

## **ANNOUNCING**

The Colorado ACEP

Leadership Development Program Fellowship

Colorado ACEP Board of Directors

### **Program Goals**

- a) Identify individuals with the potential to become leaders in emergency medicine;
- b) Provide orientation and skills to allow potential leaders to promote emergency medicine locally and nationally;
- c) Facilitate the promotion of program graduates into leadership positions both locally and nationally.

### **GUIDELINES FOR PARTICIPATION**

Interested CO ACEP members should complete the application form (see below). All individuals meeting the requirements will be interviewed by the CO ACEP Nominating Committee (either by phone or in person). **One** person will be selected for the Fellow position annually. The Nominating Committee will forward the name of individual deemed to be the first choice along with one alternate to the Board of Directors for final approval. The annual term of service will be from January to January – beginning with the General Membership meeting. The Fellow will be assigned a Mentor from the CO ACEP Board of Directors.

### **Eligibility Requirements**

1. Must be a member in good standing of both ACEP, and Colorado ACEP, and actively practicing emergency medicine in the State of Colorado as a Senior Resident or after completion of an approved emergency medicine residency.
2. Nominee must have a minimum of three years membership in ACEP or EMRA.

3. Have a demonstrated strong interest in becoming involved in ACEP leadership activities.
4. Nominee must agree to participate in all elements of the Leadership Development

Program as noted in the program outline (i.e., attend all designated meetings, etc.)

**Fellow Responsibilities:**

1. Attendance and participation at all Board meetings and the General Membership meeting, as well as a Fellow Orientation Program (held in conjunction with the General Membership meeting), during the Fellow year (6 total meetings per year). *The Leadership Development Fellow will not be a member of the Board of Directors and will not have a formal vote. However, the Fellow will be encouraged to participate in all Board discussions and activities and provide opinions, as appropriate.* While it is highly recommended that the Fellow attend all Board meetings and the General Membership meeting, the CO ACEP Board of Directors recognizes that legitimate circumstances may arise making attendance at all of these meetings impossible. Therefore, missing one to two Board meetings during the year will be acceptable with prior approval of the Fellow Mentor.
2. Attendance at the annual Leadership and Advocacy Conference in Washington, DC
3. Attendance at the ACEP Council meeting at Scientific Assembly.
4. Attendance at a minimum of two Colorado Medical Society Council on Legislation meetings (may be either in person or by conference call).
5. Participation in one (1) of the optional activities listed below. The choice of optional activity is that of the Fellow with approval of the Mentor.

6. The Leadership Development Fellow will submit to the CO ACEP Board of Directors reports summarizing activity at both the Leadership and Advocacy Conference as well as the Council meeting at Scientific Assembly and the these summaries should be written in such a way as to facilitate their publication in the EPIC Newsletter and serve to update the membership on these two meetings.
7. The Fellow will complete a year – end evaluation of the program and submit the evaluation to the Board of Directors.

#### Optional Activities

1. Assist the CO ACEP Education Committee in the planning and operation of the Colorado ACEP Symposium in Emergency Medicine.
2. Attendance at Medicine’s Day at the Capitol (typically in February).
3. Attendance at the Colorado Medical Society House of Delegates Meeting (typically in September).
4. Attendance at legislative hearings, or other political activities, benefiting CO ACEP - as approved by the Mentor.

Failure to comply with the above duties as outlined above will result in removal of the Fellow from the Program.

#### **Colorado ACEP’s Responsibilities:**

1. The CO ACEP Board of Directors will appoint a member of the Board to serve as mentor for the Fellow for the duration of the Fellowship year.
2. The mentor will submit a year – end evaluation of the Fellow’s performance to the CO ACEP Board of Directors.
3. CO ACEP will provide funding in the amount of up to \$2,500.00 per year to defray related expenses for the Fellow.

Specifically the funding breakdown will be as follows:

- a. A maximum of \$500 per year to help defray travel (based on airfare costs and/or auto mileage reimbursement) and lodging expenses to CO ACEP Board meetings and the General Membership Meeting.
- b. A maximum of \$1,000 for travel and lodging expenses related to the Leadership and Advocacy Conference (typically held in April or May).
- c. A maximum of \$1,000 for travel and lodging expenses related to the Council Meeting held in conjunction with the ACEP Scientific Assembly (typically held in September or October).

The funds listed above will be disbursed to the Fellow in an incremental fashion after expense receipts have been submitted.

**(See Application Form Below)**

**Colorado ACEP**

**LEADERSHIP DEVELOPMENT FELLOW PROGRAM**

**Application Form**

Instructions: Please print legibly or type the information requested. Attach additional sheet(s) of paper if necessary to supplement your answers. Please do not write "see attached C.V."

***Applicant Profile***

Name of Nominee:

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Mailing Address: \_\_\_\_\_

Phone:

\_\_\_\_\_ Fax: \_\_\_\_\_

Email:

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Hospital/Physician Group Affiliation:

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**Description of Practice:**

Number of years as a member of ACEP/EMRA

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**Please list the state or national activities in which you have participated (leadership positions, committee or task force involvement, etc.):**

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**Please list any past or present leadership positions in organized medicine**

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**Please list your membership in other medical associations**

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**Please describe your interest in the Leadership Development Program, including why you should be selected by the Nominating Committee to participate:**

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**Please describe how your participation in the Leadership Development Program might benefit your state, physician group and/or hospital:**

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If selected, I agree to participate in **all** designated elements of the Leadership Development Program. I understand that absence from a required meeting, if not approved by the Fellowship Mentor and/or Board of Directors of CO ACEP, will result in dismissal from the program.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Please include your CV and any supplementary material you would like the CO ACEP Nominating Committee to review concerning this nomination

*Please return completed nomination form by December 3, to:*

Suzanne Hamilton  
Executive Director  
Colorado ACEP  
10465 Melody Dr. #101  
Northglenn, CO 80234  
Email: [suzanne.acep@comcast.net](mailto:suzanne.acep@comcast.net)