

**American College of Physicians**

**Council of Young Physicians  
RESOURCE GUIDE**

**July 2006**

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## Preface

The National Council of Young Physicians (CYP) was established in 2005 to serve as a voice for young physician members in the organization and to help them emerge as leaders in the internal medicine community. A Young Physician is defined as a physician member of ACP who is within sixteen (16) years from graduating medical school and who is not a Medical Student or Associate member of ACP. Some ACP Chapters have established Young Physician Committees or Councils, which provide a forum to address issues that affect physicians in the early years of their career. They work with the Governors on issues affecting young physicians and often are involved in the planning of programs at the annual chapter meeting. The National Council of Young Physicians encourages each Chapter to establish a local Council of Young Physicians and to standardize the name to Chapter Council of Young Physicians (CCYP) and will work with you to better represent every young physician in the College.



Resource Guide is designed to assist chapters in developing their own CCYP's and enhancing Young Physician activities locally. Inside you will find fundamental information on starting a Council. If your chapter already has one, this guide will help you organize new programs that have worked successfully in other chapters. Above all, it is intended to increase Young Physician attendance at chapter meetings and involvement in the chapter governance structure.

The National Council of Young Physicians serves as a resource for all young physicians. We are available if you have any questions or suggestions. To learn the name of the Council member who represents your geographic area, contact the College at **800-523-1546, extension 2692**, or check our Website at **[www.acponline.org/cyp](http://www.acponline.org/cyp)**.

## **PART I - Background**

### **ACP History**

The American College of Physicians (ACP) was founded in 1915 to uphold the highest standards in education, practice, and research for the field of internal medicine. Dr. Heinrich Stern, influenced by a visit to the Royal College of Physicians of London, spearheaded the incorporation of the American College of Internal Medicine in 1915.

The first Annual Session was held in 1916 and was highlighted by a four-day educational meeting. In 1922, the structure of the College was reorganized into a governing structure that remains relatively unchanged today. The Board of Regents was created as a governing body, and the Board of Governors represented the membership. The *Annals of Clinical Medicine* was created in 1922, becoming *Annals of Internal Medicine* in 1927.

A precedent-setting educational publication, the Medical Knowledge Self-Assessment Program (MKSAP), was launched in 1968. It continues to serve as a preparation tool for internal medicine certification. The Clinical Efficacy Assessment Project (CEAP), a clinical guidelines development project evaluating the safety and effectiveness of tests, procedures, and treatments used in clinical practice, was implemented in 1981.

The concept of state-based Chapters originated from ACP EVP Robert H. Moser, MD, FACP, who called the 1980's "The Decade of Chapter Formation". Since that time, Chapters have developed into a critical component of the College serving as the most direct interface with the membership and as a mechanism to relay concerns and information between the College leadership and its membership.

The ACP has been headquartered in Philadelphia since 1926 and was relocated to the city's historic Independence Mall in 1989. An office in Washington, DC, was created in 1981 to better focus on health and public policy issues.

The American Society of Internal Medicine had its origins in a meeting at the Bohemian Club in San Francisco in 1946, when concerned doctors met to discuss physician reimbursement. From this humble beginning sprang the San Francisco and California Societies of Internal medicine. At ACP's Annual Session in Los Angeles in 1956, an informal group of members of several state societies of internal medicine met to consider the possible formation of a national society of internal medicine. They, and other members of the College, felt that ACP should not confine its attention to scientific and educational activities, but take an active role in socioeconomic issues. This issue could not be resolved and so a segment of the College broke away to form the American Society of Internal Medicine in 1956.

In 1998, the ACP and the ASIM merged, forging a new College that serves to represent the interests of all doctors of internal medicine. ACP-ASIM was proud to uphold and build on the traditions of the past. In April of 2003, the College re-adopted the corporate name: American College of Physicians. The new name is the result of an effort to offer a strong, recognizable and positive brand throughout the health care community and on Capitol Hill. Dr. Stern's vision in 1915 has evolved and grown in to the dynamic organization that is the College today.

## **ACP activities**

The American College of Physicians (ACP) is the nation's largest medical specialty society. Its mission is to enhance the quality and effectiveness of health care by fostering excellence and professionalism in the practice of medicine.

### **I. Membership**

ACP membership includes about 120,000 members, including medical students. Members are physicians in general internal medicine and related subspecialties, including cardiology, gastroenterology, nephrology, endocrinology, hematology, rheumatology, neurology, pulmonary disease, oncology, infectious diseases, allergy and immunology, and geriatrics.

There are seven classes of ACP membership. Medical Student, Associate, Member, Fellow, Master, and Honorary Fellow each reflect various stages of physicians' careers. In addition, ACP offers Affiliate membership for Fellow members of the American Academy of Physician Assistants (AAPA).

### **II. Programs and Publications**

ACP sponsors continuing medical education (CME) programs for physicians, including the Annual Session, the Medical Knowledge Self-Assessment Program (MKSAP), the Clinical Skills Program, and more than 50 chapter meetings annually. ACP also has a program called the Clinical Efficacy Assessment Project that develops clinical practice guidelines.

The College publishes journals and books. Its flagship journal is *Annals of Internal Medicine*, the most widely-cited medical specialty journal in the world; the other ACP journal is *ACP Journal Club*. *ACP Observer*, a monthly newsmagazine, reports on an array of issues affecting internists and provides coverage of College events. ACP also publishes *Impact*, a quarterly newsletter about internal medicine for medical students.

### **III. Public Policy**

In the area of public policy, ACP's activities include research and development of policy statements and government relations activities designed to shape decisions of the legislative and administrative sectors of government. More than 60 ACP position statements on a variety of policy issues guide College leaders as they testify before Congressional committees and serve on federal commissions and task forces. Please refer to the ACP's Public Policy Virtual Library at <http://www.acponline.org/ppvl/> for specific information on the College's position statements.

## **ACP Governance Structure**

Young Physicians are an integral part of the structure, development, and decision making of the ACP. They serve on several committees within the College. The Chair of the Council of Young Physicians is a voting ex-officio member of the Board of Regents, and the Chair-elect is a voting member of the Board of Governors.

## **PART II – Council of Young Physicians**

### **History of Young Physician Membership in the College**

In the late 1960's, ACP began an Associate membership class to incorporate and include internal medicine residents and fellows into the organization, recognizing that the future of internal medicine and of the College lies with these groups. In 1989, a Council of Associates was established within the committee/council structure to bring the concerns of these members to the Board of Regents, Board of Governors, and other ACP committees and efforts.

In the 1990's, a program of Medical Student membership was established to extend the concept of involving younger people and to help encourage more medical students to specialize in internal medicine. In 1998, a Council of Student Members allowed this group likewise to influence and provide input to all levels of the College.

Around the same time in the late 1990's, ACP became aware of the need to help Associates transition from their Associate membership to full Membership. One of the actions taken was to establish a Young Physicians Subcommittee (YPS) in 1999 to help design products and programs to appeal to this group of members. After several years, the YPS proposed forming a council. The idea of transforming the subcommittee into a council, as happened with the Associates and Medical Students, was motivated by a desire to maximize the group's influence and impact upon leadership decisions, marketing initiatives, and the development of programs, products and services. The Membership Committee and Board of Regents approved this proposal in January 2005.

### **Council of Young Physicians Mission and Goals**

The initial Council of Young Physicians, established in 2005, was composed of 11 members with initial terms staggered: 3 with 1-year terms, 4 with 2-year terms, and 4 with 3-year terms. Two candidates were selected from each of the following regional zones: North Eastern, Southern, Midwestern, and Western Zones of the United States. Each representative represents a specific zone comprised of multiple chapters. The preference is for one of the CYP's at-large seats to represent an international chapter. Future Council members will have 3-year terms.

The Mission and Goals of the Council are:

#### **MISSION:**

To enhance the professional development and quality of life of young physicians, fostering their involvement in College activities, and ensuring that their needs are being met.

#### **GOALS:**

1. To establish and promote the highest clinical standards and ethical ideals in the work and professional lives of young physicians;
2. To assist young physicians with their academic and professional needs;

3. To recognize individual excellence and distinguished contributions of young physicians to internal medicine;
4. To develop educational programs and products of interest to young physicians that will increase their likelihood of remaining in the College;
5. To promote the development of programs for young physicians at chapter/state level;
6. To encourage productive interactions and dialogues with young physicians in other medical specialty organizations on issues of common interest; and
7. To incorporate diversity in the composition of the Council and in its strategic objectives.

### **The Responsibilities of Council Representatives**

Council representatives are charged with improving the services and opportunities provided by the ACP for young physicians and serving as a resource for Chapter Councils of Young Physicians. They also serve as a mechanism for bringing forward issues from the chapters to the Council and through it to the Board of Regents.

Each Council member is charged with:

1. Providing a voice at the national level for all College regions.
2. Helping establish Chapter Councils of Young Physicians.
3. Promoting the development of local programs.
4. Promoting participation in Chapter meetings and the Annual Session.
5. Encouraging community service.

Elections for seats on the Council are held every year that a seat falls vacant. The elections are staggered to ensure continuity on the Council. Young physicians interested in serving on the Council or a member who wishes to nominate a young physician for the Council should contact Amy Allen Collins, Administrator, Council of Young Physicians at **800-523-1546, extension 2692**, or access the College's Web page for more information **[www.acponline.org/cyp](http://www.acponline.org/cyp)**.

## **PART III - Creating a Local Council of Young Physicians**

Some states have already established Councils for Young Physicians (some have been called Young Physician Committees) to foster young physician participation at the chapter level. To find out what is being done in your chapter, you can contact your College Governor. The following information will help create a Chapter Council for Young Physicians. No uniform structure has been mandated which allows each chapter to create a council structure to meet local needs.

### **Step 1: Getting Organized**

Working with your College Governor, you can do the initial planning for your Chapter Council of Young Physicians. The first step in getting organized should be to meet with the College Governor to inquire whether chapter funding is available for young physicians' activities and/or to support the Council.

Secondly, you can request staff assistance in sorting the chapter membership database by years out of medical school, enabling you to identify eligible young physicians from all over the state. (Chapter Liaisons, employed by the ACP at the national level, can assist chapters in obtaining lists of young physicians and can also send blast emails on behalf of chapters to their young physician members.) The initial communication can be via email or telephone.

Thirdly, it would be helpful to have a planning meeting with several interested members. At this meeting, the members agree upon the reason for establishing a CCYP and can identify some guidelines and timelines for what you hope to achieve during the first year. It is important that your goals be attainable. Making them unrealistic at the beginning may later discourage all involved. If a Council is being formed from scratch, it is important that the Governor and Governors Council are aware of the members and approve its membership. This opens the doors of communication with the Governor and the Chapter Council of Young Physicians.

Next, you will want to establish some parameters for your Council of Young Physicians, such as structure, terms of service, election of new members, and number of meetings per year. Below are some proposed models that can be modified to suit your needs:

**Model 1:** Young Physician members chosen by ACP Governor/Chapter Council as initial council  
Governor participates as moderator

**Model 2:** 1 representative from each major medical organization in the chapter/state  
2-year (staggered) appointments  
Elected Chair, Treasurer, and Secretary

**Model 3:** 2 representatives from each town/geographic area in the chapter/state  
2-year (staggered) appointments

## **Step 2: Mission and Goals**

### **The Mission Statement**

One of the first steps in forming a Chapter Council of Young Physicians is creating a statement of your mission and goals. This provides you with an overall vision for the Council. The following is the mission statement for the National Council of Young Physicians:

To enhance the professional development and quality of life for young physicians, fostering their involvement in College activities, and ensuring their needs are being met.

Working with your Governor, you can adopt or modify the mission statement to meet the needs of your Chapter. It should be realistic, measurable, and attainable. Whatever mission you select, it should be re-examined periodically and updated as necessary.

### **Goals**

Having established the direction you want your Council to take, you now want to define the goals you want to meet to fulfill your overall mission. Each should contain a strategy for meeting that goal. Your Council's goals may include any or all of the following:

#### ***Foster Interest in ACP***

Encourage young physician ACP membership and a lifelong interest in ACP. Encourage representation on national and local ACP subcommittees.

#### ***Foster Educational Opportunities***

Encourage participation in local and national ACP activities. Work with the Governor to create chapter-meeting programs of interest to young physicians, including Clinical Vignette and Research presentations, board review courses and topics of interest to young physician career development. Publicize local and national educational opportunities. Work with medical organizations to promote continuing medical education.

#### ***Assist in the Identification of Practice Management Issues***

Provide information for young physicians as they start out in practice, such as practice opportunities, junior faculty development, financial advice, and contract negotiation. The College's Practice Management Center (PMC) is a valuable benefit of membership providing timely information to succeed in today's health care environment.  
<http://www.acponline.org/pmc/index.html?hp>

### ***Support Public Policy Concerns***

Monitor local and national health policy and how it relates to internal medicine and physician welfare. Discuss at the chapter level and develop resolutions to be taken to the national level.

### ***Encourage an Interest in Community Service***

Encourage participation in community service projects as a means of stimulating further discussion of volunteer service and promoting the image of the ACP.

## **Step 3: Council Bylaws**

Work with your ACP Governor and legal counsel to develop your Council Bylaws. These serve as legal documentation of the name, purpose, structure, and function of your Chapter CYP. Below is an example of a Chapter CYP's bylaws.

### **Article I: Name**

The name of the organization shall be the (state) Chapter Council of Young Physicians.

### **Article II: Purpose**

- Provide a forum to identify and discuss issues of concern to Chapter/State young physicians.
- Encourage participation in the ACP on a Chapter/State and regional level.
- Provide representation on the (state) ACP Governor's Council.
- Encourage continuing medical opportunities for Associates.
- Provide feedback to the national ACP Council of Young Physicians.

### **Article III: Council Structure and Elections**

- A single Chair or Co-Chairpersons and Chair-elect shall be elected.
- Secretary/Treasurer shall be elected.
- The Chair or Co-Chair shall serve as liaison to the Governor's Council.
- Elections will be held annually in a staggered fashion.

### **Article IV: Council Member Duties (including, but not limited to, the following.)**

Chairs or Co-Chairs: Organize council meetings, delegate duties, disseminate information from ACP, and represent (state) at the Annual Session. Serve as a conduit to bring information to and from the national Council of Young Physicians.

Secretary/Treasurer: Record minutes: keep bylaws, and organize a budget.

### **Article V: Meetings**

- The (State) Chapter Council of Young Physicians shall meet at least three times per year.
- The presence of 50% or greater shall constitute a quorum.
- Decisions shall be made by majority vote.
- For absent members, voting may be done by written absentee ballot or via e-mail if necessary.

## **Article VI: Amendments**

These bylaws may be amended, in whole or in part, by a two-thirds vote of the members of the Council.

## **Article VII: Vacancies**

Any vacancies in the Council may be filled by appointment by the Chair or Co-Chairs, with the approval of the Council.

<h3><b>Step 4: Local and National Support/Resources</b></h3>
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Your College Governor is a valuable resource for information about ACP, current issues at the leadership level, and present and past projects, both local and national (please refer to <http://www.acponline.org/college/localcon/boglist.htm?hp> for your Governors name). The Governor, Chapter and CCYP Council are responsible for coordinating Young Physician activities at chapter meetings. Keeping in close contact with your Chapter Governor is a key step to running an effective state council.

The Chair of the National Council of Young Physicians is a voting ex-officio member of the Board of Regents. He or she is a point of contact to help direct your issues to the appropriate bodies at the national level. In addition, the Chair-elect of the Council of Young Physicians is a voting member of the Board of Governors. He or she will be your connection to the advisory body of the College's governance in submitting resolutions, etc. College membership is divided into zones, and national council representatives are each responsible for representing their zones. Establishing a regular communication link with your regional Council representative ([http://www.acponline.org/cyp/med\\_cyp.htm#yp](http://www.acponline.org/cyp/med_cyp.htm#yp)) is also important. They can update you on young physician activities in other chapters or at the national level, help you with questions and issues within your chapter council, and help you to publicize good ideas and successful projects to the rest of the membership.

ACP Online ([www.acponline.org](http://www.acponline.org)) is an excellent source of information about College leadership, issues being discussed by the College, excerpts from ACP publications and resources, and up-to-date news briefs about College activities. Governors can also work with his or her Chapter Liaison to send e-mail and post information about young physicians' activities on the chapter web sites.

## **The Evergreen Recognition Program**

The ACP recognizes that the strength of the organization is grounded in the strength of the local chapters. Because of this, a program was created to recognize outstanding chapter efforts. The Evergreen Program provides visibility and recognition to those chapters that have been successful in implementing programs that increase membership, improve communication, and increase member involvement and diversity activities, and foster careers in internal medicine. A book containing a compilation of Evergreen Award submissions is available at [http://www.acponline.org/cln/updated\\_evergreen06.pdf](http://www.acponline.org/cln/updated_evergreen06.pdf) and from Chapter Activities at **(215) 351-2745**. This book is a tremendous resource of programs implemented by other Chapters, and it should be shared with your local council

## **PART IV - Local Young Physician Activities**

Included below is a list of suggested activities that chapters might consider implementing to increase their young physicians activities:

- Host a young physician networking/mentoring breakfast/lunch/wine tasting event in conjunction with the chapter meeting. Suggested networking event topics include work/life balance, contract negotiation, advancing to fellowship, etc.
- Add a young physician member to the chapter council and have him or her organize a young physicians program either to be held in conjunction with or separate from the chapter meeting.
- Working with your chapter liaison, send a blast e-mail inviting young physician members of your chapter to a young physician networking dinner/cocktail hour, etc.
- Host a young physicians networking event at the Governors home.
- Offer a panel discussion at the chapter meeting geared towards young physicians

## **Summary**

We hope that this reference has been helpful. Starting a Council of Young Physicians may be a challenge and the planning may seem cumbersome, but the end result is a body in your chapter that provides a forum for the discussion of young physician issues, develops programs for young physicians, and increases their opportunities for participation in the chapter governance structure. We urge you to get involved. We hope that your Council of Young Physicians will bring forward issues that you would like to be addressed at the national level. We welcome your comments and suggestions.

For more information, contact:

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## **VI. 2006-2007 Council of Young Physicians**

### **Chair**

Daniel Dilling, MD

Chicago, Illinois

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#### **Chair-elect**

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## **VII. LOCAL LEADERS**

The following individuals have been identified as young physician leaders who have experience starting Chapter Councils of Young Physicians in his or her state chapter. Please feel free to call on these leaders as a resource when establishing a Chapter Council of Young Physicians.

### **ARIZONA**

Contact: Cheryl W. O'Malley, MD

E-mail: [cheryl.o'malley@bannerhealth.com](mailto:cheryl.o'malley@bannerhealth.com)

### **CONNECTICUT**

Contact: Meaghan McNulty, MD

E-mail: [meaghanmed@aol.com](mailto:meaghanmed@aol.com)

### **DELAWARE**

Contact: Gene Glavin, MD

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### **ILLINOIS NORTHERN**

Contact: Dan Dilling, MD

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### **INDIANA**

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### **MARYLAND**

Contact: Sapna Kuehl, MD

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### **OHIO**

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