



Oversight group for RCP activity linked to physician associates (known as the PA oversight group): Terms of reference

August 2024

The need and scope

The RCP has committed to delivering the [recommendations](#) of the post-EGM [short life working group](#) (SLWG) on physician associates (PAs). Reporting to the Strategy Executive Group (SEG), Medical Specialties Board (MSB) and RCP Council, the PA oversight group will oversee PA-related workstreams, including:

- > ensuring a coherent approach to work and issues concerning PAs across the RCP and with medical specialties
- > the delivery of the recommendations of the post-EGM short life working group based on the [five motions](#) voted for by the fellowship
- > the publication of RCP guidance and policy positions concerning PAs
- > contributing to the work of specialist societies as they develop specialty-specific guidance for PAs.
- > the development of a longer-term RCP approach to workforce planning (by a group which includes early career doctors and PAs, and considers a variety of regional perspectives) and governance, leading to a consistent set of messages for use with external stakeholders
- > developing the approach to the future of the FPA, including the transition to a separate/independent membership, legal and financial entity from the RCP.

The life cycle of this group will be determined by the delivery of the above workstreams.

Ways of working

1. The oversight group may call on RCP and Faculty of Physician Associates (FPA) officers and staff for insight into issues, relationships, context and complexities.
2. Written work will need to happen outside of the meetings, and tasks may be allocated to working group members, who may need to commit time during this period.
3. While reporting to the oversight group, major pieces of work such as the FPA transition and support to specialist societies will need their own dedicated resource.
4. The chair will keep RCP senior leadership updated on progress through SEG and senior officers.
5. Progress will be shared with RCP Council and the Board of Trustees.
6. Confidentiality of discussions and documents should be maintained by all members.

Governance and administration

Membership

Chair: RCP vice president for Wales
Elected RCP councillors x2
Censor representative
Linacre fellow
Regional adviser representative
Clinical director for improvement
Representative of the EGM signatory group x2
Trainees Committee representative
New Consultants Committee representative
Faculty of Physician Associates representative(s)
Chief executive officer
Executive director, membership support and global engagement

Staff support will be provided from the following RCP directorates:

- > Communications, Policy and Research (CP&R)
- > Membership Support and Global Engagement (MSGGE)

Attendance

Members of the group are expected to attend meetings wherever possible or provide written comment on documents. Documents may also be available on SharePoint in line with instructions and deadlines. The working group will meet (on MS Teams) as determined by the chair.

Notice and minutes of meetings

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda and supporting papers shall be circulated to each member and any other person required to attend no later than 3 working days before the date of the meeting **as far as possible**. Minutes and action points will be provided to PA oversight group membership.

Declarations of interest

All members and attendees of the group must declare any relevant personal, non-personal, pecuniary or potential interests at the commencement of any meeting. The chair will determine if there is a conflict of interest such that the member and/or attendee will be required not to participate in a discussion.

Timetable

- > Monthly meetings from w/c 29 July 2024, with an exception in August 2024.
- > Progress reports to SEG and RCP Council 2024/25 meetings.
- > Report to be presented to SEG and RCP Council in March 2025 alongside any recommendations for further work to be carried out.