



# Department of Family and Community Medicine (DFCM)

## Internal Guideline: Professional Development

Effective date: 07/17

### POLICY STATEMENT

The University of New Mexico's most valuable resource is its people; accordingly, the University recognizes the importance of providing professional development and training opportunities to all of its employees. Professional development opportunities enhance employees' skills and abilities for improved performance within their current positions and for career advancement within the institution. (UNMBP 3290.1)

### APPLICABILITY

**This guideline applies to the Family and Community Medicine Physician Assistant (PA) faculty (.5 FTE and above) and PA program staff.**

The Department of Family and Community Medicine values its employees and works within UNM policy and the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) to achieve professional excellence.

### Faculty Professional Development

Per the ARC-PA *Standards* Fourth Edition, the sponsoring institution *must* provide the opportunity for continuing professional development of the program director and *principal faculty* by supporting the development of their clinical, teaching, scholarly and administrative skills.

ANNOTATION: Professional development involves remaining current with clinical and academic skills and developing new skills needed for position responsibilities <sup>[1]</sup>. The types of opportunities supported by institutions vary and may include supporting the PA *principal faculty* members in maintaining their *NCCPA* certification status, funding to attend continuing education conferences, non-vacation time [professional leave] to attend professional organizational meetings, funding to attend professional organizational meetings <sup>[2]</sup>, time for clinical practice <sup>[3]</sup>, time for research/scholarly activities <sup>[4]</sup>, time to pursue advanced degree and/or tuition remission <sup>[5]</sup> for an advanced degree, payment of dues and fees related to certification.

### INTERNAL CONTROL

1. The DFCM PA Program is committed to provide conference travel support (ex. registration, hotel, and airfare) to 2-3 faculty per year.

2. UNM SOM DFCM provides faculty with 12 professional leave days per academic year.
3. All 1.0 FTE faculty are required to perform .20 FTE clinical duties.
4. Faculty will be given this consideration for research/scholarly activities if grant funding is available.
5. [Tuition Remission Link](#)

### **Additional Faculty Development Support**

All full-time (1.0 FTE) faculty are granted \$1,000.00 per year (pro-rated at .5 FTE and above for faculty less than 1.0 FTE) to fund additional professional development.

These funds can be spent on:

- Dues and Memberships
- NCCPA Certification
- Conferences
- Equipment (Computers, iPads, etc.)
- Books
- UNM Travel

Note:


- Any balances that remain at the end of the fiscal year return to the program.
- All start-up funds must be spent prior to using professional development funds.
- A written request to the Department Administrator is necessary to approve additional professional service above the annual amount.
- The faculty's purchases will be tracked by the PA administration and reported to the accountant on a monthly basis.

### **Staff Development Support**

The DFCM PA Program is committed to provide conference travel support (ex. registration, hotel, and airfare) to 1 staff per year.

### **GUIDELINE AUTHORITY**

This Guideline is approved by the Department Administrator, DFCM Chair, and the PA Program Director.

  
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 11/3/17

  
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 11/3/17