

American College of Chest Physicians

Handbook for the US and Canadian Council of Governors

ACCP Governors Vision

The Governors of the ACCP assist the College with achieving its advocacy priorities and ensure that the College communicates effectively with every member.

ACCP Governors Mission

To support the advocacy initiatives of the ACCP through education and action.

To serve as the regional link between the College, its members, and the pulmonary, critical care, and sleep medicine communities.

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"If the medical profession is to fulfill the covenant that exists between the doctor and patient, a new order of professionalism marked by advocacy and collective action has to emerge."

Rothman DJ, O'Toole T.
Ideas for an open society. Vol 2, No 1. New York, NY:
Open Society Institute, 2002

Welcome

Congratulations on becoming an American College of Chest Physicians (ACCP) Governor. You have accepted an important role as a thought leader in an international medical specialty society with more than 17,500 members in 100 countries. As an ACCP Governor, 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 outlines your responsibilities, describes the College membership categories and requirements, and encourages your active participation as an ACCP Governor and thought leader.

As an ACCP Governor, you are the official link between the ACCP Board of Regents and ACCP members in your state, province, or region. Your role, on behalf of your colleagues, is to:

- Attend, if at all possible, and actively participate in the ACCP US and Canadian Council of Governors meeting at CHEST, joint Council-ACCP Government Relations Committee (GRC) meetings, and the ACCP Capitol Hill Caucus (travel grants to the Caucus will be provided to Governors), as well as any necessary Council conference calls when appropriate.
- Actively engage in ACCP grassroots advocacy by: (1) becoming educated on how to effectively advocate for your patients and profession; and (2) understanding the public policy issues impacting your practice of medicine. As an ACCP US Governor, we ask, if possible, for you to (1) participate in all relevant ACCP Action Alerts; (2) view all relevant ACCP advocacy podcasts; (3) visit at least one elected official in his or her local office during each of your terms as Governor; (4) invite at least one elected official to your hospital and/or medical clinic during each of your terms as Governor; (5) participate in at least one congressional town hall meeting during each of your terms; and (6) e-mail letters of congratulations and introduction to relevant new congressional Health Legislative Assistants, as requested by ACCP Health Affairs staff.
- Communicate ACCP advocacy priorities and initiatives to state/province members. Council members also should raise relevant local policy issues for consideration by the ACCP.
- Encourage state/province members to participate in ACCP grassroots advocacy by becoming ACCP Grassroots Advocates and partnering with patients. As a US Governor, successfully recruit at least five new Advocates during each of your terms, participate in ACCP Action Alerts, and view ACCP advocacy podcasts.
- Work closely (US Governors only) with the ACCP Carrier Advisory Committee to keep local members informed about local and national Medicare coding and reimbursement issues.
- Define and support other advocacy issues as they develop.
- Fill additional roles as designated by the ACCP Board of Regents.

The Council of Governors meets twice yearly, in October or November at the annual ACCP meeting, and sometimes in conjunction with the Spring Board of Regents meeting or the Capitol Hill Caucus. Any Governor on-site during a Board of Regents meeting is welcome to attend the meeting as an observer at any time.

Once again, thank you for your commitment and active support of the ACCP. If you have any questions regarding your responsibilities as a Governor, please contact Lynne Marcus, Vice President of Health Affairs, at (847) 498-8331 or lmarcus@chestnet.org.

Officer and Council Descriptions

The Office of US/Canadian Governor

If you are a US or Canadian Governor, you are a Fellow (FCCP) of the College elected by the Fellows at the annual meeting of the College to represent your state, province, or region on the US and Canadian Council of Governors. A Governor also is elected for each branch of the United States Armed Services. US and Canadian Governors may serve no more than two consecutive 2-year terms.

US and Canadian Council of Governors

As Governor, you are a member of the US and Canadian Council of Governors. The Chair and Vice-Chair of the Council sit on the Board of Regents, the governing body of the College. Much of the Council's work involves advocacy efforts and implementing or improving member participation in College activities. Council recommendations are referred to the Board of Regents for action and, as a Governor, you can provide valuable input on behalf of your state, region, or province.

The US and Canadian Council of Governors meets twice a year: at the time of the annual meeting of the College and sometimes in conjunction with the Spring Board of Regents meeting or the Capitol Hill Caucus. Any Governor on-site during any Board of Regents meeting is welcome to attend as an observer.

Responsibilities of Office

US/Canadian Governors

The efficient management of many College activities depends upon the cooperation of its officers. During your term of office, you are the liaison between the governing boards of the College, the administrative staff, and individual local members. Because you have special responsibilities for health policy advocacy identified by the Board of Regents (see page 3) and the ongoing recruitment of new members, you should seek the closest possible relationship with your federal legislators, as well as the teaching institutions and professional societies within your state.

Be aware of issues that may affect the practice or teaching of chest medicine and surgery in your state or region, and bring such matters to the attention of the Board of Regents through the Chair and Vice-Chair of the Council. These might involve educational programs or needed legislation at the state level in the United States, activities of medical schools or teaching hospitals, plans or actions of local medical groups, or activities of other medical societies.

Also, let us know about opportunities to advance the objectives of the College, including proposals to cooperate with other organizations to improve the study and practice of chest medicine and surgery.

Conflict of Interest Disclosure Form

All ACCP Governors must sign a Conflict of Interest Disclosure Form that will be sent out each year by the Executive Office. Completing the form is a requirement for serving as Governor.

Outside Activities and Personal Statements

The Governor is expected to be proactive in advancing the interests of the College and encouraged to establish liaisons with other groups working toward the same goals. However, it is important to

remember that without written authorization from the Board of Regents, no individual Governor is authorized in any manner whatsoever to make any statement on any subject, either medical or otherwise, except as detailed in this manual, on behalf of the ACCP or using an ACCP title or designation.

Attendance at Council Meetings

Council meetings give the Governors an opportunity to participate in an internationally recognized forum for planning strategic initiatives to support chest medicine. All Governors are expected to attend two Council meetings each year to represent ACCP members from their area. As an ACCP officer, this is your opportunity to bring recommendations or suggestions to the attention of the Council Chair.

If you cannot attend a Council meeting or the Capitol Hill Caucus, please appoint a Fellow from your local area to attend in your place. This Fellow will not be able to vote but can present the opinions of the members in your area. The name of your representative should be sent to Lynne Marcus, Vice-President of Health Affairs, at least 1 month before the meeting.

Recommending Candidates for Membership

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

Physicians may be recruited for the Member category 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 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 file a formal application with the Board of Regents on an official application form provided by the College (www.chestnet.org/membership/join/index.php). Applications for Members 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 letters and application forms.

Reviewing Fellowship (FCCP) Applications

The Membership Department of the College makes every effort to screen candidates before supplying application forms so that only qualified candidates will submit applications for your review and recommendation. Only applications for Fellowship (FCCP) filed by candidates in your state, province, or branch of government service will be forwarded to you for consideration. This process is now done by e-mail. Once you receive an application via e-mail, 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 explain in your response 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 Health. However, you should be fully familiar with the membership requirements for all membership categories—please see the “Membership Requirements” section.

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

Communication Tools

ACCP Monthly Activity Reports

As an ACCP Governor, you will receive a monthly activity report via e-mail for your state/region. If there hasn't been any activity during the month for your region, you will not receive a report. This report will list all new members, past due members, dropped members, and deceased members from your state, province, or region.

The Governors are asked to send congratulatory messages via e-mail to new members, as well as contact past due or dropped members to encourage their continued support of the College. “Dropped affiliates” are especially important to contact personally; they have received applications for regular membership but have not completed and returned them. A sample of letters you can send can be obtained from the College staff. You will be sent copies of resignation letters from members in your state or region.

ACCP Health Affairs

The ACCP Health Affairs staff supports the Government Relations Committee (GRC), which, upon approval of the Board of Regents, communicates ACCP membership policy initiatives to the legislative and regulatory branches of the US government. This representation includes initiating, developing, and communicating patient-focused

care policies, such as health-care reform, tobacco control, Medicare reimbursement, quality reporting initiatives, biomedical research, and other issues dealing with the prevention and treatment of diseases of the chest, to educate various branches of government.

The GRC solicits individual views of ACCP members, through members of the Council of Governors, surveys, and calls-for-action, to develop policy positions and take actions on issues impacting chest medicine. The GRC also provides ongoing information to the membership about its efforts, in part, through the Council of Governors.

The ACCP Grassroots Advocacy Web site at www.chestnet.org/advocacy will add to your knowledge about your advocacy role. Specifically, the site includes the ACCP Legislative Action Center and provides important information regarding the GRC and legislative priorities for the College, as well as useful advocacy tools, including but not limited to educational podcasts.

As a Governor, you will receive a spreadsheet that includes member contact information to assist you with promoting grassroots advocacy among ACCP members in your state or province. For US members, the spreadsheet contains congressional district; last and first name; e-mail address; home address; phone number; whether the member chose to be an ACCP Grassroots Advocate; and any "key contacts" with elected officials and/or the media. All US members also receive the ACCP Advocacy e-Update, a periodic e-mail featuring advocacy and practice "hot topics" for chest medicine.

Throughout your term as Governor, ACCP Health Affairs staff also will periodically remind you of those responsibilities as Governor (as outlined on page 3 of this handbook) that you have yet to fulfill and offer their assistance in doing so. For example, Health Affairs staff can assist you with scheduling appointments with your elected officials, brief you on the salient issues and tips on successfully

communicating with your legislators, as well as send blast e-mail messages on your behalf to ACCP members in your state or province. For assistance at any time, please contact Lynne Marcus, Vice President of Health Affairs, at (847) 498-8331 or lmarcus@chestnet.org.

ACCP Governors Virtual Chapter

This e-mail tool, only for ACCP Governors, is an easy way to communicate with members as a group within your state, region, and/or the military who have a current e-mail address on file with the ACCP.

To use the Governors e-mail tool, please use the following instructions:

1. Go to www.chestnet.org, and click on "Member Resources" found at the top of the page.
2. Click on the "US/Canadian Governors' Virtual Chapter" link found on the left side of the screen.
3. Enter your ACCP ID# or your e-mail address and your password. If you have your ACCP ID# but no password, or you forgot your sign-in information, there is a place to click with instructions to set up a password.
4. Your state(s), region, or military group will appear. Click "Submit." If you are a Governor for more than one state, both states will appear, but you may only send to one state at a time.
5. Enter your composed text and/or attachment, and be sure to include your name and contact information after your message. Click on the "Submit" button for processing.

Please note: 10 to 20% of blast e-mails get returned for various technical reasons. For your convenience, your contact information (name and e-mail address, etc) are omitted so that the returned e-mails go to a College e-mail address instead of yours. When an e-mail is returned, the College staff contacts the member for a current e-mail address and then corrects his or her records. Be sure to include your contact information (name, address, office phone,

and e-mail) after your message, so the member will know who you are. If the College receives any responses to your e-mail, they will be forwarded to you.

Important:

If you will be sending an attachment, be sensitive to the file format. Please use common formats (.pdf, .doc, .txt, etc), or the recipients may not be able to open the attachment. If you are sending an e-mail to more than 50 recipients, the program may take up to several minutes to complete the mailing process.

DO NOT CLICK THE SUBMIT BUTTON MORE THAN ONCE.

ACCP Educational Resources

The ACCP Division of Educational Resources includes the areas of continuing medical education, evidence-based guidelines, quality improvement, and simulation training. Examples of resources available to ACCP members include, but are not limited to, the CHEST annual meeting; Pulmonary, Critical Care, and Sleep Medicine Board Review and preparation courses; ACCP-SEEK; Pulmonary and Critical Care Update (PCCU); Diagnosis and Management of Cough: ACCP Evidence-Based Clinical Practice Guidelines; Antithrombotic and Thrombolytic Therapy: American College of Chest Physicians Evidence-Based Clinical Practice Guidelines, 8th edition; Pulmonary Rehabilitation: Joint ACCP/AACVPR Evidence-Based Guidelines; and a variety of US national performance measures that are approved by ACCP as a member organization of the National Quality Forum.

To access a list of current educational resources, please visit the following Web sites:

ACCP Continuing Medical Education
www.chestnet.org/education/index.php

ACCP Evidence-Based Guidelines
www.chestnet.org/education/guidelines/index.php

ACCP Quality Improvement
www.chestnet.org/education/QI/index.php

ACCP Simulation Center
<http://chestnet.org/simulation/>

Proposing New Ideas

All members are welcome to propose new ideas and innovations, such as topics for the CHEST annual meeting, an educational activity, a new guideline publication, or a means to enable performance measures in practice. Please feel free to contact the ACCP's Vice President of Educational Resources:

Ed Dellert, RN, MBA

Vice President, Educational Resources
American College of Chest Physicians
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Northbrook, IL, USA 60062

Office: (847) 498-8333

Fax: (847) 498-5460

E-mail: edellert@chestnet.org

The CHEST Foundation

The CHEST Foundation is the philanthropic arm of the ACCP. Its mission is to improve patient care and lung health through education. Through four focused areas—tobacco cessation and prevention, critical and end-of-life care, clinical research, and humanitarian initiatives—the Foundation is able to help ACCP members improve the health of their patients and communities. Since its inception in 1996, The CHEST Foundation has conferred almost \$10 million in support of ACCP members. To learn about the breadth of The CHEST Foundation's educational resources and programs, visit www.chestfoundation.org.

The CHEST Foundation Humanitarian Awards Program

In October 1998, outgoing ACCP President and CHEST Foundation Trustee, D. Robert McCaffree, MD, Master FCCP, as a gesture to commemorate his leadership year, created the Governors Community Service Awards Program. Since 2005, this program has been called the Humanitarian Awards Program. His intent was to encourage pro bono service among ACCP's global membership. Beginning in 2009, these awards have been named the D. Robert McCaffree, MD, Master FCCP Humanitarian Awards, as a tribute to its founder. To date, more than 180 awards totaling more than \$1.3 million have been granted.

The Humanitarian Awards Program is a program of The CHEST Foundation's Pro Bono Committee. The Program awards annual monetary grants to support service projects worldwide that benefit from ACCP members' volunteer efforts. The organization where the ACCP members donate time must be a US 501 (c)(3) or a nongovernmental agency, if located outside the United States. Award amounts are determined each year by the Pro Bono Committee members. In 2009, awards were offered at the \$5,000, \$10,000, and \$15,000 levels.

The Pro Bono Committee is responsible for:

- Determining the amount and number of awards given annually
- Setting the criteria for the review of applications
- Selecting the members of the Humanitarian Awards Review Committee from among current ACCP Governors and ACCP and CHEST Foundation leadership
- Monitoring the long-term impact of the awarded projects or services

The Humanitarian Awards Review Committee, now chaired by Sandra K. Willsie, DO, FCCP, reviews all applications, rating them according to the criteria listed below.

- Project need
- Project innovation and impact
- Physician involvement
- Project replicability
- Project sustainability

The selection and notification of award recipients happens in the early summer of each year.

Please note the following about the Humanitarian Awards application process:

- ACCP members apply directly, either online at www.chestfoundation.org or by printing out a PDF or Word file of the application from The CHEST Foundation's Web site.
- Applicants must submit a completed application form and supporting documents by the established deadline.
- Applicants applying for the larger dollar amount levels of \$10,000 and \$15,000 are required to submit more detailed documentation, including a budget, according to the application guidelines.
- Applicants are strongly encouraged to obtain endorsement from their ACCP Governor or Regent for the larger dollar amount levels.
- Past winners of a Humanitarian Award may apply but may only be a recipient of an award two times.
- Past applicants who did not win are encouraged to reapply.
- Applicants involved in pro bono service within the United States or outside of the United States are encouraged to apply.

Conferring of Awards

Award recipients are recognized during the annual CHEST meeting at The CHEST Foundation Making a Difference Awards Dinner. Award recipients also receive an engraved crystal award and are listed on The CHEST Foundation Web site and in the awards booklet and dinner program booklets that are distributed at the annual CHEST meeting. Awarded grants are given directly to the project with which

the ACCP member volunteers. Monetary gifts are never awarded to individuals.

The Making a Difference Awards Dinner at the annual CHEST meeting provides a very special setting to showcase the important work of the awarded ACCP members and their projects. It also provides an opportunity to raise funds and create awareness of the Humanitarian Awards Program among ACCP membership and industry representatives.

All award recipients are required to submit a 6-month progress report and a 12-month final report on their project that describes the impact the award has had in serving the community in need and how the award funds were used.

For more information on the Humanitarian Awards Program, please contact:

Sue Ciezadlo

Senior Project Coordinator

The CHEST Foundation

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Northbrook, IL 60062

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Fax: (847) 498-5460

E-mail: sciezadlo@chestnet.org

ACCP Membership Requirements and Categories

US/Canadian Fellow (FCCP) Requirements

Qualifications

- A Fellow shall be a physician or person holding a doctoral degree. Each nonphysician candidate shall hold a doctoral degree from a graduate institution accredited by an accrediting agency. Such degrees include, without limitation, PhD, PharmD, DNSc, DMSc, or DrPh.
- The candidate shall be a specialist in a discipline related to the function and diseases of the chest. Those disciplines include, without limitation: pulmonary, critical care, sleep medicine, thoracic surgery, and related disciplines. On a case-by-case basis, the Membership Committee may consider candidates having other specialties.
- The candidate (including, but not limited to, physician candidates working in a nonclinical setting) shall devote at least 50% of his or her professional time to the specialty identified in the second bullet point. On a case-by-case basis, the Membership Committee may waive the 50% requirement.
- The physician candidate living in the United States or Canada shall have current certification by both a primary medical or surgical board and an applicable subspecialty board. The certifying body must hold membership in at least one of the American Board of Medical Specialties, the American Osteopathic Association, or the Royal College of Physicians and Surgeons of Canada.
- The candidate shall obtain two recommendations from Fellows (FCCPs) of the ACCP. If the candidate is unable to obtain recommendations from Fellows, he or she shall obtain recommendations from two other ACCP Members and include a letter of explanation, if requested by the ACCP. The recommendations should be from people personally acquainted with the candidate and his or her work for a minimum of 1 year, and who are not ACCP Allied or Affiliate members.

Rights and Privileges of Fellows

- Fellows shall be entitled to all privileges of the College, including, but not limited to, the right to vote at the meetings of Fellows and to hold office.
- Fellows shall be permitted to use the designation "FCCP"

US/Canadian Member Requirements

Qualifications

- A US/Canadian Member shall be a physician or person holding a doctoral degree. Each nonphysician candidate shall hold a doctoral degree from a graduate institution accredited by an accrediting agency. Such degrees include, without limitation, PhD, PharmD, DNSc, DMSc, or DrPh.
- The candidate shall be interested in a discipline related to the function and diseases of the chest. Those disciplines include, without limitation: pulmonary, critical care, sleep medicine, thoracic surgery, and related disciplines. On a case-by-case basis, the Membership Committee may consider candidates having other specialties.
- Training in a subspecialty is not required. The physician candidate living in the United States or Canada shall have current certification by a primary medical or surgical board. The certifying body must hold membership in at least one of the American Board of Medical Specialties, the American Osteopathic Association, or the Royal College of Physicians and Surgeons of Canada.

Rights and Privileges of US/Canadian Members

- US/Canadian Members shall have all the privileges of Fellows except the right to vote or hold elective office.
- Members may not use the designation "FCCP"

Affiliate Member Requirements

Qualifications

An Affiliate Member shall be a physician-in-training in pulmonary, critical care, sleep medicine, thoracic surgery, or a related discipline.

- The candidate shall be a physician who is enrolled in, or shows proof of acceptance into, an accredited specialty fellowship, residency, or equivalent program in a discipline related to the function and diseases of the chest. Those disciplines include, without limitation: pulmonary, critical care, sleep medicine, thoracic surgery, and related disciplines. On a case-by-case basis, the Membership Committee may consider candidates having other specialties.
- To meet the first requirement, candidates must be enrolled or accepted into US training programs that are accredited by either the Accreditation Council for Graduate Medical Education or the American Osteopathic Association. Enrollment in or acceptance into Canadian and other international training programs is acceptable if the programs are accredited by a comparable accredited body.
- The candidate shall secure the signature of the training program director on the application form.
- A physician is eligible to remain an Affiliate Member until his/her training period end date. Upon completion of training, an Affiliate Member will automatically become a Member but will continue to receive the Affiliate rate for ACCP membership dues, products, and services for an additional 24 months. The additional 24-month discount period is available only to members who remain current in their membership dues. At the end of the 24-month period, full Member/Fellow rates will apply.

Rights and Privileges of Affiliate Members

- Affiliate Members shall have limited rights and privileges of membership.
- Upon completion of training and eligibility for another membership status, a person shall no longer be eligible for the Affiliate Member category of membership.

Allied Member Requirements

Qualifications

An Allied Member shall be a nonphysician, nondoctoral, nonstudent health professional who works in a field related to pulmonary, critical care, sleep medicine, thoracic surgery and related disciplines.

- The candidate shall be a nonphysician, non-doctoral, nonstudent health professional or administrator who either (1) provides direct patient care, department supervision at a hospital, or practice administration; or (2) engages in clinical, academic, or research activities. In either case, the qualifying professional activities should be devoted to pulmonary, critical care, sleep medicine, thoracic surgery, or related disciplines. On a case-by-case basis, the Membership Committee may consider candidates having other specialties.
- Other than practice administrators, candidates must have proof of professional certification, licensure, or registry.

Candidates who do not work in a clinical setting must submit a letter from a direct supervisor describing the person'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.

Rights and Privileges of Allied Members

Allied Members shall have limited rights and privileges of membership.

Fellow Emeritus

Qualifications

A Fellow Emeritus shall be a Fellow who has permanently retired from practice.

Rights and Privileges of Fellows Emeriti

- Fellows Emeriti shall have all the privileges of Fellows except the right to vote or hold elective office.
- Fellows Emeriti shall be permitted to use the designation "FCCP."

Member Emeritus

Qualifications

A Member Emeritus shall be a member who has permanently retired from practice.

Rights and Privileges of Members Emeriti

- Members Emeriti shall have all the privileges of Members.
- Members Emeriti may not use the designation "FCCP"

Benefits of Membership

Please go to www.chestnet.org/membership/ to see a list of member benefits.

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