

AMERICAN COLLEGE OF CHEST PHYSICIANS

Handbook for International Regents and Governors

ACCP Vision

The College is the leading resource for the improvement in cardiopulmonary health and critical care worldwide.

ACCP Mission

To promote the prevention and treatment of diseases of the chest through leadership, education, research, and communication.

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Welcome

Congratulations on becoming an American College of Chest Physicians (ACCP) International Regent or Governor! You've accepted this leadership role in an international medical specialty society with more than 17,000 members in 100 countries. As an ACCP international officer, you join a group of dedicated chest physicians with a vision for the future, working together to make a difference for their patients.

Introduction

This *Handbook for International Regents and Governors* outlines your responsibilities, describes the College membership categories and requirements, and encourages your active participation in your role.

As International Regent you are the official link between the ACCP Board of Regents and the ACCP members in your country. Under the College bylaws, the Regent is the highest College officer for countries other than the United States or Canada. No country has more than one Regent.

As International Governor, you will assist the Regent with his or her duties.

International Regents and Governors serve as their country's representatives to the Council of International Regents and Governors, which meets yearly in October or November during the annual meeting of the College.

Once again, thank you for your commitment and active support of the ACCP.

If you have any questions on membership issues, please contact Tracy Goode, Vice President of Member Activities—phone +1 847 498-8327, fax +1 847 498-5460, or e-mail tgoode@chestnet.org, or Prachi Sharma, Assistant Project Coordinator, Member Activities, at +1 847 498-8381, or e-mail psharma@chestnet.org.

If you have any questions related to developing ACCP activities in your country or region, including educational programs, publishing projects, relationships with other societies or entities, or others, please contact Marisa McCarren, Senior Manager, International Development, at +1 847 498 8384, fax +1 847 498-5460, or e-mail mmccarren@chestnet.org.

*Ana Popescu, MD, FCCP
Chair, Council of International Regents and Governors
Assistant Professor, Head Pediatric ICU
University of Medicine and Pharmacy
Mures, Romania*

Officer and Council Descriptions

International Regent

Each country other than the United States and Canada that has eight (8) or more College members (including Fellows, Members, Affiliate Members, and Allied Members) shall have as its principal officer one International Regent who shall be a Fellow, shall serve for a term of three (3) years, and shall be eligible to serve for one additional three (3) year term. International Regents shall be recommended by the Nominating Subcommittee, and shall be elected by the Fellows at the Annual Meeting, as described in Section 12.5 of ACCP Bylaws. They shall have such duties as determined by the Board of Regents and, except where expressly prohibited by the Board, shall have authority to delegate such duties to International Governors in their respective countries. Disputes as to whether a country has eight (8) or more College members shall be resolved by the Board of Regents.

Your role, on behalf of your colleagues in your country, is

- to represent them on the Council of International Regents and Governors;
- to arrange for the local or chapter election of a Governor or Governors, if applicable, and then to supervise these Governors;
- to encourage qualified specialists to join the College;
- to review and make recommendations on applications for fellowship;
- to propose joint educational activities at local levels;
- to communicate with the members in your country regularly;
- to act as liaison between your country's members, other medical societies, and the College; and
- to submit to the College a short, written annual report of activities in your country.

International Governor

Each country other than the United States and Canada that has 20 or more College members (including Fellows, Members, Affiliate Members, and Allied Members) shall be eligible to have one International Governor for each twenty (20) such members practicing in that country. Each International Governor shall be a Fellow and shall be selected by the International Regent for the country in which he or she resides. Each International Governor shall serve for a term of three years and may serve for one additional three (3) year term, except that an International Governor's term shall end no later than the term for the International Regent who selected the International Governor. International Governors shall have such duties as resolved by the Board of Regents or delegated by the International Regent who selected them. Disputes as to the number of members that a country has shall be resolved by the Board of Regents.

Council of International Regents and Governors

As an International Regent or Governor, you are a member of the Council of International Regents and Governors. The Chair and Vice-Chair of the International Council, who must be International Regents, sit on the Board of Regents, the governing body of the College. Council recommendations are referred to the Board of Regents for action, and as International Regent or Governor, you can provide valuable input on behalf of ACCP members in your country. However, only International Regents shall be entitled to vote on any matter that shall come

before the International Council.

Responsibilities of Office

Conflict of Interest Form

All Regents and Governors must sign an ACCP Conflict of Interest Form that will be sent each year by the Executive Office. Completing the form is a requirement to hold College office.

Attendance at Council Meetings

The Council of International Regents and Governors meets once each year at the time of the annual meeting of the College. As an ACCP officer, this is your opportunity to bring to the attention of the Council Chair any recommendations or suggestions you may have or any submitted by ACCP Chapters or individual members in your country.

If the Regent cannot attend, he or she should appoint a Governor to attend in his or her place. If your country does not have a Governor, or the Governor cannot attend, you may appoint a Fellow. This Governor or Fellow will not be able to vote but can present the opinions of the members in your country. The name of your representative should be sent to Marisa McCarren, Senior Manager, International Development (mmccarren@chestnet.org), at least 1 month before the annual meeting.

International Regent or Governor

Please be aware of issues that may affect the practice or teaching of chest medicine and surgery in your country, and bring such matters to the attention of the Board of Regents. These might involve educational programs or activities of medical schools, teaching hospitals, or activities of other medical societies. Please inform us of opportunities to advance the mission of the College, including proposals to cooperate with other organizations to improve the study and practice of chest medicine and surgery.

Communication Tools

Important Note: Regents and Governors are expected to actively advance the interests of the College and are encouraged to establish liaisons with other groups working toward the same goals. However, it is important to remember that without authorization from the ACCP President, the Board of Regents, or the Executive Committee, no individual International Regent or Governor is authorized to make any statement on any subject, either medical or otherwise, on behalf of ACCP or using an ACCP title or designation.

1. Monthly Activity Report

As an ACCP International Regent or Governor, you will receive by e-mail a monthly activity report for your country. This report will list all new members, delinquent members, dropped members, and deceased members from your country. You will not receive the report if there were no changes in a given month.

We recommend that you send congratulatory messages by e-mail to new members and contact delinquent or dropped members to encourage their continued support of the

College. Please pay special attention to the “dropped affiliates” who have received applications for regular membership but have not completed and returned them. Sample letters can be obtained from Prachi Sharma (psharma@chestnet.org).

2. Membership Reports

Upon request, you will receive a complete list of members in your country. You can also go to ACCP’s online Membership Directory to locate all the members in your country.

3. E-mail Tool for International Regents

ACCP International Regents now have an easy way to communicate with all members within each country by e-mail. This new tool allows Regents to e-mail ACCP members about ACCP matters from the ACCP Web site. For directions, please contact Prachi Sharma (psharma@chestnet.org).

4. Online Membership Directory

You may also find contact information for all the members in your country on the ACCP website through the Online Membership Directory:
www.chestnet.org/memberResources/

Liaison to Medical Schools

Please maintain close contact with the faculties of the medical schools and teaching hospitals in your area for the following purposes:

To Encourage Affiliate Membership — By communicating with those in charge of specialty training/teaching programs (training program directors) in your area, you can encourage promising physicians currently training in a chest medicine specialty to apply for Affiliate Membership.

To Identify Training Program Directors — Please advise the College of the names and addresses of physicians who head recognized chest medicine specialty training/teaching programs in hospitals or medical schools. The College will send letters to these training program directors requesting the names of physicians currently training in chest medicine specialties. We will then send these trainees applications for Affiliate Membership, a special category of temporary membership with exceptional benefits, at a greatly reduced cost.

To Promote College Programs — You can be of valuable service to the College by bringing ACCP meetings, programs, and services to the attention of your colleagues in hospitals and medical schools.

Recommending Candidates for Membership

As a College officer, you should encourage potential candidates to become ACCP members. Fellow candidates—physicians, surgeons, and PhDs—include those who practice or do research in cardiopulmonary disease or closely related specialties, such as respirology/pulmonology and critical/intensive care medicine, sleep medicine, cardiothoracic surgery, cardiovascular disease, anesthesiology, and allergy and immunology.

The Member category is for physicians who have not obtained training or certification in a chest medicine specialty but are interested in the field. For example, an internal medicine physician

can now become a Member, but not a Fellow, of the College. Affiliate Membership applies to physicians who are currently training in or show proof of acceptance into a chest medicine training program, while Allied Health Membership is open to nonphysicians, such as nurses, respiratory therapists, and practice administrators, who work in chest medicine.

All candidates must complete a formal application on an official form (www.chestnet.org/membership/join/index.php). Applications for Member are not sent to the Membership Committee. If the information is complete, such Member applicants are immediately accepted into the College roster of active members.

The ACCP Membership Department can assist you by:

- E-mailing prospective candidates information about membership.

You can initiate the recruitment process by:

- Encouraging use of our membership Web site: www.chestnet.org/membership/join/. Accessing this site allows prospective members to view membership categories and membership requirements:
 1. International Member/Fellow applications can now be completed entirely online with payment by credit card.
 2. All international applications are also available online as PDF files, which can be printed, completed, and mailed or faxed to the ACCP.
- Providing the Membership Department with the names and addresses of candidates in your area, with special attention to identifying qualified physicians beginning their training in a chest medicine specialty, as well as nonphysician allied health candidates working in chest medicine.
- Encouraging other ACCP members in your area to identify and propose well-qualified specialists for membership. We can provide you with contact information on your local members during your term of office.

Reviewing Fellowship (FCCP) Applications

Only applications for Fellow filed by candidates in your country will be forwarded to you for consideration. This process is now done online. Once you receive an e-mail notification requesting your review of an application, as an officer of the College, you must:

- Promptly review the application and respond to the ACCP with your recommendations, including your recommendation for Fellow (FCCP).
- Please provide an explanation if you feel that any application is problematic or if you have questions regarding the qualifications of any candidate for Fellowship (FCCP).
- As a College officer, you will review applications for Fellow (FCCP), not for Member, Affiliate, or Allied. However, you should be fully familiar with the membership requirements for all membership categories—please see the “International Membership Requirements” section.

Following your review, all applications are sent to the appropriate members of the Membership Committee for final approval. Questionable cases are referred to the full Membership Committee for final action.

Medical Education Programs

ACCP Continuing Medical Education

The ACCP aims to provide quality continuing medical education that fulfills the professional development needs of chest physicians. To obtain the most current information about ACCP continuing medical education activities being offered, visit our Web site at: www.chestnet.org/education

How To Propose ACCP Education Programs

Applications are available at www.chestnet.org/education/program/international.php.

Note: If an ACCP Member other than the Regent or Governor submits an application, a letter of support is required from the Regent or Governor.

There are two types of requests for ACCP support of non-US education meetings:

1. ACCP endorsement of a non-US education meeting: endorsement of an educational meeting indicates that the ACCP has recognized the program as a quality activity but will not award continuing medical education (CME) credit.
2. ACCP faculty request at a non-US education meeting:
 - The applicant is seeking ACCP faculty to participate in a non-US education meeting
 - Please note that if the application is approved, the meeting organizer is expected to pay all faculty local expenses, including, but not limited to, hotel, meals, local transportation, etc.
 - The meeting organizer is also requested to pay travel expenses; however, if the applicant can demonstrate that the meeting organizer cannot pay for 100% of the travel expenses, ACCP will work with the organization to find additional funding sources.
 - The ACCP International Education Committee and The CHEST Foundation Pro Bono Committee reserve the right to determine whether the application qualifies for a Pro Bono meeting based on the country's World Bank Income Classification as well as budgetary and other considerations of ACCP. Pro Bono meetings are required to have co-chairs, one from the organizing institution and one from ACCP, who are willing to work together.

The CHEST Foundation

The CHEST Foundation, the philanthropic arm of the ACCP, seeks to help ACCP members help their patients live and breathe easier. The Foundation concentrates its efforts in four key areas – critical care and end-of-life care, tobacco prevention, humanitarian service, and clinical research – to develop programs and resources to help promote better health for patients and their families.

The Humanitarian Awards, now named the D. Robert McCaffree, MD, Master FCCP Humanitarian Awards, recognize and support the volunteer service of ACCP members worldwide. This program offers awards to nonprofit and nongovernmental health-related organizations benefiting from the expertise and volunteer commitment of ACCP members.

Awards are selected annually by the Humanitarian Awards Program Review Committee.

ACCP Governors and Regents are encouraged to support the D. Robert McCaffree, MD, Master FCCP Humanitarian Award applications by completing a Governor/Regent Input Form for those applying for awards in the \$10,000 and \$15,000 level. Note that applicants who are submitting applications for the \$5,000 awards may ask their Governor or Regent for a letter of support.

NEW for 2009: All ACCP members who are involved in pro bono service and have been members for at least 3 years may apply for either a \$5,000, \$10,000, or \$15,000 award. Those applying for the \$10,000 and \$15,000 awards are required to respond to additional questions on the award application. These awards recognize pro bono service/projects located in communities throughout the world and are paid to those nongovernmental and nonprofit organizations where ACCP members volunteer their medical expertise and service. Applications have a deadline date of April 30, 2009. Additional information can be found on The CHEST Foundation's Web site at www.chestfoundation.org.

International Membership Requirements

International e-Membership*

e-Membership offers lower dues to ACCP International Members and Fellows who choose to receive most ACCP communications electronically, including the *CHEST* journal. All other international member benefits remain the same. e-Members receive a bimonthly newsletter, *ACCP e-News*, via e-mail.

ACCP e-membership dues vary by country based on the 2007 World Bank Classification of Gross National Income. Current members receive an e-mail invoice (if they have an e mail), as well as a paper invoice. Members can pay for either “traditional” dues (*CHEST* by mail and online), or e-membership from the e-mail invoice by credit card. Once either is chosen, that type of membership remains in effect for a full year.

For the latest information on e-membership, please go to: www.chestnet.org/e-membership/.

Members can also pay online by credit card for traditional or e-membership at this Web site.

**e-Membership is not available for Affiliate, Allied, or Emeritus members.*

Fellow (FCCP) Requirements

To become an ACCP Fellow (FCCP), a candidate must meet the following qualifications:

- The candidate shall be a physician or person holding a doctoral degree.
- The candidate shall be a specialist in a discipline related to the function and diseases of the chest. Those disciplines include, without limitation: cardiopulmonary medicine or surgery, critical care medicine, sleep medicine, pediatric pulmonology, or pediatric critical care medicine. On a case-by-case basis, the Membership Committee may consider candidates having other specialties.
- Each physician candidate shall devote at least 50% of his or her practice to the specialty identified in paragraph #2 above. On a case-by-case basis, the Membership

- Committee may waive the 50% requirement.
- If a physician candidate lives in a country other than the U.S. or Canada, he or she shall have current certification by a primary medical or surgical certifying body approved by the Membership Committee, and current certification by the appropriate medical or surgical subspecialty certifying body approved by the Membership Committee. In countries without certifying bodies, the candidate need not comply with these requirements. If a qualifying specialty board certification examination is not available, a minimum of 6 ½ years of practice experience is required after completion of the candidate's specialty training.
- Each non-physician candidate shall hold a doctoral degree from a graduate institution accredited by an accrediting agency. Such degrees include, without limitation, PhD, PharmD, DNSc, Dr. Sc., Dr. Ph.
- Candidates shall secure two sponsors who are Fellows of the ACCP. If the candidate is unable to secure sponsorship from Fellows, he or she shall secure sponsorship from two other ACCP members. The two sponsors should be personally acquainted with the candidate and his work for a minimum of one year.

Only after receiving notification of acceptance into fellowship in the College may candidates begin to use the designation "FCCP." Fellowship is acknowledged by a formal Certificate of Fellowship. During the College's annual CHEST meeting, new Fellows are honored at a special convocation ceremony and reception. Fellows may participate in all College activities, vote, and hold office.

Important Note: The application has a check box to indicate if the candidate is applying for Member or Fellow. However, all applicants, even for Fellow, will initially be accepted as Members. Every candidate will begin receiving the *CHEST* journal and other member benefits almost immediately. After their applications are processed (that is, sponsor letters received and files sent to the Governor, Regent, and Membership Committee), candidates will be notified if they have been accepted as an ACCP Fellow.

Member Requirements

- Member candidates shall be physicians who have completed their medical education and are currently engaged in clinical medicine.
- Candidates practicing in a country with certifying bodies must be board-certified in their primary specialty and have a license to practice medicine.
- Candidates for Member do not require sponsorship by two Fellows of the College.
- Member applications are not reviewed or endorsed by an ACCP Regent and Governor or the Membership Committee.
- A Member is entitled to most privileges of membership and may participate in College activities and the work of its committees but cannot vote in College elections. A Member may only hold office if appointed by the ACCP President.
- Members must not use the designation of "FCCP" or "MCCP" after their names.

Affiliate Requirements

International Affiliate Membership has been established to enable physicians who are in specialty training, or physicians who have been accepted into such a program — in cardiopulmonary medicine or surgery, critical care, or closely related specialties — to enjoy the professional and educational advantages offered by the College at a nominal cost while completing their training. The application must be signed by the training program director (a physician who manages a recognized chest medicine specialty training program) of the applicant's program and include the beginning and ending dates of the program.

Affiliate Membership is temporary: Affiliate Members may retain their membership for 24 months following completion of their specialty training, provided they remain current in dues. An application form for full Fellowship is sent to the Affiliate Members prior to the end of the 24 months. If they do not complete and return the application form, they will automatically become a Member at the conclusion of their Affiliate Membership upon remittance of the initial dues and fees.

Affiliate Members may participate in College activities and the work of its committees but may not vote, hold office, or use "FCCP" or "MCCP" after their names.

The applicant should demonstrate an intention to become certified in a cardiopulmonary or closely related specialty by a medical or surgical certifying board recognized in the candidate's country and pursue a career in that specialty.

The candidate for International Affiliate Membership must either submit proof of acceptance into a fellowship training program OR be currently enrolled in a formal specialty fellowship, residency, or equivalent programs of pulmonology, cardiology, thoracic surgery, critical care, immunology, and other related specialties accredited by a comparable accreditation body in the candidate's country.

Please see the Affiliate application for a complete description of benefits and requirements. The same application is used for US, Canadian, and International Affiliate applicants.

Allied Health Requirements

The Allied Health Member classification is for nonphysician, nondoctoral, nonstudent health professionals or administrators who either (1) provide direct patient care, department supervision at a hospital, or practice administration, or (2) engage in clinical, academic, or research activities. In either case, the qualifying professional activities should be devoted to cardiopulmonary medicine or surgery, critical care medicine, or sleep medicine. Work within other specialties will be considered on a case-by-case basis.

All Allied Health Membership applicants, with the exception of practice administrators, must include proof of professional certification, licensure, or registry.

Allied Health Membership applicants who do not work in a clinical setting must submit a letter from a direct supervisor, describing the applicant's current professional responsibilities.

Persons who are only tangentially involved in the provision of care do not qualify. Examples include sales and marketing professionals, industry scientific liaisons, business consultants,

market researchers, and financial advisers.

Allied Health Membership dues are \$60 per year and include online access to the journal *CHEST*. This \$60 must accompany the application form in order for the form to be processed. Immediately after the ACCP reviews an application and determines that all applicable criteria have been met, the ACCP will accept the candidate as an Allied Health Member.

Fellow and Member Emeritus

Fellows and Members in good standing who have fully retired may apply for this status. Reduced annual dues are still required, and the *CHEST* journal is available at additional cost.

Member Benefits

Annual dues for Members and Fellows include the following benefits:

- ACCP's premier monthly journal, *CHEST**
- *CHEST Physician*, a monthly publication available online, including clinical and practice management news articles, as well as College news and a Pulmonary Perspectives article
- E-News, a bimonthly newsletter
- A listing in the ACCP Online Membership Directory at: www.chestnet.org/memberResources/
- An opportunity to join one or more of 25 ACCP NetWorks (special interest groups) at: www.chestnet.org/networks/index.php
- Discounts for educational meetings and products

For more benefits, please go to: www.chestnet.org/membership/

*Dues for Affiliate, Allied Health members, or Emeritus Members do not include the print version of *CHEST*; however, the print version can be purchased for an additional charge. Members/Fellows who choose e-membership receive *CHEST* online, not by mail.

American College of Chest Physicians
3300 Dundee Road
Northbrook, Illinois 60062-2348 USA
Phone: (847) 498-1400 Fax: (847) 498-5460
Web site: www.chestnet.org

Tracy Goode
Vice President of Member Activities
Phone: (847) 498-8327
Fax: (847) 498-5460
e-mail: tgoode@chestnet.org