



## ACOEP Committee Interest Form

ACOEP is only as strong as the physicians who support its operations not just in highly visible positions like the Board of Directors or as a Speaker at a CME venue, but as Committee members who drive the activities of the College's business and policy activities. These members help develop standards, policies, and programs that help govern our activities.

We need physicians at all skill levels to be part of these Committees, so whether you are just graduated and want to develop your leadership skills, or an established physician who wants to contribute your time to help set the direction of the College; it's time for you to join our team and become involved in "Team ACOEP."

Our Committees are varied from highly visible positions to highly active but behind the scenes to those Committees that have specific things to do on a set schedule and may only meet once or twice each year. Whatever Committee you select, please remember these policies: (1) Committee members must participate in the Committee activities 75% of their three year term; and (2) generally, physicians may be part of only one Committee per term, with the exception of a Special Interest Group, such as the Young Physicians Group or Program Directors Committee. Finally, as a member of the College any physician may sit in the open session of any Committee as a non-voting participant, if you want to see what the Committee does prior to joining.

The following is a description of the Committees and their activities, please review this information and join us.

### **Bylaws**

The purpose of the Bylaws Committee is to develop policies of the College and its Committees, reviewing new policies prior to their presentation to the Board and Membership. The Committee will work with other College committees and the Board to keep the operational documents of the College up-to-date and meeting the needs of the membership. **Committee Meetings** are generally annually on an as needed basis; meetings may be in person or by conference calls or both.

### **Continuing Medical Education**

The purpose of the CME Committee is to create innovative continued medical education programs that incorporate current emergency medicine topics that meet the needs of the current emergency physician. As an essential Committee of the College members are tasked with recruiting quality speakers, creating cost-effective strategies for educational conferences, developing CME activities that reinforce the use of osteopathic principles and practices as it relates to emergency medicine, encouraging resident and student participation in College

events, and providing periodic reports on its activities to the College Members. **Committee Meetings** are generally twice annually at the Spring Seminar and Scientific Assembly; however, much of the activity takes place outside of these meetings and may involve off-site by conference call and email.

#### **Emergency Medical Services**

The purpose of the EMS Committee is to evaluate and develop policies and programs related to emergency medical services. The ideal member would be a physician involved in local or national EMS networks and have a sincere interest in this subspecialty area. The Committee is also charged with nominating candidates for the Aranosian Award for Excellence in EMS. **Committee Meetings** are twice annual at the major meetings and periodically by conference call.

#### **Fellowship and Awards**

The purpose of the Fellowship Committee is to assess applications for the honorary titles of Fellow and Distinguished Fellow of the ACOEP. Additionally, the Committee is charged with identifying physicians for the College's special annual physician recognition for the Field Mentor of the Year; Aranosian Excellence in EMS and Horton Lifetime Achievement awards or non-emergency medicine practitioners for several different awards such as honorary membership or honorary fellowship. **Committee Meetings** are generally conducted at the Spring Seminar, with nomination review off-site and reports sent to the chair prior to the spring meeting.

#### **Graduate Medical Education**

The purpose of the Committee on GME is to develop, initiate and evaluate educational policies for residency training programs in emergency medicine, EMS, Pediatric Emergency Medicine and Toxicology, as well as the combined specialty areas of EM/Family Medicine and EM/Internal Medicine. Members must have a sincere interest in education as they may be asked to participate

in on-site evaluations of the various programs. **Committee Meetings** are a combination of face-to-face and conference calls. The Committee meets at least twice annually in person and up to 6 times by conference call annually.

#### **Member Services**

The purpose of the Member Service Committee is to review and implement policies related to membership in the College. Activities may involve identifying benefits of interest to members, to evaluating applications for membership. It is tasked with identifying Lifetime Achievement annually and evaluating any individual not meeting membership criteria who may qualify or be nominated for honorary membership in the College. **Committee Meetings** are generally a combination of on-site meetings and some deliberations may be done by email or conference call.

#### **Nominations**

Formerly part of the Fellowship Committee the Nominations Committee is responsible for developing the ballot for candidates interested in serving the College as a Board Member. Members will participate in the interview process for potential Board members and developing and evaluating voting policies and mechanisms. The **Committee Meets** by telephone conference call and in person at the Spring Meeting. Members will be expected to interview potential candidates at the Scientific Assembly and in subcommittees by phone outside of the regular meetings.

#### **Patient and Physician Advocacy**

Formerly the Government Affairs Committee, the PAPA Committee's purpose was redefined to include advocating for healthcare issues that will benefit either the emergency medicine patient or physician or both. Members will be expected to participate in local and national advocacy activities including DO Day on the Health and governmental meetings of the various bodies of the AOA. Members should have sincere interest in healthcare reform and

advocacy. **Committee Meetings** are generally three-times annually as well as off-site meetings with governmental officials or other officials by email, internet contact, telephone or mail activities.

#### **Practice Management**

The purpose of the Practice Management Committee's is to develop policies for the practice of emergency medicine. The Committee interfaces with the Practice Management Committee of ACEP. Members may be required to conduct or participate in feasibility studies on proposed policies. The **Committee meets** monthly by conference call and twice annually at the College's meetings.

#### **Research**

This Committee combines the best of both the College and the Foundation for Osteopathic Emergency Medicine; as it is representative of both groups. Members will develop research policies as well as evaluate and provide feedback to residents on their required research projects. Membership is two-tiered, one will provide final approval of research awards and policies, the other involved in off-site evaluation and feedback to the residents and committee. Members are also asked to act as judges in research committees twice annually and as mentors for young physicians on research.

Formal **Committee Meetings** are at the two major meetings of the ACOEP; however, much of the review work is done on the physician's time outside of the general meetings.

#### **Undergraduate Medical Education**

The purpose of the Undergraduate Medical Education Committee is to develop academic information on emergency medicine on the pre-doctoral level. Members produce student-level lectures and programs for distribution to the Colleges of Osteopathic Medicine and to Student Chapters on pertinent topics in emergency medicine. Members should have a sincere interest in working with students in a mentoring role. The **Committee Meets** in person twice annually and may conduct some visits to College sites, if invited.



## Yes I'm interested in serving on a Committee of ACOEP.

I am interested in service on the following Committee and have ranked them in order of preference. I am including this sheet and my most recent CV. I understand that appointments are made annually by the President and I am to be appointed for a full, two-to-three year term or placed in an unexpired term of a physician who can no longer serve on a Committee.

Please Print or Type

---

Name

---

Address

---

City / State / Zip

---

E-Mail Address

_____	Bylaws	_____	Member Services
_____	CME Committee	_____	Nominations
_____	Continuing Medical Education	_____	Patient & Physician Advocacy
_____	Emergency Medical Services	_____	Practice Management
_____	Fellowship and Awards	_____	Research
_____	Graduate Medical Education	_____	Undergraduate Medical Education

Please return this page and your CV to:

Gerri Phifer  
Executive Assistant  
American College of Osteopathic Emergency Physicians  
142 E. Ontario Street  
Suite 1500  
Chicago, IL 60611  
312-587-9951 (fax)