MSA PARA Representative Appointment Policy

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Part 1. Purpose
1.1 The purpose of this policy is to provide an outline for the University of Alberta Medical Students’ Association’s (MSA) Professional Association of Resident Physicians of Alberta (PARA) Representative position amendment. The current position stands as a single individual in clerkship appointed by the MSA Executive Team after application submission for a one-year term. The proposed amendment is to increase the term for the PARA Representative to two years. The appointed representative will be in the PARA Representative Junior position in their first year of holding said position, and automatically will become the PARA Representative Senior in their second year. A new PARA Representative Junior will be appointed every year from applicants amongst the Year 3 class. Therefore, two individuals will concurrently hold the PARA Representative position, with one individual being in their third year of study (PARA Representative Junior) and the other in their fourth year (PARA Representative Senior).

Part 2. Interpretation
2.1 For the purposes of this Policy:
   a. “Clerkship” refers to medical students who are now in their third and fourth year of study in the University of Alberta MD Program.
   b. “PARA Representative” refers to the original one-year term position that is currently held by the appointed medical student attending PARA meetings.
   c. “PARA Representative Senior” refers to said medical student individual that is now entering their second year term of PARA Representative. Said individual is also a member of the MSA and is currently entering their fourth year of clerkship.
   d. “PARA Representative Junior” refers to said medical student individual that is now entering their first year term of PARA Representative. Said individual is also a member of the MSA and is currently entering their third year of clerkship.
   e. “MSA Executive Team” refers to the seven individuals comprising the executive body of the Medical Students’ Association.
      i. These individuals are involved in the scoring of applications received by medical students entering clerkship years and deciding the final PARA Representative.
   f. “Appointed individual(s)” refer to students that hold the PARA Representative, PARA Representative Senior or PARA Representative Junior Position.
   g. “Academic year” refers to the start of the MD program clerkship year (August) to the end of the clerkship year (end of July).

Part 3. Amendment to PARA Representative Position
3.1 Current standing
a. The current standing of the PARA Representative position is a one-year term appointed by the MSA Executive Team
b. Applications are scored by the MSA Executive Team before communicating the chosen said individual for the one-year term
c. The appointed individual is eligible to apply to reinstate themselves as the PARA Representative for another year.

3.2 Amending to a two-year term
a. The proposed changes is to separate the current PARA Representative position into two positions with a PARA Representative Senior position and a PARA Representative Junior position.
b. The PARA Representative Junior will be appointed by the MSA Executive Team into a two-year term.
   i. In the first year of the term, the appointed individual is delegated as the PARA Representative Junior.
   ii. In the second year of the term, the appointed individual is delegated as the PARA Representative Senior.
c. For the current year (2017-2018 Academic Year), the PARA Representative Junior will be the candidate with the second highest scoring application.
   i. The appointed PARA Representative Junior will continue into their PARA Representative Senior term without the appointing of a new PARA Representative Senior.
   ii. A new PARA Representative Junior will be appointed in the following year 2018-2019 Academic Year) and every year thereafter.
   iii. In the year following the present year (2018-2019 Academic Year), only a PARA Representative Junior will be appointed with continuity of the previous PARA Representative Junior into the PARA Representative Senior position.
d. The PARA Representative Senior will have no involvement in the appointment of the PARA Representative Junior.

3.3 Rationale for amendment
a. Having a single individual sit reduces the continuity of information between the appointment of different individuals into the PARA Representative position
   i. Continuity can be attained if the same individual sits on PARA meetings for two consecutive years.
b. Continuity of meeting information and training can be provided by the PARA Representative Senior to the PARA Representative Junior.
   i. PARA assembly members will not be required to transition new incoming PARA Representatives (Senior and Junior) as a consequence but may elect to if they see fit.
   ii. Transition will be conducted by the PARA Representative Senior during the first year term of the PARA Representative Junior.
iii. The PARA Representative Senior will also disclose all information from PARA meetings to the PARA Representative Junior to maintain transparency.

iv. Both the PARA Representative Senior and PARA Representative Junior will not disclose sensitive information beyond the PARA Committee unless approval is granted.

v. Efficiency is attained with the PARA Representative Senior providing insight and information to the PARA Representative Junior

1. Continuity of previous year projects are maintained and seen through to the end by appointed individuals.

3.4 Frequency of sitting on PARA meetings

a. The PARA Representative Senior and PARA Representative JUNIOR will sit on all four meetings held by PARA during the fiscal year.

i. The PARA Representative Senior will conduct the teachings of meeting rules and roles to the PARA Representative Junior after these meetings.

b. The PARA Representative Senior and PARA Representative Junior is expected to be present for all four of the meetings they are to attend.

i. In the circumstance that the PARA Representative Senior or PARA Representative Junior cannot attend, the available PARA Representative Senior or PARA Representative Junior will attend the meeting.

ii. In the circumstance that the both the PARA Representative Senior and PARA Representative Junior cannot attend, they will both elect to have a proxy serve in their presence at the PARA meeting.

3.5 Debriefing meetings to student body

a. The PARA Representative Senior and PARA Representative Junior will continue their observation position on PARA while debriefing information deemed appropriate to discern to the medical student body

b. PARA retains the right to inform PARA Representatives to maintain information in confidentiality until such time is appropriate to adjourn from confidentiality

c. PARA Representatives are expected to brief the student body within one month of each PARA Committee meeting.

i. Forms of communication are determined by the PARA Representatives and proposed to the MSA Executive Team.

ii. The MSA Executive team is to approve or decline the communication method as they see fit.

iii. Forms of communication recommended include e-mailing via listservs or informal oral presentations to the student body.