

Other AAFP Leadership Positions and Special Opportunities

The Family Medicine Interest Group Network, American Medical Association (AMA), *Annals of Family Medicine* Editorial Board, ACGME Review Committee for Family Medicine (RC-FM), and Student National Medical Association (SNMA) afford residents and students with additional leadership opportunities. If you are looking for other ways to get involved, consider representing your chapter in the resident or student congress. Descriptions of these roles appear in this section.

APPLICATION DEADLINES

The deadline for submitting applications for the FMIG Regional Coordinator positions is **September 9, 2011**.

The deadline for submitting applications for the AMA Resident Alternate delegate and AMA section positions is **August 26, 2011**.

The deadline for submitting the special application for the resident position on the Annals of Family Medicine Editorial Board is **August 12, 2011**. Note: The student representative has been invited to serve a second term.

The deadline for the ACGME Review Committee for Family Medicine (RC-FM) Resident Member position is **May 1, 2011**. The Resident Member is appointed as the second year of the residency begins to serve a two-year appointment starting July 1, 2012. Application process begins in 2011.

To apply for the SNMA liaison position, contact Ashley Bieck at abieck@aafp.org. Deadline for submitting applications for SNMA is **October 1, 2011**.

Contact your chapter executive for information about the selection process for chapter delegates to the resident and student congresses.

Family Medicine Interest Group (FMIG) Network Regional Coordinators

The AAFP established the National FMIG Network in 1995 as a way of improving communication between FMIGs around the country. The network consists of one elected national coordinator, five appointed regional coordinators and local FMIG leaders.

Special Qualifications

- Active involvement in an FMIG prior to appointment as a regional coordinator.

Specific Responsibilities

- Identify and maintain communication with an FMIG leader at each medical school in the region.
- Serve as a resource person for the region in providing information about the resources available through the AAFP.
- Gather information about FMIG activities from medical schools in the region.
- Assist in developing and executing FMIG network activities and/or workshops at the National Conference.
- Participate in a monthly conference call with other regional coordinators, National FMIG Coordinator, Student National Conference Chair, student member of the AAFP Board of Directors and Academy staff.

Time Commitment

FMIG coordinators are required to attend an orientation session and training workshop in January (two days) as well as the National Conference in July or August (five days). In addition, they spend time each month in contact with FMIG leaders in their regions via phone calls and emails.

AMERICAN MEDICAL ASSOCIATION

Resident Alternate Delegate to the American Medical Association House of Delegates

The AAFP selects one resident as a member of the delegation to the AMA House of Delegates.

Members of the AMA House of Delegates serve as an important communications, policy and membership link between the AMA and grassroots physicians. The delegates are a key source of information on activities, programs and policies of the AMA. They are expected to foster positive and useful two-way relationship between grassroots physicians and the AMA leadership.

Special Qualifications

- A member of the AMA as well as the AAFP at the time of appointment and for the duration of the two-year term.

Specific Responsibilities

- Represent the AAFP membership at the AMA meetings, while offering the resident perspective.
- Participate in all AMA delegation activities as directed by the chair of the AAFP AMA delegation.
- Attend the National Conference during the two years following appointment.

NOTE: **This position will be appointed in 2011 to begin their new term January 1, 2012.**

Time Commitment

The AMA Resident Alternate Delegate is expected to attend all portions of assigned meetings. Approximately 16 days per year (including weekends) are required for travel and attendance at meetings, as well as many hours of meeting preparation. Travel expenses are reimbursed according to AAFP policy.

Resident Representatives to the American Medical Association-Resident-Fellow Section (AMA-RFS)

The AAFP sends two residents to the AMA Resident-Fellow Section (RFS) to serve as the AAFP's delegate and alternate delegate.

Special Qualifications

- A member of AMA as well as the AAFP at the time of appointment and for the duration of the one-year term.

Specific Responsibilities

- Represent the AAFP resident interests at the RFS meetings.
- The Delegate will attend the National Conference the year following appointment.
- Provide written and oral reports to the AAFP Commission on Education (COE) and the National Conference.

- Attend the Education Reference Committee of the AMA House of Delegates immediately following the RFS meeting.

Time Commitment

The resident delegates are expected to attend all portions of assigned meetings. Approximately 12 days (including weekends) per year for travel and attendance at meetings are required, as well as many hours of meeting preparation. Term begins at the time of appointment and ends following the June AMA meeting. Travel expenses are reimbursed according to AAFP policy.

Student Representatives to the American Medical Association-Medical Student Section (AMA-MSS)

The AAFP sends two students to the AMA Medical Student Section (MSS) to serve as the AAFP's delegate and alternate delegate.

Special Qualifications

- A member AMA as well as the AAFP at the time of appointment and for the duration of the one-year term.

Specific Responsibilities

- Represent the AAFP student interests at the MSS meetings.
- The Delegate will attend the National Conference the year following appointment.
- Provide written and oral reports to the AAFP Commission on Education (COE) and the National Conference.
- Attend the Education Reference Committee of the AMA House of Delegates immediately following the MSS meeting.

Time Commitment

The student delegates are expected to attend all portions of assigned meetings. Approximately 12 days (including weekends) per year for travel and attendance at meetings are required, as well as many hours of meeting preparation. Expenses are reimbursed according to AAFP policy. Term begins at the time of appointment and ends following the June AMA meeting.

Resident and Student Representative to *Annals of Family Medicine* Editorial Board

The *Annals of Family Medicine* is a peer-reviewed clinical research journal dedicated to advancing knowledge essential to understanding and improving health and primary care. Published in print and online six times a year, the journal seeks to identify and address important questions in health and the provision of patient-centered, prioritized, high-quality health care. It publishes original research, methodology and theory, as well as essays from reflective clinicians, patients, families, communities and policymakers.

The Editorial Board consists of 27 members, including a patient representative, representatives of the organizations that sponsor *Annals* and other leaders in primary care, primary care research and medical education. Members of the Editorial Board are asked to attend one meeting per year, usually held in the fall in conjunction with the annual meeting of the North American Primary Care Research Group (NAPCRG). (A decision will be made in early summer whether the Editorial Board will meet in conjunction with the 2011 NAPCRG meeting scheduled for November 12-16, 2011 in Fairmont Banff Springs, Banff, Alberta.) *Annals* will reimburse the resident and student representatives for meeting expenses. Board members may also be asked to provide input by e-mail at other times during the year. Medical students and family medicine residents with a demonstrated interest in family medicine research are eligible. A nominee will be recommended to the AAFP Board of Directors with final approval by the *Annals* Editorial Board. The appointment is for one year with an option to serve a second term with the approval of the Editorial Board.

NOTE: The deadline for submitting applications for this particular position is August 12.

***Annals* Editorial Board will be seeking a resident appointment for 2011.**

Review Committee for Family Medicine (RC-FM) Resident Member

The Review Committee for Family Medicine (RC-FM) serves as the accrediting authority for all family medicine residency programs in the United States. The committee reviews all new applications for family medicine residency program accreditation and periodically reviews existing programs to determine continuing compliance with the "Program Requirements for Graduate Medical Education in Family Medicine" and the "General Requirements of the Essentials of Accredited Residencies in Graduate Medical Education." The RC-FM acts under the delegated authority of the Accreditation Council for Graduate Medical Education (ACGME), which retains the responsibility of hearing appeals brought by programs after review by the Review Committee.

The two main functions of the RC-FM are the development of program requirements and the review and accreditation of residency programs. The resident is a full voting member of the committee and participates in all of the discussions and in program review. This position will represent the resident perspective, not that of the AAFP. **The Resident Member is appointed as the second year of residency begins to serve a two-year appointment starting July 1, 2012. Application process begins in 2011.**

Ideal candidates should be current R1 or R2; thus in July 2012, the RC-FM Resident Member would be an R2 or R3 planning a fellowship or entering practice.

During the six months before his/her term begins, the new Resident Member participates in an orientation process. This includes:

- Participation in the formal new member orientation, usually held in May.

RC-FM Workload

Serving on a Review Committee (RC) requires a substantial commitment of time and effort. Those who accept appointment to the Review Committee are expected to give priority to attendance at RC meetings over other activities.

ACGME hosts a workshop each year to provide orientation for new RC members. All new appointees are expected to attend this one-day session. The date will be provided in the packet of information that is sent from the RC office to new members. In addition, ACGME has begun to involve residents more extensively in some of its projects and has created a Residents Council, comprised of the resident members of all RCs, that meets in conjunction with the ACGME meeting each June. The resident member of the RC for Family Medicine is expected to attend.

The Review Committee for Family Medicine holds three regular two-and-a-half-day meetings per year (typically in January, May and September) and occasionally has an extra one-day meeting for special projects. The regular meetings usually begin early Monday morning and are scheduled to run through Wednesday noon. Committee members travel to the meeting site the day before the meeting.

Prior to each meeting every member receives approximately 10-15 programs for review in preparation for full discussion at the RC meeting. This review consists of a careful study of each program and the preparation of typed notes that must be prepared in the standard ACGME format and according to RC guidelines. The reviewers' notes are submitted to the RC office by the deadline established by the staff (approximately three weeks prior to the RC meeting).

These program files are mailed to committee members well in advance of each meeting, i.e., at least 6-10 weeks. Therefore, it is necessary for the reviewers to be in a position to receive the packets and prepare the reviewer's notes during that time. RC members estimate that the review of

a file on a program that had a site visit takes approximately two to three hours. RC members who will not be typing their notes themselves will require secretarial help. In addition, the Council of Review Committee Residents (CRCR) meets twice a year – typically in January/February and in September.

Occasionally, there are other activities that involve committee members' time between meetings, such as reviewing and commenting on ACGME documents or other committee business. For clarification of any of the above, feel free to contact the Executive Director of the RC, Lynne Meyer, PhD, MPH at 312-755-5006; or by email: lmeyer@acgme.org.

Letter of Agreement from the Program Director

The names of the resident nominees selected by the AAFP is provided to the RC-FM and the ACGME Board of Directors for final approval. The nominees are asked to obtain a letter from his/her program director. Because of the significant amount of time that is involved in membership on the Review Committee, the RC requests a letter of concurrence from the resident member's program director indicating that it is acceptable to the program director for the resident to serve in this position.

The program director is asked to prepare a letter in which the following are agreed to:

- It will be acceptable for the resident member to be absent from their residency program for all scheduled RC meetings (three per year).
- The resident member will be given extra time in which to accomplish the program reviews prior to each RC meeting.
- Participation on the RC is considered to be a voluntary contribution to the profession and the resident should not be penalized by excessive duty hours to make up for the absences.
- Some secretarial help should be made available to the resident member if needed, for the completion of the work that is required.

The letter from the program director agreeing to these points should be signed by the program director and sent to: Wendy Biggs, MD., Assistant Director; Division of Medical Education; American Academy of Family Physicians, 11400 Tomahawk Creek Parkway; Leawood, KS 66211.

Student Liaison to the Student National Medical Association

In 2003, the AAFP Board of Directors approved the creation of a student liaison to the Student National Medical Association (SNMA). Established in 1964 by Howard University College of Medicine students and Meharry Medical College students, the SNMA is the nation's oldest and largest organization focused on the needs and concerns of medical students of color. SNMA programs and activities are implemented by local chapters based at allopathic and osteopathic medical schools throughout the country. These programs are designed to (1) serve the health needs of underrepresented communities and (2) assure that medical services are sensitive to the needs of culturally diverse populations. The organization is also committed to assuring that students of color are encouraged to consider and prepare for medical and scientific careers.

The SNMA Student Liaison will, among other things, be responsible for disseminating information through SNMA regional directors about relevant AAFP activities and provide quarterly reports to SNMA's External Affairs Committee on AAFP activities of interest to students as well as give an annual report during the National Congress of Student Members during AAFP's National Conference of Family Medicine Residents and Medical Students. The AAFP will provide funding to attend the annual SNMA meeting and AAFP's resident and student conference.

To qualify for this one-year appointment, a medical student must be a member of both the AAFP and the SNMA. If you are interested in applying for this position, please contact Ashley Bieck at abieck@aafp.org for further information. You will need to be prepared to submit a Letter of Intent, a CV or Resume and one letter of recommendation. The SNMA will approve the candidates and a nominee will be recommended to the AAFP Board of Directors for final approval.

Term: January 1, through December 31

Member Criteria: Candidate must be (a)

- Medical student at an LCME or AOA accredited medical school
- Member of the AAFP
- Member of the SNMA
- Interested in promoting family medicine in medical schools through SNMA and FMIG activities
- Able to attend the AAFP National Conference (July 2012) and the SNMA annual conference (Spring 2012)
- Participate in monthly conference calls with other student leaders

Chapter Delegates to Resident and Student Congresses

Each year, AAFP constituent chapters elect/select one student member and one resident member to serve as chapter delegates to the National Congress of Family Medicine Residents (NCFMR) and the National Congress of Student Members (NCSM). The NCFMR and NCSM convene during the National Conference of Family Medicine Residents and Medical Students. The resolutions generated at these congresses influence Academy policy and activities.

Chapter delegate responsibilities are listed below.

Special Responsibilities of NCFMR/NCSM Delegates

- Poll residents and students in your chapter prior to the National Conference for important issues your constituents would like to have addressed.
- Organize chapter caucuses during the National Conference.
- Attend all business sessions and assure that members of your chapter delegation attend these and related sessions.
- Encourage submission of resolutions from your chapter delegation.
- Attend the candidates' forum. Attendance is imperative, as you will be casting the single vote for your chapter delegation.
- Be prepared to discuss and act upon resolutions during the final business session.
- Take what you've learned back to your chapter and educate your constituents.

If you are interested in this role, contact your chapter executive. Contact information appears in the resource section. <http://www.aafp.org/cgi-bin/chapterlookup.pl>.

NOTE: The AAFP does not provide funding for chapter delegates to attend the National Conference. Support is usually sought at the state and local levels.