

Local Chapter in a Box Resource Packet

American Physician Scientists Association

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Section 1: Local Chapter in a Box Resource Packet

Starting a Local Chapter (**LC**) is a highly rewarding process that represents a legacy that you can leave behind at your institution long after you graduate. However, we at APSA realize that it is also a time consuming process, especially if it is done well. Therefore, the [purpose of this packet](#) is to provide guidance and a solid starting point for establishing an APSA LC at your institution, while at the same time making this process as quick and painless as possible. The information contained in this document summarizes the key steps in forming an LC, and where possible, provides templates, ideas, and the advice of successful APSA presidents so that you can avoid previously navigated pitfalls while efficiently starting a successful APSA LC.

In the last three years since the development of the APSA Local Chapter (LC) Initiative, over 30 thriving Local Chapters (**LCs**) of the American Physician Scientists Association (**APSA**) have been founded around the country. APSA Local Chapters provide numerous benefits to students at a local level, including establishing a framework on which to build a cohesive network of both practicing and aspiring physician-scientists at your institution, financial benefits in the form of event grants, meeting travel grants, and keynote speaker support, and access to invaluable networking and mentorship opportunities via APSA regional and national meetings. However, many institutions that lack this valuable resource for students considering career paths as physician-scientists.

Although not required, APSA highly encourages its institutional representatives (IRs) to establish their own local chapters, and it is [very common for IRs to not only start LCs, but also serve as founding Presidents](#) for these organizations. The overarching goal of this LC Initiative is to increase the reach of APSA by encouraging the development of quality APSA LCs, which will in turn strengthen APSA National, and allow us to support a greater number of aspiring physician-scientists.

Broadly, the goals of Local Chapters should be aligned with those of APSA's mission statement. However, **Local Chapters are encouraged to define their own goals and priorities that best fit the needs and interest of their members**. This is accomplished by the organization of institution-specific events and faculty-driven career development talks, among a host of other events.

If you have any questions or concerns regarding local chapter formation, please feel free at any time to contact ir@physicianscientists.org or localchapters@physicianscientists.org.

Why start an APSA LC? Please check out the MANY outstanding benefits that you will make available at your institution by formally partnering with APSA to form an LC by reading Appendix III below. This information can also be found on the [APSA Local Chapters Webpage](#).

Section 2: Overview of the Application Process

To be formally recognized as an official APSA LC, and therefore, eligible for the numerous incredible support mechanisms offered exclusively to LCs (Keynote Awards, Event Grants,

Travel Grants, etc), you must complete the LC Application Process. This process is intended to force you do some work up front so that you start a strong and active APSA LC from a solid foundation that you build by completing the application. This section provides an overview of the Local Chapter Application process. The information and documents included here are also available on our [Local Chapter Website](#).

Application process:

1. Submission of the Local Chapter Application
 - a. This portion of the application is a brief (<10 min) online form that indicates your interest in and commitment to establishing a LC at your institution.
 - b. Available at: http://www.physicianscientists.org/?page=local_chapter_app
2. Submission of the Application Documents
 - a. The purpose of the Application Documents are to ensure that your LC has the strong foundation and leadership necessary to develop an active, effective, and sustainable Local Chapter.
 - b. Components of the Application Documents include:
 - i. Local Chapter Constitution
 - ii. Mission Statement with Budget/Programming Template
 - iii. Advisor Agreement Form
 - c. A sample Constitution Template (Appendix II) is provided below
 - d. All required forms, as well as the constitution template are provided at the link above.
 - e. Once completed, the required forms can then be emailed to: localchapters@physicianscientists.org

Instructions for Completing the Application Documents

- **Constitution (TEMPLATE PROVIDED - APPENDIX II BELOW):**
 - A solid and well-designed constitution will be necessary to guide your chapter and establish a framework for membership and policies.
 - We have provided a constitution template that can be downloaded from the website as an MS Word document. This template can be used to draft an individualized constitution for your Local Chapter.
- **Mission Statement with Budget/Programming (TEMPLATE PROVIDED - APPENDIX III BELOW):**
 - This document is designed to help you set reasonable, achievable, and important goals for your chapter by creating a mission statement to guide the development and execution of your LC's goals.
 - The document can be downloaded from the website as an MS Word document, and contains further instructions for developing your LC's mission statement.
- **Advisor Agreement Form**
 - A faculty advisor is required to be recognized as an official APSA LC, and he/she should serve as a resource for the chapter throughout the academic year.
 - Although the actual signature is not required, you will be asked to verify that you have received his/her signature.

Once completed, these documents should be emailed to the APSA National Membership Committee, Local Chapters subcommittee (localchapters@physicianscientists.org) for National recognition as a Local Chapter.

Please contact localchapters@physicianscientists.org with any questions regarding the LC application process.

Section 3: Sample Student-Run Organization Constitution

*** The Constitution template can be found below in Appendix II or on the LC website ***

A good constitution will be necessary to guide your chapter and its workings, and is especially important in helping new chapters decide how to organize their membership and policies. The constitution also takes the subjectivity out of difficult decisions such as how to divide officer responsibilities or remove officers who do not uphold their responsibilities. Given the importance of the constitution, it can be quite time-consuming to draft. Therefore, we are providing this template to help ensure that your constitution covers all of the necessary considerations while being completed quickly and efficiently in such a way that will benefit your chapter.

The goal of the Constitution template is multifold:

- Ensure that all essential governing principles are included in your LC's constitution
- Save you time in drafting a thorough Constitution
- Ensure that your leadership structure is complete and effective
- Decrease the possibility that you omit common important components such as membership, elections, and leadership turnover

Section 4: Template E-mails

In order to have a successful LC, you must have a core group of colleagues with similar interests and professional aspirations who are on board. It is impossible for a single person, however committed, to run an active LC on their own. Therefore, it will be necessary to round up support for your LC among your student-colleagues. In addition, to be sustainable, it will be helpful (yet, not absolutely necessary) for your LC to be supported by the School of Medicine at your institution, which may or may not include your MD/PhD program. In order to start your LC off on a uniform front and to give you ideas on how to drum up support among these various groups, we have included three (3) email templates for you to use. We hope that you will add to and modify these templates as needed for the needs of your individual LC.

Email Templates included in Section 4:

- 4a: Let's start an LC! (To Student-Colleagues)
- 4b: Please Support our LC (To SOM and MD/PhD)
- 4c: Start of the Year Email

Section 4a: Let's start an LC! (To Student-Colleagues)

Dear Colleagues,

My name is [name] and I am a [year] student in the [program] here at [institution]. In addition, I am actively involved in the American Physician Scientist Association (APSA) as a [select: member, Institutional Representative, etc]. **I am writing to you because I would like to propose the idea of strengthening the relationship between APSA and [your institution] by starting a Local Chapter!** I am hoping that you will support this idea and consider joining the effort by signing up to be a member of our chapter and maybe even volunteering for a leadership position as an officer or member of our Executive Board.

[If you choose to include a **survey** (see below) - **strongly encouraged** - include the link for the survey here, and the following text - After reading a little bit more about APSA and APSA Local Chapters below, I would really appreciate it if you would take about 3 minutes to let me know if you are interested in seeing a Local Chapter of APSA started here at [institution], and if so, if you see yourself playing an active role in that Chapter.]

A little bit about [APSA](#)....

APSA is an entirely student-run national organization dedicated to supporting the training and career development needs of future physician scientists. Through the National APSA organization, students are advancing opportunities for mentorship, community building, and mutual support of physician-scientists by providing a unified voice on behalf of physician-scientist trainees at the national level. APSA offers an incredible array of important benefits, which are too numerous to list here, but can be viewed [HERE](#).

As an **Institutional Representative**, I serve as a critical liaison between the students at our institution and the national organization. I think that the entire body of aspiring physician-scientists here at [institution] could benefit by strengthening our relationship with APSA. And that is where a Local Chapter comes in.

A little bit about [Local Chapters](#)....

The Local Chapter initiative was begun about 4 years ago to enhance the ability of APSA to support future physician scientists. Over 30 Local Chapters have been established across the country. The goal of creating an APSA Local Chapter is to increase peer and institutional networking among physician-scientists in training, and create a central identity for students pursuing such training. Beyond these benefits, Local Chapter members are eligible to apply for funding to regional and national meetings, such as the APSA Annual Meeting, which is held as a joint meeting in conjunction with the annual meetings of the American Society for Clinical Investigation (ASCI) and the Association of American Physicians (AAP). Furthermore, this

platform allows students to gain leadership skills, as well as invaluable networking opportunities with current and future physician-scientists. APSA provides numerous great resources for its Local Chapters including \$100 event grants, \$750 Travel Grants, and \$1000 Keynote Speaker grants.

After reading a little bit about APSA, I hope that you are excited as I am about starting an LC. In fact, I hope that you are so excited that you will consider taking on a leadership role to help me get this chapter off the ground. If you are interested in the, please just let me know by return email. The next step is to start working on our application and constitution so that we can schedule our first membership meeting.

I look forward to hearing from you!

Sincerely,

[Your Name]

Additional Ideas for this email:

To generate objective data that gauges interest and support for the idea of starting a Local Chapter, we suggest including a SURVEY in this email.

- Use Survey Monkey to generate the survey (its free!): surveymonkey.com
- Here are some sample questions that you can include in the survey:
 - **How familiar are you with APSA?**
 - Answers: Very, Somewhat, Not at all
 - **Are you currently a member of APSA?**
 - Answers: yes, no, no but I plan to join
 - **We are considering forming a Local Chapter of APSA here at [Institution]. Do you think that starting a Local Chapter of APSA is a good idea?**
 - Answers: yes, no
 - **If we do, would you be interested in signing up for membership and playing a role as an actively involved member?**
 - Answers: yes, no, not sure

 - **If we start an APSA chapter, would you be interested in serving as a member of the advisory board (i.e. an officer)?**
 - Answers: yes, no, not sure yet

 - **Which of the following activities would you like to see a APSA chapter sponsor and coordinate?**
 - Answers:
 - Opportunities for informal interaction with physician-scientists at

- the residency, fellowship, and junior faculty level
- Sessions for MSTP students to do short presentations of their research to foster collaboration (i.e. an MSTP work in progress seminar)
 - Rapid "this is me" presentation sessions, where multiple MSTP students present their research and personal interests in 2 slides
 - Career development presentations and/or opportunities
 - Other (please make a suggestion below)
-
- **Please provide any feedback that you have about the idea of starting a chapter of APSA at [institution] and indicate your level of interest in the this idea.**

Suggestions on who to send this email to:

- Students in your SOM, years 1-4
 - In the email that you send to the SOM, we suggest stressing that you LC is NOT an MD/PhD club. Stress that anyone and everyone interested in mixing a career in medicine with academic pursuits within biomedical research is welcome and encouraged to apply. You can stress that membership is particularly important to MD-only students who may not have access to the resources traditionally provided by MD/PhD programs.
- Students in your MD/PhD and MD/MPH Program
- You may consider targeting additional groups, depending on interest at your institution as well as resources to support these groups:
 - Undergraduates
 - Residents
 - Fellows

Section 4b: Please Support our LC (To SOM and MD/PhD)

Dear [MD/PhD Director or SOM Administrator],

My name is [name], and I am a [medical school year] here at [your institution]. As a medical student interested in becoming a physician scientist, I hold a position as an Institutional Representative (IR) for the American Physician Scientist Association (APSA). APSA is a national, student-run organization dedicated to supporting the training and career development needs of future physician scientists. Through the National APSA organization, students are advancing opportunities for mentorship, community building, and mutual support of physician-scientists by providing a unified voice on behalf of physician-scientist trainees at the national level.

As an Institutional Representative, I serve as a critical liaison between the students at our institution and the national organization. We have recently begun an initiative to enhance the ability of APSA to support future physician scientists by establishing local APSA chapters at individual institutions. Just in the last 3 year since the start of this initiative, over 30 Local Chapters have been established across the country. **As the Institutional Representative (IR) here at [your institution], I have been working with APSA to establish our own Local Chapter.**

The goal of creating an APSA Local Chapter is to increase peer and institutional networking among physician-scientists in training, and create a central identity for students pursuing such training. Beyond these benefits, Local Chapter members are eligible to apply for funding to regional and national meetings, such as the APSA Annual Meeting, which is held as a joint meeting in conjunction with the annual meetings of the American Society for Clinical Investigation (ASCI) and the Association of American Physicians (AAP). Furthermore, this platform allows students to gain leadership skills, as well as invaluable networking opportunities with current and future physician-scientists.

We believe that maintaining an active APSA Local Chapter at [your institution] is an important resource for students interested in pursuing an academic medical career. **However, we need your help and support as our program's administration to ensure that our chapter remains viable and effective.** [Add details here as to how they can support your LC specifically; Ideas include financial support, willingness to send out announcements and information on your behalf, etc].

Furthermore, membership in the National APSA organization offers a host of additional benefits, including national leadership opportunities, networking with APSA partner organizations encompassing medical specialties across the spectrum, discounted registration at regional and national meetings, travel grants sponsored by both APSA and well respected medical societies. Recently, APSA has allowed the purchasing of Institutional Memberships, which allows bulk purchasing of student memberships at a discount, to allow greater student access to APSA

benefits. We as a newly established APSA LC have [# of members] interested in becoming APSA members, and we are hoping you will consider funding an Institutional Membership for our chapter. If you are interested in the possibility of purchasing an IM, please let me know and I can provide you with additional details. Briefly, we would save at least 30% and as much as 50% on membership if we purchase an IM, because we are eligible for a 15% Local Chapter discount.

Thank you for your time and attention to this email. We look forward to hearing back from you soon.

Sincerely,
[your name, position in APSA LC]

Suggestions for who to send this email to:

- The Dean(s) of your SOM
- Research support personnel within your SOM
 - Faculty members who help medical students find summer research projects
 - SOM Dean's who are physician-scientists
- MD/PhD program director (copy program coordinator)
- MD/MPH program director (copy program coordinator)
- Director for the ABIM Research Track Residency in Internal Medicine
 - Other Research Track Residency Directors

Section 4c: Start of the Year E-mail for Local Chapter Recruitment

Purpose of this (4c) Email Template: Once you decide to start an LC, it is important to advertise that LC widely and to try to attract as many aspiring physician-scientist members as possible. Like APSA National, the strength of your LC will be in its numbers. In order to increase exposure and membership in your LC, we recommend that you send the email below to your institution's MD/PhD, MD, MD/MPH, etc communities at the beginning of each academic year (or semester) to welcome new members to join you and to make those members aware of what APSA is and why it is important to be a member.



Hello everyone,

My name is (your name here), and I am the President of the American Physician Scientists Association (APSA) Local Chapter here at (your institution here). I'm pleased to welcome you to our Local Chapter (LC). APSA is a national organization that **promotes the training and career development** of aspiring physician-scientists through serving as a voice for physician scientist training, providing educational opportunities, and contributing to the advancement of translational medicine. The **purpose of our LC** is (i) to help medical students explore research opportunities, identify mentors, and develop skills for successful research while also (ii) fostering connections with other students and faculty, both locally and nationally.

Benefits of APSA membership include:

- Unparalleled networking
- Leadership opportunities
- Travel awards
- Grants
- Partnerships with professional societies
- Representation for policy change
- To see a full benefits list [CLICK HERE](#)

To access these benefits and network with the aspiring physician-scientists on our campus, we hope that you will join our Local Chapter. Our next meeting is on (INSERT DATE). At this meeting, we will discuss (ADD TOPIC).

A list of **APSA-hosted regional and national conferences** is below. In addition to these conferences, we will provide regular updates about events held by our LC at (your institution here). We look forward to working with you all!

Event	Date*	Location*
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2016 APSA Northeast Regional Meeting	10/29/16	University of Buffalo, NY
2016 APSA Midwest Regional Meeting	11/4-11/5/16	University of Nebraska Medical Center, NE
2016 APSA Southeast Regional Meeting	11/5-11/6/16	University of Alabama at Birmingham, AL
2016 APSA West Regional Meeting	12/3/16	University of Southern California, CA
2016 APSA South Regional Meeting	TBD	University of Texas Medical Branch, TX
Joint National Meeting with APSA, AAP, and ASCI	4/21-4/23/17	Chicago, IL

*Date and Location for these meetings change yearly and are posted to the APSA webpage. Obviously, please update this table before sending your email by visiting [THIS](#) webpage.

We hope that you will consider joining our APSA Local Chapter and attending our events on campus this year. In order to join and be informed of what APSA is doing on campus, please reply to this email to express your interest!

Best regards,
(your name here)

Section 5: Sources of Funding for your LC

Get used to it - in science and medicine, funding is essential, but often difficult to come by! This fact certainly applies to your LC. Therefore, the importance of applying a strategic and formulaic plan to securing funding cannot be overstated. The purpose of Section 5 is to give you ideas of potential funding sources. Section 5 is intended to be used along with Appendix III (below).

While planning to start an APSA local chapter, you should begin by formulating a preliminary budget by considering a number of variables:

- 1) What is the workload capacity of your Executive Board?
- 2) How many meetings per academic semester will you host?
- 3) How many students can you expect to attend these meetings?
- 4) Will you need/want to provide refreshments at your meetings?
- 5) Where would you like to draw speakers from (i.e. intra- or extra-institutional, regional or national)?
- 6) Which departments or other groups will co-sponsor events?
- 7) What resources would you like to pursue to provide for your school's membership?
 - a) APSA institutional membership (either paid for by your local chapter or your medical school)
 - b) Travel funding for active LC members
 - c) Other resources?

There are surely other factors worth considering; however, this will allow you to estimate the amount of funding you will need to secure for your operations. **When approaching possible funding sources, your LC should have a proposed ITEMIZED budget available upon request.** We have provided the Budget/Programming Template (available below in Appendix III or [HERE](#) as a Word document) for this purpose. There are a variety of avenues to funding including, but not necessarily limited to, the national APSA organization, your respective MD/PhD program, medical school departments, and your medical school's discretionary funds.

Potential Funding Sources You Should Explore

- APSA National
 - Provides funding through grant opportunities throughout the year
 - This includes funding for:
 - Outside speakers
 - General meetings
 - Travel awards to APSA conferences
 - Local Chapter specific funding available as well, including:
 - \$1000 Keynote Awards to host outside speakers
 - \$100 LC Startup Grants to cover first meeting costs
 - \$500 Annual Meeting Travel Award to support travel for members
 - You must apply for these funds directly through the APSA national organization
- Your School of Medicine

- Medical school department chairs or administrators within the SOM such as research Deans or support personnel may contribute funds if they believe their students/department will benefit
- There may be certain contingencies placed upon your APSA LC by accepting such funds, such as requiring your LC to invite a faculty member from the donating department to speak at a meeting
- Since there are most often multiple departments hosting MD/PhD trainees, this is often a good avenue for additional funds
- Hospital and Program Leadership
 - Department chairs (regardless their SOM affiliation) are often engaged in research and, as such, recognize the importance of providing opportunities for aspiring physician/surgeon-scientists. They are often willing to fund (and even help organize) events at which they themselves or their faculty speak.
 - Similarly, directors of residency and fellowship programs may be interested in partnering with your LC for specific events. Research track residencies may be interested in more longitudinal partnerships with your LC (these residents/fellows need to have demonstrated mentoring capacity when applying for grants, so this is a mutually beneficial arrangement).
 - For best results, be sure to present a clear idea of what a partnership or collaborative event could look like when approaching leadership.
- Discretionary Funds
 - Contact your medical school's dean (if not possible, an assistant/associate dean) about providing funds for your APSA LC
 - Many medical schools have a variety of discretionary funds set aside for certain programs and other programs/projects that are of minor cost
 - The medical school administration may help fund or assist you in developing an APSA LC after learning of its benefits
- MD/PhD Program
 - Contact your program director to inquire about monetary support for the APSA LC
 - Provide your director with information about how a APSA LC could benefit the program as well as traditional medical students

Section 6: Ideas for APSA-Sponsored Activities

Once you start your LC, your next task will be to start planning activities and events that will benefit and further the training of the aspiring physician-scientists at your institution. Of course, recruiting a well known faculty member to give a talk is always an attractive and easy option. However, it is not unique, and most likely offered in various other forums across your campus. Therefore, we encourage you to poll you LC members as well as non-member peers within the SOM, perhaps using a formal survey, to ask them what areas they feel are deficient as far as their training. In addition, you can also consider adding events that fulfill community service or networking roles. It is important to realize that your LC's niche is dynamic and will likely change from year-to-year. Given the large and diverse potential pool of avenues that you could focus on, we have provided a list of event ideas below to get you started.

In general, we suggest that you plan to host one activity or event on your campus per month, in addition to your regular membership meetings. This frequency of events keeps your LC active in addition to maintaining its exposure on campus. Keeping this aggressive event schedule requires an "all hands on deck" approach to event planning where you require all of your members to participate in some form or fashion.

Recruiting

What is a physician scientist

"What is a Physician Scientist?" was initially conceived as the LC's major recruiting event for the year, as it focuses on the incoming MS1 class, but is open to any/all interested parties. The goal of this event is to increase the visibility of APSA as an organization and, moreover, a resource for students interested in any kind of research regardless of degree plan. This event could begin with one or two practicing physician scientists discussing the role of research in their training/careers and end with a quick discussion of APSA's mission, projects, and upcoming events.

Orientation week presentation

Work with SOM leadership to arrange for ~10min to address the incoming class as a whole. Present your LC, its purpose, opportunities/resources afforded, and a summary of your most popular events. Alternatively, if your SOM holds a student group fair, make sure to have representation.

Deans' take on research

Our experience indicated that several key factors commonly dissuade medical students from pursuing research beyond what is required: apprehension derived from unfamiliarity, perception as a time sink, not knowing where to start, and thinking it of little value. To address these points, we suggest inviting associate deans within your SOM to discuss the utility of research in training and their role in/contribution to residency applications. This is a good avenue for advertising your LC as a valuable tool to the larger MD audience.

General

Recurring membership meetings

Among other things, membership meetings are largely organizational, allowing members that are organizing upcoming events to communicate the details and get feedback. It is also an opportunity for the membership to make suggestions and initiate policy changes. In addition to taking care of administrative issues, this could also be used as an opportunity to invite speakers (spanning a wide array of academic interests) for a ~30min talk. Doing so would allow members to network with current physician scientists at your institution and receive advice from selected faculty. Another option is to use the meeting as a forum for members to practice presenting their research.

Social with research pathway residents

Social events with research pathway residents and APSA members at a local bar/brewery are a great way to promote networking between these two levels of physician scientist training. The event can begin with a “get to know” session wherein residents introduce themselves and talk a bit about their training paths, which is followed by unstructured time for socializing. Importantly, this event is planned to encourage a sense of community amongst physician scientists at all levels of training at your institution, and to help students identify resident mentors to whom they can look to for advice.

Topics in transitions

Topics in Transitions (TNT) is a recurring series specifically designed to help junior students better deal with the various transition points in both the MD and MD/PhD training paths (e.g. MS2 to MS3, MS2 to research, research to MS3, MS3 to MS4, and matching). Events in this series are organized in a roundtable/panel format wherein more advanced trainees share experience/advice with younger students. Importantly, this structure also promotes vertical mentoring relationships. Example TNT event topics are provided below.

TNT - Entering clerkships

This iteration of TNT is organized around a panel of MS3/MS4s who field questions about the transition into clerkships, scheduling of 3rd and 4th years, recommended order of scheduling various clerkships, how to study for shelf exams, securing letters of recommendation, etc.

TNT - Research during residency

This TNT features research pathway residents (and potentially non-research track residents currently doing research) and addresses types of research opportunities available during residency, how to balance continued research training with clinical training, and physician scientist career development during residency.

TNT - Presenting research on residency application and interview

Here TNT focuses on strategies for applying to both categorical and research track residency programs and for identifying institutions that will be supportive of continued physician scientist training during residency.

TNT - Closing remarks from MS4s

MS4s who have just completed the application and interview process candidly discuss the process and advise younger students on navigating the process. Notably, this TNT tends to be

a crowd pleaser, as MS4s share odd/entertaining stories, things they wish they had known, and clear up common misconceptions about the process.

Panel with faculty and residents

Separate from faculty research and case presentations, inviting faculty and residents of a particular field to discuss their respective day-to-day activities can provide useful insight for individuals considering that specialty. An APSA member should serve as moderator, asking prepared questions and taking any from the audience. Potential discussion topics include: how to build a competitive residency application for that specialty, what to look for in residency programs when interviewing, work-life balance, week-to-week schedule and integration of research, etc.

Breakfast with faculty and residents

Similar to the abovementioned panel with faculty and residents breakfasts allows members to pose whatever questions they may have to current residents and faculty in a very relaxed atmosphere. Consider partnering with various departments to create a recurring series of these.

Difficult conversations

Difficult, uncomfortable, or potentially controversial conversations are inherent to the profession. Using a panel format, multiple perspectives of such issues can be explored (e.g. end of life discussions, breaking bad news, admitting mistakes, etc.). If possible, try to invite a range of panelists, potentially even patients. A research component can be added by discussing relevant literature in the context of popular belief, consider vaccination versus anti-vaxxers or the role of the microbiome (and maintenance thereof) in successful diet and weight loss.

Physician scientist social hour

Invite physician scientists from across campus-including medical students to faculty and directors-to attend this recurring (monthly?) event with the overarching goal of forging a more cohesive physician scientist network at your institution. Creating a relaxed atmosphere with beer and refreshments encourages discussion of both professional and leisurely topics. The events can be given some structure by starting with brief (5-10min) research presentations or ~20min of speed dating (forcing attendees to converse outside their friend networks). We recommend specifically inviting a handful of faculty and residents to ensure a certain amount of representation until the event has garnered a sufficient following. We also recommend holding each iteration at the same time, place, and day of the month (e.g. last Friday of the month). For medical students this can be a chance to find a research or clinical mentor, find collaborations, and get advice on publishing quickly. For faculty this can also be an opportunity to network, form collaborations, and meet medical students wanting to do research.

Speakers

Faculty research and case presentations

Invite a physician scientist at your institution to give a lunch talk discussing their research as well as a case(s) wherein it has been directly applied to patient management. This gives members (and potential members) an idea of what the physician scientist career looks like in

various specialties. We suggest this event be held several (or many) times, inviting speakers from a range of specialties. An added benefit is the opportunity for members to identify clinical or research mentors in this way.

Keynote speaker

Hosting a prominent speaker (either from your institution or elsewhere) working in an exciting area of research may help to pique medical student interest in research and potentially your LC. Additionally, inviting a high profile speaker and advertising the keynote heavily can begin to create a “brand” for your LC, boosting your visibility within the SOM. Branding contributes to institutional name recognition, which in turn affords more tools/resources for your LC to use and provide to members. If seeking an external speaker, funds can be raised through partnership with various departments, residency programs, or other student groups. Additionally, National APSA offers a substantive grant for this exact purpose.

Research Skills

IRB applications seminar

Such a seminar can be used to introduce the basics of IRBs, why they are critical to research involving human subjects, as well as when and how to apply for them. Consider inviting someone from your institution’s IRB office and potentially a physician scientist with extensive experience writing IRBs to provide multiple perspectives and more comprehensive guidance on the topic.

Survey design and development seminar

Medical students engaging in research experiences preferentially select clinical research projects that often involve collection of survey data, but this skill is not typically taught in the medical curriculum. Consider partnering with your institution’s evaluation and assessment group, or a similar entity such as the School of Public Health (if applicable). We suggest you provide (or ask for) a survey to be used as a teaching tool during the talk, walking students through the basics of model development, question and answer choice design, and data analysis.

Research presentations workshop

This event can be used to teach attendees how to deliver effective and engaging oral presentations to larger audiences or concisely discuss their poster with a smaller group/one-on-one. Time permitting, guidance for how to best construct posters and presentations can also be covered. We recommend inviting a speaker whose focus is at least in part on presentation and communication skills; the graduate school at your institution will likely have several such individuals.

Personal statement workshop

The NIH now requires all trainees to include an individual development plan (IDP) and personal statement (PS) in grant submissions. IDPs and PSs are new concepts and are not well understood by the majority of affected students, which include any student that may submit a grant during their training. Career planning tools like these will be of benefit to students during

the residency application process as well. Hence, this event can serve as somewhat of a tutorial on what these new entities are and how best to prepare them. The director of your MD/PhD program will likely be familiar with the latest requirements and would be a good place to start looking for a speaker(s).

Community Outreach

Drinks with a physician scientist

As your LC grows, you may want to expand the role and presence of physician scientists beyond the university to your community. “Drinks with a Physician Scientist” was conceived as a mechanism of increasing communication and trust between physician scientists and members of the public. We suggest inviting faculty, residents, and med students to a local bar, library, or other public gathering place for the purpose of fielding questions from lay members of the community regarding advances in biomedical research, coming therapies, and what actually happens in the hospital during the time spent waiting to see a doctor. In addition to interactions between physician scientists and laypeople, the event can also provide an opportunity for vertical mentorship within your institution’s physician scientist community.

Community health screening

An annual health screening is also a great opportunity for members to give back to the community. Here, members can provide basic screenings (blood pressure, blood glucose, vision, etc) as well as health counseling (e.g. STI, HIV, lifestyle, etc) to underserved populations in and around your community. This is a large undertaking so we recommend to team up with other student groups and health professionals at your institution (e.g. optometry, dental, practicing physicians, HIV clinic).

Outreach education

Partnering with a local school or after school program (the YMCA is a good option) to lead STEM-related experiments or otherwise interactive sessions is an excellent way to serve your community. Importantly, this also provides participants the opportunity to practice both teaching and leadership skills. Acting as role models and inciting a passion for the sciences in K-12 students is undoubtedly a worthwhile form of community service for any LC.

Section 7: Recommendations for Leadership

In order to start and build upon a successful and active LC, leadership is absolutely key. Therefore, here, we make suggestions on how to organize your LC's leadership structure.

*** For a more detailed outline of suggested LC Structure, please click [HERE](#) ***

When starting an APSA LC at your medical school, you want to determine what type of leadership structure would best serve your interests. Some questions to keep in mind include:

- What student cohorts are you catering to: MSTP trainees? Traditional medical students? Undergraduate premedical students?
- What student cohorts do you want represented on your executive board?
- How active do you think your LC will be? (Please refer to pertinent questions from the previous section)
- What will be the approximate time requirements for a member of the executive board?

Having a good understanding of your student cohorts and your LC's activity is critical to determining the optimal executive board composition. For example, if you are planning only to have one or two general meetings per semester for MSTP trainees and traditional medical students, fewer executive board members from the medical school are necessary. However, if your LC is planning on providing services (website, research database, mentoring, professional development, and so forth) with regularly scheduled general meetings, you will need a larger executive board comprised of members with specific knowledge and skills.

Generally, it is advisable to have executive board representation from each student cohort to which you are targeting. However, you never want too many executive board members because of issues scheduling meetings and potential dropout.

Section 8: Membership

One main goal of the APSA Local Chapter Initiative is to increase APSA membership and involvement. Your ability to attract members within your LC is contingent upon the students to which your organization will cater. Therefore, the strategies you use to increase membership should be based on the makeup of your institution's student body and their needs/interests.

- **General Recommendations**

- Effective communication with student groups (listservs)
- Plan general meetings in advance
- Choose meeting dates/times strategically to allow maximal attendance
- Consider holding meetings on a regular schedule (ie. monthly, bi monthly)
- Provide food/drink at general meetings if funding allows
- Inquire about services specific student groups would find beneficial
- **KEY POINT:** Actively engage your members. Survey your members regularly regarding their interests and unfilled needs in their training. Use your LC to fill these gaps, and ask students who identify the gaps to serve on the council or committee that organizes the corresponding events
- Your local chapter will not reach its highest potential if it is simply a small number of leaders organizing events for a large but inactive general membership. Engage your membership. As everyone in your membership to take on a leadership role in planning at least 1 event per year
- **KEY POINT:** consider purchasing an Institutional Membership (IM)! IMs are a cost effective means to get everyone in your local chapter membership within the National APSA Organization, and therefore, eligible for all of the benefits that we provide. You get a 15% discount on your IM just for having a Local Chapter! To see the different IM packages available, which offer 30 - 50% savings for membership fees, [CLICK HERE](#). To raise the money needed to purchase an IM, we suggest the following methods:
 - Consider collecting membership dues for your LC
 - Approach SOM Deans and Leaders (use email in section 4)
 - Approach MD/PhD Program Directors (use email in section 4)
 - Fundraising: T-Shirt sales, bake sales, etc

- **MSTP Students**

- Advertise heavily through your MD/PhD program and the associated faculty and staff
- Promote your LC in the various medical school departments hosting MSTP students

- **Medical Students**

- Advertise through your medical school's administration

- Represent your APSA LC during organized welcoming events for new medical students
 - Schedule time to speak briefly to the medical student body
 - Advertise and co-sponsor events with other medical school organizations that cater to students with research interests
 - Work to provide services and host general meetings that traditional medical students will find beneficial
 - **KEY POINT:** Create a medical student-specific leadership position, a person to advertise your LC by word of mouth and better identify services the LC can provide to these students
 - **KEY POINT:** Emphasize in all communications that your LC is not an extension of your MSTP, but a separate entity with the goal of attracting all aspiring physician-scientists, not only MD-PhD students
- **Premedical Undergraduate Students**
 - If your institution has a premedical office or pre-professional health office, contact the administrative faculty and staff to advertise and elicit ideas
 - Coordinate with undergraduate student organizations that cater specifically to premedical students (Pre-Health Club/Alpha Epsilon Delta)
 - Coordinate with student organizations that are department specific
 - **KEY POINT:** Decide early on if your LC has the resources and person-power to cater to undergraduates. If not, focus on the MD and MD/PhD trainees at first, with plans to expand into the undergraduate arena as the strength of your LC builds.
 - Work to provide services and host general meetings that premedical undergraduates will find beneficial (many like medical student/MSTP trainee panels)

Section 9: Hosting your First Local Chapter Meeting

Keeping with the theme of starting off strong, our goal is to help you have a productive and useful first meeting of your LC. To do so, we have developed a Template set of PowerPoint Slides that you can use at your first meeting. These slides contain key information about APSA as well as salient points that we feel that every good first meeting should cover. However, please feel free to modify these slides as you see necessary.

To download the slides, please click [HERE](#):

Section 10: Planning a Regional Meeting

Rightfully so, planning a Regional Meeting sounds like an onerous task. To be clear, the goal of Section 8 is NOT to imply that each LC should strive to organize a Regional Meeting right out of the gate. Everyone would be better served by newer LCs focusing on their own development before eyeing a regional meeting. However, when your LC reaches the point of strength that it is ready for this noteworthy endeavor, the material below is meant to aide in your planning.

Your institution has the opportunity to host an APSA Regional Meeting; although, many students/institutions are unaware of how to do so. The APSA national organization currently identifies five distinct regions: northeast, southeast, midwest, south, and west. Please visit the APSA website (<http://www.physicianscientists.org/>) if unsure of your institution's placement. The process of planning and organizing a regional meeting requires much time and is sometimes difficult. Therefore, your LC or institution should reflect carefully on hosting a regional meeting before beginning the process.

First, a representative from your APSA LC or institution must email the national organization prior to the previous year's Regional Meeting to express interest. For example, if you want to host the 2017 Regional Meeting, you must email the national APSA organization prior to the 2016 Regional Meeting. The location for the next year's Regional Meeting is announced at the end of the current year's Regional Meeting.

After receiving notification that your institution was selected to host the next Regional Meeting, you will want to inform your executive board and potentially recruit additional people who are interested in helping, depending on the size and status of your current executive board, ultimately forming an organizing committee. After notification and acceptance, there is little work to do until after the start of the new year (Regional Meetings are held in the fall, typically in October or November).

First, you need to pick a weekend to host the Regional Meeting. Ideally, your goal is to avoid scheduling challenges at your institution, among your peers, and with other Regional Meetings close to your proximity. Saturdays are best for the day of the conference. Inform the national organization of your meeting date.

Second, after selecting a date, reserve all the space you will require (or may require) to host the event at your institution. Ensure that the space has sufficient room for keynote speakers (an auditorium, seating at least 100), breakout sessions (between 2-4 rooms, seating 20-50 per room), lunch (ideally, one or two large rooms that can accommodate banquet-style seating), and a poster session (atrium that can accommodate 20-30

posters, at a minimum). You ensure ample space for all aspects of the regional meeting in the early spring.

Third, you will have to create a schedule for the event. A standardized format is found in Appendix A. Then, create a list of potential keynote speakers, both from your institution and outside institutions, and breakout session leaders. Divide the “best” candidates among your planning committee and contact them. You want to contact potential speakers several months before the conference. Send the schedule to APSA national to upload on their website and be sure to occasionally double-check that your Regional Meeting profile is up-to-date.

Fourth, after identifying and confirming speakers, begin advertising your Regional Meeting through the national MD/PhD program roster. Also, identify other medical schools in your region and develop a targeted contact list for advertisement. Send the first set of emails early in the summer and send them periodically until the date of the conference.

Fifth, around the time you send the first set of emails, you want to begin securing funding for your conference. APSA national reimburses \$1000 for hosting a regional meeting; however, to host an effective meeting, you will need additional funding. Please refer to the list of LC funding sources (and make sure to invite speakers from your MD/PhD hosting departments). Aim to have approximately \$1000 per 20 conference participants.

Sixth, develop an organization scheme for the poster session. Depending on the number of poster abstracts submitted, you may want to assign posters to categories. You may also want to award poster prizes, which will require an organized team of judges. Set the deadline for abstract submissions early, so you can extend the deadline a week or two. Abstracts are submitted through the APSA national website, so you will need to retrieve them via APSA national.

Seventh, late in the summer, you will need to begin logistical plans for the conference. Reserving a block of hotel rooms is of the utmost importance, and typically, your institution will have pre-established relationships with certain hotel chains. Conference participants like lodging subsidization. If the hotel is a significant distance from your institution, check into making shuttles available. To reserve the hotel block initially, liberally estimate the number of conference attendees who will require a room (usually you can decrease the number of rooms in a block up to 30 days prior). In addition, you will need to decide what meals/refreshments you are providing and identify food vendors for your event (picking a hotel with a continental breakfast makes this

significantly cheaper). Depending on funding, you may consider a social event for the evening before or after the conference.

After all major aspects of planning are completed and confirmed, you will need to make a conference program. Important items include: title, planning committee basic information, hosting institutional information, simplified schedule with locations, background information for the keynote speakers, and a detailed abstract list for the poster session. In addition, you may want to create nametags with holders and possibly provide freebies (pens, paper, etc...).

You will need to assign members of your planning committee to specific tasks during the day of the conference. Make sure each person knows their role and has all pertinent information.

If you have completed everything described above, you have successfully organized an APSA Regional Meeting. You only need to double-check items described above and continue to advertise heavily.

Section 11: National and Regional APSA-related Events

For up to date information on APSA regional meetings, recommended hotel accommodations, or travel-awards, please visit the APSA national website at <http://www.physicianscientists.org>.

Regional Meetings: <http://www.physicianscientists.org/?page=RegionalList>

Annual Meeting: <https://meeting.physicianscientists.org>

APPENDIX

Appendix I: Benefits of Starting an APSA LC

Outside of MD/PhD programs, many academic centers do not offer a specific training path for aspiring physician-scientists. Hence, creation of an LC will provide a formalized framework, otherwise unavailable, in which these students can pursue a physician-scientist education. Moreover, LCs seek to strengthen the physician-scientist community, student to tenured faculty, at each institution.

1. Financial

- a. Institutional memberships
 - i. Institutions with an LC get 15% off of their Institutional Membership, thus allowing a bulk of their students to gain official APSA Membership, and therefore, be eligible for all of the incredible benefits offered to APSA Members ([FULL APSA BENEFITS LIST](#))
- b. Allow LC members to participate in all APSA National events
 - i. Annual meeting
 - ii. Regional meetings
 - iii. Webinars and interactive sessions
 - iv. Mentorship opportunities
- c. New LCs are provided \$100 to hold their first meeting/event
- d. Eligibility for competitive grants offered by APSA National such as:
 - i. \$100 speaker grants
 - ii. \$750 travel grants to attend the national meeting (3 per year)
 - iii. \$1000 grants to host a keynote speaker (3-4 per year)

2. Professional

- a. The national meeting provides a stage for attendees to expand professional skillsets
 - i. Speaking opportunities
 - ii. Poster presentations
 - iii. Networking with students and prominent faculty
- b. Establishment of an LC creates a formalized and unified voice for students that:
 - i. Eases the process of recruiting speakers for internal meetings
 - ii. Facilitates creation of mentorships
 1. For the LC as a whole
 2. Individual members
- c. LCs, by their nature, encourage members to individually and meaningfully direct their own education in order to pursue a physician-scientist career
 - i. The LC provides an organized platform that will allow students to do so within a formalized and effective framework
- d. Extensive leadership opportunities

- i. Officers of LC
- ii. Members of LC heading up specific projects/events
- iii. National APSA committees

Appendix II: Template Student-Run Constitution

*** NOTE: This template can also be downloaded as a Word Document on the [APSA Local Chapters Webpage](#).***

Instructions are interspersed throughout this template and coded by grey text. Example text is in black, but can be changed as deemed necessary by the authors. Sections can be added or expanded upon as necessary. [We advise against removing sections, as this template includes the minimum amount of structure that is needed to effectively and fairly run a local chapter.](#)

--- Delete Text Above This Line in the Final Constitution Draft ---

[Type Institution Here] School of Medicine American Physician Scientists Association Local Chapter

CONSTITUTION

PREAMBLE

We, the members of the American Physician Scientists Association Chapter do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

ARTICLE I – NAME

This organization shall be known as the [Institution] Local Chapter of the American Physician Scientists Association Chapter and will hereinafter be referred to as the [Institution] APSA Chapter.

ARTICLE II – PURPOSE

The APSA Chapter understands and is committed to fulfilling its responsibilities of abiding by [Institution] policies. In extension of the purpose of the National APSA Chapter, the [Institution] APSA Chapter has been established for the purpose of [Insert Here]

More specifically, the APSA Chapter will allow its members to:

- a. Extend training program initiatives for aspiring physician-scientists to professional programs at [Institution] where they will be beneficial, but may not be currently highly available or formalized, including but not limited to the school of medicine, expand...
- b. Acquire a better understanding of medical research and related principles...
- c. Meet, network with, and build collaborative relationships with other aspiring physician-scientists in training
 - c. Acquire knowledge and skills necessary to...
 - d. Interact with experienced and successful physician-scientists
 - e. Provide vertical mentorship to those who are at a less advanced stage in their training
 - f. Better understand the challenges, pitfalls, and opportunities in the training and career of a physician-scientist
 - g. Insert more here...

ARTICLE III – MEMBERSHIP

Considerations to formalize and address in this section:

- Membership requirements:
 - Consider which programs at your school are eligible for membership: MD/DO students, MD/PhD, DO/PhD dentistry, optometry, public health, fellows, undergraduates, etc.
 - Consider whether students must be in good standing (passing grades, not on leave for unexcused purposes, etc.) in their program to join or remain as a member
 - Consider distinguishing between general and active members
 - General members are simply on the membership roster and receive chapter communications
 - Active members meet certain minimum requirements which make them eligible to run for officer positions and guaranteed access to chapter benefits such as sponsored activities. Potential requirements for active membership could include
 - Yearly/semesterly meeting or event attendance minimum
 - Active role in helping to plan/organize at least one events/activity per semester
- Requirements for membership in the National APSA Chapter
- Membership dues
- Requirements to participate in officer elections

The [Institution] APSA Chapter openly admits students to its membership and does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

ARTICLE IV – OFFICERS

The APSA chapter will be governed as follows:

The officers of the APSA Chapter shall be President, Vice President, Secretary, Treasurer, Webmaster, and the School of Medicine Liaison. The APSA officers will constitute the executive committee. The officers of the APSA Chapter should be active members of the [Institution] APSA Chapter and in good standing in their program of study at the [Institution]. Officers of the APSA Chapter will be charged with the assigned duties described herein:

President/Institutional Representative (hereby referred to as President) - The President is charged with the overall operation of the APSA Chapter. He or she must ensure the continuance of programs that benefit the student body. Furthermore, the president must communicate frequently with the members and the national APSA organization. The president must promote the interests of the APSA Chapter within the university. An elected President (or other chapter officer) will preside at all chapter meetings. The President will serve as the Institutional Representative (IR) for [Institution] at the National APSA level or work closely with this individual, if and IR is already in place. The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of chapter meetings. The president shall also make every effort to attend the Annual Meeting of the American Physician Scientists Association, or appoint a person such as the Institutional Representative to attend in their place.

Vice President - The Vice President is charged with ensuring the smooth election and transition of the officers after election, helping to provide continuity to the chapter. He or she is charged with maintaining a current e-mail list of chapter membership, and with serving as the Acting President when the President deems necessary. Furthermore, in the event the President resigns or is removed from office, the Vice-President must assume the responsibility of President until the officers and advisory members can meet to vote a new President.

Secretary - He or she will take minutes of all chapter meetings. These shall include a timeline of activities and programs, and any notes or suggestions submitted by the officers or chapter members in attendance. The Secretary shall also oversee the committees in charge of organizing individual events. These committees shall be comprised of one chair person and at least 2 – 3 general members who will plan and execute APSA-sponsored events. The Secretary will maintain contact with the committee chair to ensure that adequate progress is being made such that the event will be ready by its planned date.

Treasurer - This person will record and maintain the records of expenditures for the APSA Chapter, including submission of forms necessary to request funds.

Webmaster- He or she will be responsible for maintaining the APSA chapter webpage.

Faculty Advisor - The faculty advisor must be a full-time member of the [Institution] faculty, selected by the membership of the APSA Chapter. The Faculty Advisor is responsible for generating ideas, serving as a resource person, and providing continuity to the organization. To complement the stated goals of the APSA Chapter, the Faculty Advisor will be an established physician-scientist who has significant experience in mentoring aspiring physician-scientists.

School of Medicine (SOM) Liaison

The SOM Representative is a position established to ensure stable and substantial communication between the APSA Chapter and the SOM. This position will be filled by an APSA Chapter member (see article III) actively enrolled in the SOM, but not the MSTP or MD/PhD program. The representative will be charged with the duty of ensuring that APSA maintains a strong relationship with the SOM and is a visible organization for all aspiring physician-scientists at [Institution]. The SOM Representative will be elected from the Chapter's membership according to Article VI and is a member of the executive committee. This person is charged with promoting the mission of the APSA Chapter within the SOM by advertising events, recruiting additional members, and spreading information about the chapter. Electing two APSA members to the SOM Liaison positions is allowable, so long as one is in the MS1-2 (pre-clinical) years of training while the others is in the MS3-4 (clinical) years.

ARTICLE V- COMMITTEES

As a chapter, APSA will sponsor regular events that are specifically developed to meet the training needs of aspiring physician-scientists (See article II). The following committees will be chaired by an officer or active member and will include, but not be limited to, the following:

Professional Development

This committee will be chaired by the APSA Chapter [Officer position] and will act to provide members with opportunities for career advancement and development. Particular emphasis will be placed on [...]

Career Planning

This committee will be managed by the APSA Chapter [Officer position] and will act to provide active members with opportunities to explore, plan, and discuss career options and paths available to physician-scientists. It will organize activities where members can [...]

Outreach

The APSA Chapter [Officer position] will chair this committee, which will be responsible for developing and coordinating service projects for APSA members, with an emphasis on [...]

ARTICLE VI – CHAPTER OPERATIONS

In this section, clearly define all of the procedural operations necessary for the following items. Please add more items as you deem necessary. Be as detailed as possible, as you will refer back to these operational considerations as your chapter evolves and expands.

1. Voting Eligibility

Those members meeting [add requirements for voting] are eligible to vote in [Institution/LC name] Elections

2. Election Process

Consider:

- When will elections be held and where?
- Who can nominate chapter members for officer positions? Self nomination?
- Will you require anything of nominees?
- Statement of interest/intent?
- Vision for Chapter if elected?
- Active membership status?
- Can nominees vote?
- Can current officers re-run for the same or a different position?
- Procedure if no one is nominated for an executive board position?
- How is voting conducted, who counts the votes, who announces the results?

3. Term Limits

An officer may not hold office for more than [...]

4. Removal

An officer may be removed for [...]

Any officer of the APSA Chapter in violation of the chapter's purpose or constitution may be removed from office by the following process:

- a. A written request by at least three members of the chapter.
- b. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- c. A two-thirds (2/3) majority vote is necessary to remove the officer.

5. Meetings

How often will meetings occur?

How will meetings be structured?

Example of chronological meeting structure

- Attendance
- Meeting agenda by the President
- Research presentation by a chapter member
- Committee reports
- Vote on all committee motions and decisions
- Upcoming events announcements
- Any other business put forward by the members of the club
- Dismissal by the President

6. Officer Meetings

Officer meetings will be held preceding membership meeting to discuss the meeting agenda, attend to the items outlined in Article IV (Officer expectations and assigned duties), and to discuss the progress of committee activities (Article V).

ARTICLE VII – FINANCES

The APSA Chapter will finance the activities it engages in by the following means: [...] Suggestions include applying for funding through your institution’s medical or graduate school, hosting fundraisers, and to apply for grants available through the national APSA chapter.

ARTICLE VIII – AMENDMENTS

The constitution is binding to all members of the APSA Chapter. But the constitution is not binding unto itself. Any member in good standing may submit proposed constitutional amendments to the executive board. The executive board will disseminate the proposed amendment in writing to the members at least 30 days prior to voting at the next scheduled association meeting. A two-thirds membership majority is required for amendment approval. Upon membership authorization, the amendment must be presented to [...] for final approval.

Following elections of new officers, the outgoing and incoming officers will review the constitution. Any proposed changes or amendments will be presented to the membership at the next monthly meeting and will be voted on. A two-thirds membership majority is required for approval.

ARTICLE IX- Status within the [Institution] School of Medicine

Given that APSA is an organization specifically designed to support the training of aspiring **physician**-scientists, it is desirable that your local chapter of APSA be recognized as a specific, independent entity or student interest group at your school of medicine, especially if this will make your chapter eligible for funding through the SOM. Whether your chapter opens

membership to students in other health professions schools (public health, dentistry, etc.) or phases of training (residents, undergraduates, etc.) should be clearly defined within this constitution.

Appendix III: Mission Statement, Programming, and Budget Form

*** NOTE: This template can also be downloaded as a Word Document on the [APSA Local Chapters Webpage](#).***

American Physician Scientists Association *Local Chapter Mission Statement, Programming, and Budget Form*

Purpose of this document: The most important determinant of your success will be a focused and clear mission and a strategically designed plan to accomplish it. **Without a plan to work towards a goal, there is a tendency to be inefficient or inactive as an organization.** A clearly defined mission allows you to set goals and be active in achieving them. Therefore, based on our previous experience, this document was created to help you set reasonable, achievable, and important goals for your chapter by developing a mission statement to guide you. **Programming and budgeting in advance allows you to estimate the financial and personnel resources that will need to be allocated to reach your goals.** Completing this document will take considerable effort and thought (if it is done properly) but it will strengthen your chapter and save you time in the long run.

Component A: Mission Statement

The single most important thing you can do is to develop a clear, concise, and actionable mission statement to guide your chapter. Your mission statement should be no longer than 1 to 2 sentences. It should clearly state the overall purpose of your chapter and indicate how you will achieve that purpose. It should specifically mention the physician-scientist.

An example mission statement is provided below, which has been used to guide an APSA LC through each of the 50 events that it sponsored over 2 years.

“The mission of UAB APSA is to develop the careers of physician-scientists via networking at the local, regional, and national level and to inspire others to pursue careers as research scientists through community outreach.”

Therefore, each event that UAB has sponsored was designed to clearly and effectively support one of the three main tenets of this mission statement: Career Development, Networking, and Outreach.

--- Please Provide your Chapter’s Mission Statement in the Box Below ---

In 12-pt Arial font, your mission statement should fit entirely in this text box:

Component B: Programming and Budget

The overall purpose of the LC Initiative is to foster the development of effective and efficient grassroots organizations at medical schools across the country that support the mission of the National APSA Chapter by advocating for and improving the training of aspiring physician-scientists. To that end, and in addition to being a formalized voice for all aspiring physician-scientists at your institution, a significant mechanism that LCs will have to use to achieve this goal is to develop and implement programming (i.e. events and activities geared toward aspiring physician-scientists) that is useful and meaningful to aspiring physician-scientists.

To successfully program, you must identify areas of weakness or areas of particular importance to those training to become physician-scientists at your institution. This should be a primary focus during your initial meeting. Pre-planning events will ensure that your chapter starts out actively and attracts new members. Therefore, we are requesting that as part of the secondary application, you submit a program proposal for the next 12 months, using **Budget and Planning Forms** (below). We suggest that you plan to hold at least 5 events each year, but would encourage you to plan for at least 5 events per semester, excluding regular membership meetings. However, we also recognize that some chapters may start small and some institutions have a limited number of physician-scientists in-training. Therefore, we are only requiring that you submit one completed **Budget and Planning Form** (below) as part of your secondary application.

Please complete the **Budget and Planning Form** for each event that you program.

Doing this will force you to pay careful attention to:

- 1) How often your Chapter will hold events
- 2) How events that you sponsor tie into your overall mission
- 3) Who will be responsible for planning and executing each individual event
- 4) How much each event will cost to sponsor and how that money will be secured

NOTES:

- Submission of at least one **Budget and Planning Form** is required as part of the secondary application
- Planning of additional programming is strongly encouraged, and therefore, additional **Budget and Planning Forms** can be found below and may be submitted with the secondary application

Event #1 Name/Title	
Proposed Date(s) and Time(s)	

Budgeting - Anticipated Expenses	Amount
Facilities Rental	
Food	
Lodging	
Publicity/Printing/Postage	
Speaker Fees	
Supplies	
Technical Support	
Travel	
Security	
Films License and/or Permits	
Registration Fees	
Other (Parking Attendants, DJ)	

Total Anticipated Expenses	
Anticipated Source of Funding	

How does this event/activity support your mission statement (i.e. why have you chosen this event or how is it important for aspiring physician-scientists?)

Please provide a brief description of how the event will be setup and run.

How will this event help your LC grow and recruit new members?

Who will be the primary person responsible for planning this event and overseeing its execution (Name and Officer Position [if applicable])?

Appendix IV: Legal disclaimer

The “LC in a Box” document contains information and resources prepared by the National APSA organization that are intended to be useful to the reader. This document is intended to serve only as a guide for local chapters (LCs) in the conduct of their proceedings, events, organization, and dealings. In these capacities, each LC’s mission, sponsored events, conduct, and dealings should align with and be reflective of both the mission and goals of the National APSA organization, while also addressing specific institutional desiderata.

Inclusion of templates, documents, events, organizational structures, budgets, or the like outlined herein does not necessarily constitute endorsement by the National APSA organization. Moreover, the National APSA organization does not guarantee the compliance of “LC in a Box” content with institutional guidelines and users are responsible for ensuring such compliance.

Completion and submission of the LC application constitutes National Recognition of an institution’s local chapter by National APSA. However, National Recognition of an institution’s LC shall not be construed as approval, endorsement, or sponsorship by National APSA of the LC’s publications, activities, purposes, actions, or positions unless explicitly stated. Likewise, the opinions and positions of LCs do not reflect those of the National APSA organization.

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