Inform the membership of proposed Bylaws amendments in accordance with Article XVI of the OAPA Bylaws.
- Develop appropriate language for amendments to the Bylaw or Policy Manual.
- Review and ensure that OAPA adheres to the AAPA Guidelines for Ethical Conduct for the PA Profession.
- Assist the chief delegate to the AAPA House of Delegates (HOD) with preparation of resolutions as needed.

1.3.3 Diversity Committee
The committee will:

- Advance OAPA's commitment to diversity, equity and inclusion by supporting and contributing to the overall DEI strategy, goals, programs and initiatives.
- Partner with the BOD to create pipelines of diverse members and leaders to join OAPA.
- Collaborate with other committees, organizations and staff, as needed, to ensure Association implementation around equity and inclusion program initiatives.

- Develop strategies to educate the public about health disparities and identify educational and professional development opportunities on DEI matters for OAPA members.
- Develop sustainable strategies for historically marginalized students leading to diversifying the PA profession.

1.3.4

Elections Committee

The committee will:

- The Election Committee is composed of 3 non-candidate Board members appointed by the president and the vice president serves as the chair for an even number of members to allow for majority voting.
- Develop the election process for OAPA BOD officers, AAPA delegates, and the student representative-elect in collaboration with the BOD.
- Maintain the OAPA election manual (Appendix B) including definition of elected positions, terms of service, process for declaring candidacy, rules for the election process, voting, reporting results for all elected positions and propose updates as needed.
- Notify the membership of the election process for all positions according to the OAPA election manual.
- Oversee the election process according to the election manual with support from the secretary-treasurer and ED.

1.3.5

Government Affairs Committee

The committee will:

- The GAC is actively involved at the state and national level to ensure that PA practice standards in the state of Ohio are consistent with AAPA initiatives.
- Ensure that current statutes and rules regarding PA practice in Ohio are fairly interpreted and applied.
- Identify statutes and rules that need to be updated to enhance PA practice in Ohio.
- Collaborate with AAPA and OAPA lobbyists to draft and/or review statute and rule language necessary to enhance PA practice in Ohio.
- Respond to legislation and rules that may have an impact on PA practice in Ohio in collaboration with the ED and lobbyists who will consistently monitor legislation and rules that are introduced in the Ohio general assembly and by

government agencies in OHIO.

- Act on all requests to contact state legislators or other interested parties by phone or in writing and encourage colleagues and other stakeholders to do the same.
- Represent the OAPA in meetings with government officials and/or other interested parties to ensure PA practice standards align with current national guidelines.

1.3.6 Reimbursement Committee
The committee will:

- The Reimbursement Committee advocates for improved reimbursement policies across the state of Ohio.
- Collaborate with the ED to respond to third-party reimbursement questions regarding federal, state and private insurance concerns/issues.
- Identify statutes and rules regarding reimbursement for PA practice in Ohio that need to be updated to improve PA reimbursement in Ohio.
- Collaborate with AAPA and OAPA's lobbyist to draft and/or review statute and rule language regarding PA reimbursement necessary to enhance PA practice in Ohio.
- Respond to reimbursement legislation and rules that may have an impact on PA practice in Ohio in collaboration with the ED and lobbyists who will consistently monitor legislation and rules that are introduced in the Ohio General Assembly and by government agencies in Ohio.
- Represent the OAPA in conducting business with state and federal agencies on PA reimbursement issues in Ohio.
- Participate in AAPA STAR reports/calls and provide updates regarding PA reimbursement matters to the BOD.

1.3.7 Student Affairs Committee
The committee will:

- The Student Affairs Committee is responsible for actively engaging Ohio PA students and is responsive to the needs of the students.
- Collaborate with the student representative to serve as a liaison between the Ohio PA students and OAPA.

- Promote PA student awareness of OAPA Including, but not limited to, the benefits of membership, volunteerism, and participation in OAPA-sponsored events.
- Encourage professional development of Ohio PA students.
- Promote student involvement in the PA profession.
- Collaborate with the Student Representative to coordinate OAPA participation from the State Chapter Student Representative (SCSR) for Ohio PA Programs.

1.3.8 Membership Committee
The committee will:

- The Membership Committee promotes membership to PAs across Ohio.
- Promote membership in OAPA to PAs and PA students as well as other potential members as outlined in OAPA Bylaws.
- Recommend annual dues amounts and renewal frequency for OAPA membership to the BOD.
- Develop and implement membership recruitment drives for all levels of membership as outlined in OAPA Bylaws.
- Collaborate with the ED to send membership renewal notices as necessary to maintain current members and encourage renewed membership for lapsed members.
- Evaluate membership requirements and make recommendations for updates to the BOD as necessary to enhance OAPA membership.
- Collaborate with the ED for collecting and depositing membership dues, maintaining the membership database and supplying membership lists to the BOD upon request.
- Collaborate with the ED, website host and other entities to collect membership data and analytics to assist with membership growth and involvement in OAPA activities.

1.3.9 Communications Committee
The committee will:

- The Communications Committee serves as the editorial body for the Association's website, electronic newsletter and social media platforms.

- Curate content for OAPA’s publications from OAPA members, BOD, committee chairs, and other parties as warranted including, but not limited to, written articles and photos obtained while attending OAPA related activities.
- Assist OAPA with executing social campaigns by maintaining an online presence via OAPA social media channels.
- Collaborate with the ED and website host on the development and maintenance of the Association’s website and review content for updates on a quarterly basis.
- Assist the ED and website host when necessary to conduct OAPA business.
- Act as a resource to maximize communication and develop methods to enhance and expedite the productivity of Association functions and meetings.

1.3.10 Public Relations and Education Committee
The committee will:

- The Public Relations and Education Committee is responsible for developing, implementing and maintaining public relations and education programs to increase awareness and support of the PA profession to all public, legislative and medical stakeholders.
- Develop materials for distribution to the media, general public, legislative bodies and other health professionals consistent with the public relations and education campaign.
- Collaborate with ed, committees chairs, and BOD to responses to questions from the media, general public, legislators and other health professionals about the PA profession at local, state and national levels.
- Participate in print, radio and television interviews when necessary to bring awareness and acceptance of the PA profession to the public, legislative and medical stakeholders.
- Design and maintain the OAPA exhibit and staff the exhibit as needed.
- Identify and in community events to promote the PA profession and provide public education consistent with the public relations and education campaign.
- Promote PA Week throughout Ohio.

1.3.11 Ways and Means Committee
The committee will:

- The Ways and Means Committee oversees the financial health of the Association.
- The committee shall be composed of the president-elect, secretary-treasurer and president, and shall receive assistance from the ED. The president-elect shall serve as the chair of the committee.
- Develop an annual budget for approval prior to the start of the fiscal year. The committee shall work to maintain a balanced budget where possible.
- Advise the ED on the management of surplus funds with approval from the BOD.
- Review the financial activities of the secretary-treasurer on a biannual basis, or more as needed.
- As indicated, the committee shall request the BOD to authorize an audit of the OAPA financial statements by an outside entity and shall be responsible for identifying the objectives and approved cost of such an audit.

1.3.12

Awards Committee

The committee will:

- The Awards Committee is responsible for honoring OAPA's commitment to excellence through recognition of PAs and other PA supporters who have enhanced the PA profession through their service to the profession, community and OAPA.
- Establishes the process by which nominations for awards and scholarships are accepted including a description and qualifications for each.
- Solicits nominations for OAPA awards and scholarships.
- Develops criteria for evaluating nominees and selects recipients for awards and scholarships prior to the general membership meeting at the annual conference.
- Presents awards and scholarships at the general membership meeting at the annual conference.
- Encourages nominations and collaborates with the BOD to apply for AAPA and other external awards.
- Scholarships shall be awarded by subcommittees and other bodies appointed by the chair of the Awards Committee as outlined for each scholarship.

2.0

Association- Operations

2.1 General

2.1.1 Reimbursement

Board members, delegates, and committee chairs are eligible for reimbursement for conducting OAPA business based on the amount specified in the annual budget. Reimbursement is based on the most current Federal guidelines. Requests for reimbursement must be made by completing a reimbursement form, available from the OAPA office, prior to conducting business to include the reason for the expense and expected costs to conduct OAPA business. Reimbursement shall be approved by the ED for reimbursement based on available funds. If approved, receipts must be submitted within 30 days of the expense.

2.1.2 Correspondence

All Association business documents and/or emails and all communication to OAPA members will originate from the OAPA office. OAPA letterhead shall be provided to the president or other Board members with approval by the BOD.

2.1.3 Logo

The OAPA logo may not be altered in any way without permission of the BOD. It may be used on OAPA organizational stationery and pamphlets and programs for CME conferences. Any other contemplated use must have prior Board approval.

2.1.4 Solicitation

No one shall solicit money for the OAPA without prior approval of the Board.

2.1.5 Official Liaison

The OAPA may, at the discretion of the BOD, establish an official liaison with other professional organizations as it deems appropriate.

2.1.6 Representation

OAPA prohibits any person from speaking for the Association without the sanction of the BOD or its agents. Any individual, outside of elected officers, delegates, or committee chairs, who chooses to speak on the behalf of OAPA must seek approval from the BOD.

2.2 Board of Director Meetings

2.2.1 Regular Meetings

Regular Board meetings are those called by the president for conducting normal OAPA business. A schedule of regular meetings shall be determined by JULY 1 and posted on the OAPA website. The ED shall notify Board members, delegates, committee chairs, and the general membership of Board meetings via electronic means at least two weeks prior to the meeting.

2.2.2 Special Meetings

Special meetings are those called by the secretary/treasurer with support from the ED on behalf of the president for a single purpose. The president and/or ED may invite experts to attend the meeting as appropriate. The ED shall send notice of the special meeting to the BOD by

electronic means and shall include the time, place, business to be considered and whether the meeting is anticipated to be open, closed or executive session meeting.

2.2.3 Closed Meetings

Any meeting of the BOD may, by a majority vote, be moved to a closed meeting. Only OAPA members and staff, and others specifically approved by the BOD may attend a closed meeting.

2.2.4 Executive Session

Any meeting of the BOD may, by a majority vote, be moved to an executive session. Only BOD members and others specifically approved by the BOD may attend executive session meetings. Meeting minutes should document when the BOD goes into executive session and when it exits executive session. Separate official meeting minutes of executive session meetings will reflect motions adopted during those sessions to ensure a clear record of actions taken by the BOD. Executive session meeting minutes shall be kept confidential. The secretary-treasurer/ED shall distribute executive session minutes only to members of the BOD for approval during a subsequent executive session. After approval of minutes, the minutes may be transmitted to the secretary/treasurer or ED to store in a confidential file and shall not be posted online. The BOD may, at their discretion, include a narrative summary of executive session action item(s) containing no sensitive or confidential information in the open session minutes of the same meeting, which will be posted online.

2.2.5 Action By Unanimous Written Consent

In accordance with Article VI, Section 8 of the Bylaws, the BOD may act by unanimous written consent without a meeting. An officer's written consent may be in electronic form and delivered by electronic means. The procedure is as follows:

- The president or ED shall distribute a proposed action to the BOD via email. The communication shall contain an action item with a written motion; supplemental materials, if applicable; procedures and timeline for response.
- It is recommended that the BOD have 72 hours from the time the request is distributed to respond, but urgency of the issue may demand a shorter interval.
- Board members will respond to the email noting their consent (or request to refer to a meeting for discussion) and their name.
- Upon receipt of consents from all officers, the written motion will have been adopted.
- A Board member may request discussion on the proposed action, which will result in a referral to an upcoming BOD meeting.
- If any Board member fails to respond, the action will not pass, and the issue will be automatically referred to an upcoming BOD meeting.

2.2.6 Meeting Materials

The ED develops the Board meeting agenda with input from the president. The BOD shall receive meeting materials for regular meetings at least seven days prior to each Board meeting. Updated information may be provided closer to or at the meeting. Materials for special meetings will be distributed at least two days in advance.

2.2.7 Attendance

Board members will advise the ED by electronic means as to their attendance for all Board meetings. An officer with absence from one or more official Board meetings may be subject to Board review and possible dismissal.

2.2.8 Meeting Minutes

The secretary-treasurer and/or ED shall maintain minutes and written records of all Board meetings and Board actions taken without a meeting (UWC). Minutes shall not capture the proposer of any motion. Meeting minutes shall be sent to all Board members and additional persons approved by the Board for review prior to the next board meeting. Board meeting minutes will be approved by majority vote of the BOD at the subsequent Board meeting and will then be published on the OAPA website.

2.2.9 Dress Code

Appropriate dress for meetings of the BOD is business casual.

2.3 Membership

2.3.1 Financial or Personal Hardship

OAPA members may be eligible for a reduced cost or complimentary membership due to financial or personal hardship on a case-by-case basis. Requests for approval must be made in writing to the OAPA office and include a statement of hardship. Such requests shall be approved by the Executive Committee provided the annual budget allows for it. A member may request an extension in writing to the OAPA office at the time of renewal provided the hardship remains and is subject to approval by the same process.

2.4 Strategic Plan

The BOD is responsible for initiating a strategic planning process, developing the strategic plan, reviewing and approving the final version, and monitoring the plan progress on a regular basis. The OAPA strategic plan shall be in alignment with the mission and vision and guide the work of the Association.

2.5 Diversity, Equity, Inclusion

OAPA shall demonstrate commitment to respecting the values and diversity of all individuals inclusive of, but not limited to, race, ethnicity, culture, national origin, faith, neurodiversity, veteran status, socioeconomic status, sex, gender identity or expression and sexual orientation. DEI initiatives shall be considered in development of the strategic plan including, but not limited to, developing programs and partnerships to attract more underrepresented minorities to the profession. OAPA shall voice and support policy and legislative solutions to address DEI, health and social issues, justice, tolerance, and address changes to eliminate health disparities.

3.0 Selection of Representatives to the AAPA HOD

3.1 Requirements to Serve as a delegate to AAPA HOD

- A declared candidate must be a current fellow member of the OAPA and AAPA and must maintain this membership status during their term.

- The candidate must be willing to attend all HOD sessions at the AAPA annual conference.
- Any member of the BOD may serve as a delegate to the AAPA HOD in the absence of elected delegates.

3.2 Declaration Of Candidacy

- Declaration of candidacy to serve as a delegate should be completed according to the current OAPA election process outlined in the OAPA Election Manual (Appendix B).
- Self-declaration in accordance with the OAPA Election Manual shall be permitted.
- Deadline for declaration shall be consistent with the current election process outlined in the OAPA Election Manual.

3.3 Delegate Terms

- The nominated delegates who receive the most votes will be elected as seated delegates for the designated term.
- Those nominated beyond the required number may serve as alternates and be seated in the absence of an elected delegate for the designated term.
- The term of office will be determined by the BOD before the election, but in most cases will be a three (3) year term beginning on July 1 in the year they were elected and ending June 30 in the third year.
- Terms are staggered according to the number of delegates apportioned by the AAPA and as outlined in the current OAPA Election Manual (Appendix B).

3.4 Delegate Responsibilities

3.4.1 All Delegates

- Attend all annual AAPA HOD meetings.
- Participate in other AAPA HOD related activities as provided by the HOD leadership.
- Provide OAPA BOD with key issues and resolutions for publication on the OAPA website.
- Participate in the review of published resolutions and make recommendations to the OAPA BOD on proposed resolutions.
- Submit formal resolutions through procedures outlined by AAPA House Officers at the request of the OAPA BOD.

3.4.2 Chief Delegate

- Selected by the other delegates based on the term held such that the chief delegate in the final year of their term, unless otherwise determined by the BOD.
- Convenes delegate meetings no less than twice a year and as needed to conduct AAPA HOD business including, but not limited to, proposal of resolutions as defined by AAPA.
- Must attend at least two OAPA Board meetings annually. One occurring before AAPA HOD to obtain Board opinion on voting matters and approval of proposed resolutions, and one occurring afterward to provide a summary of actions taken including adoption of proposed resolutions and other matters that impact Ohio PAs.
- Responsible for submitting written reports of delegate activities to the BOD two weeks prior to each Board meeting as needed.

4.0 **State Medical Board of Ohio's Physician Assistant Policy Committee (PAPC)**

When one or more pending vacancies occur on the PAPC, the State Medical Board Of Ohio (SMBO) will request a list of candidates for the number of available seats from OAPA. SMBO will notify OAPA if a currently seated OAPA member wishes to remain seated on the PAPC for a subsequent term.

OAPA will notify the membership of a pending vacancy on the PAPC and solicit candidates by electronic means. Notification will include details of the responsibilities of serving on the PAPC.

Interested candidates who are not currently seated on the PAPC will provide a letter of interest and a current CV to OAPA by a deadline specified in the solicitation.

The BOD will review and finalize a list of candidates to send to SMBO by the required deadline with support from the ED.

SMBO will be responsible for making the final appointment to the PAPC.

5.0 **Awards and Scholarships**

5.1 **Awards - Nominations and Qualifications**

- Copies of the nomination rules and procedures for each award shall be distributed to the OAPA membership at least 60 days prior to the general membership meeting held at the annual conference.

- Nominations for each award shall be confidential and sent to the Awards and Scholarship Committee no later than 30 days prior to the general membership meeting held at the annual conference.
- Persons submitting a nomination shall be an OAPA member in good standing.
- Previous nominees and recipients and Board members are eligible for nomination.
- Members of the Awards and Scholarship Committee are ineligible for nomination during the year(s) in which they serve on the committee.
- Nominee is not required to belong to a health care service profession.
- Nominee need not hold OAPA membership.

5.1.1 The Charles L. Hudson, MD Award

5.1.1A Purpose

Given annually to an individual who has demonstrated exemplary service to the PA profession and the community and has furthered the image of PAs.

5.1.1B Qualifications

Nominee should have provided significant dedication to the provision of human services and/or to the advancement of the PA profession.

5.1.2 Jerry A. Greco, Memorial PA Educator of the Year Award

5.1.2A Purpose

Given annually to a person who has demonstrated outstanding commitment to PA education in the state of Ohio.

5.1.2B Qualifications

Nominee should have provided significant dedication to the provision of PA education.

5.1.3 John Trimbath Award for Exceptional Preceptorship

5.1.3A Purpose

Given annually to a person who had demonstrated an outstanding commitment to precepting PA students in the state of Ohio.

5.1.3B Qualifications

Nominee shall be past or present PA student preceptor who demonstrates exceptional skill, knowledge and compassion or students while teaching necessary medical knowledge and providing an optimal environment with passion, empathy and professionalism.

5.1.4 Philanthropy Award

5.1.4A Purpose

OAPA shall select a philanthropic project to award up to \$1,000 and provide support for fundraising and promotional activities.

5.1.4B Qualifications

The purpose of the project shall be to improve the health of the community. Applications are available by request through the OAPA office and will be reviewed by the OAPA BOD. One project may be selected annually.

5.2 Scholarships - Nominations, Qualifications, Committee Members

- Copies of the nomination rules and procedures will be distributed by the OAPA at least sixty (60) days prior to the general membership meeting held at the annual conference.
- Nominations shall be confidential and sent to the Awards and Scholarship Committee no later than 30 days prior to the general membership meeting held at the annual conference.
- Nominees must be a current student attending an accredited Ohio PA program at the time of nomination and when the scholarship is awarded.
- Nominees must be a member of both OAPA and AAPA for a minimum of 3 months prior to nomination.
- Nominees must hold a cumulative GPA of 3.5 or better at the time of the nomination.
- Nominations will be reviewed and recipients will be selected by a subcommittee or other body composed of members as indicated in the description of each scholarship. such subcommittees will convene 30 days prior to the general membership meeting held at the annual conference for the sole purpose of reviewing nominations and selecting scholarship recipients.

5.2.1 Past Presidents Leadership Scholarship

5.2.1A Purpose

Given annually to a candidate that possesses the characteristics of a future leader within the profession.

5.2.1B Subcommittee Members

This award is presented by the Past Presidents Council which is made up of three past presidents of OAPA appointed by the immediate past president who is the chair.

5.2.2 General Scholarship

- 5.2.2A Purpose
Given annually to a PA student that possesses the characteristics of a future leader within the profession.
- 5.2.2B Subcommittee Members
This award is presented by two volunteers solicited from the general membership and one member of the Student Affairs Committee.
- 5.2.3 Diversity Scholarship
- 5.2.3A Purpose
Given annually in effort to recognize an outstanding PA student in Ohio who embodies the principles of diversity and promotes values of sustaining a diverse workforce in ohio.
- 5.2.3B Committee Members
This award is presented by the Diversity Committee in collaboration with the Awards and Scholarships Committee.

6.0 Ethics, Impairment and Disciplinary Action

6.1 Ethical Guidelines

OAPA endorses The AAPA Guidelines for Ethical Conduct for the PA Profession (Appendix D).

6.2 Impairment

OAPA shall provide resources for Ohio PAs who experience impairment as defined by Ohio law.

6.3 Duty to Report

OAPA has an obligation to disclose what is believed in good faith to be statutory and ethical misconduct by other healthcare professionals and colleagues, without reprimand or retaliation, to the appropriate regulatory body and/or law enforcement, where indicated, consistent with OAPA Bylaws and policy; AAPA Guidelines for Ethical Conduct for the PA Profession; and federal, state and local laws.

OAPA shall follow judicial review processes that encompass confidentiality, due notification, fair and equitable process, and an appeal procedure that protects the rights of the members involved in such disclosures according to OAPA Bylaws and the OAPA Judicial Affairs Manual (Appendix C)

7.0 Website, Newsletter and Communications Guidelines

7.1 Website

The OAPA website, electronic, and social media accounts shall be maintained by the executive director ED with assistance from the website host and Communications Committee chair.

7.2 Electronic Communication

The OAPA email account will be managed by the ED with assistance from the website host.

7.3 Social Media

OAPA social media accounts shall be established with approval of the BOD. OAPA online presence shall be maintained by the Communications Committee with support from the president and ED. Only the president, ED, and Communications Committee chair (or delegated Communications Committee member), shall act as users on social media platforms to promote audience engagement and act as the voice of the Association when replying to user's comments or messages. Any content that may be viewed as controversial, divisive, or out of alignment with the OAPA mission and vision, The AAPA Guidelines for Ethical Conduct for the PA Profession and strategic plan is strictly prohibited. Final approval for social media content shall be provided by the president as needed.

7.4 Newsletter

The OAPA newsletter shall be developed by the ED with collaboration from the Communications Committee and BOD and shall be sent to the membership as an E-bulletin on a regular basis.

8.0 Appendix

Appendix A OAPA Job Descriptions

Appendix B OAPA Election Manual

Appendix C Judicial Affairs Manual

Appendix D AAPA Guidelines for Ethical Conduct for the PA Profession