

ACP International Fellowship Exchange Program (IFEP) Guidelines

Description:

ACP's International Fellowship Exchange Program (IFEP) provides opportunities for early and mid-career physicians from outside the United States and Canada to gain expertise in a focused area relating to the prevention, diagnosis, and/or management of a clinical problem in Internal Medicine and the subspecialties. Through observation, mentorship, and study of the work of senior faculty physicians in the United States and Canada, the fellows will be able to acquire knowledge, experience, and skills that they can apply, utilize, and disseminate to colleagues upon return to their home country. Faculty mentors at host sites will engage fellows in individual and group clinical and educational experiences, and facilitate the design of an independent project to be implemented in each fellow's country upon his or her return. Direct patient care will not be provided during the fellowship.

Fellows will select one area of study and a particular area of competency they wish to acquire or improve on during the fellowship. Each participant must complete a written report and design an independent project during the fellowship for implementation in their home country. Fellows will be tracked post-program to determine how successful they were in taking what they learned and translating it into action in their home country.

The program's goals are:

- To allow early and mid-career internists to participate in short-term fellowships under the mentorship of senior faculty in academic medical institutions in the United States and Canada.
- To allow fellows to participate in ACP's Internal Medicine meeting in order to benefit from the educational courses and activities of the meeting and share experiences with other fellows.
- To enable program fellows to acquire updated knowledge and skills in order to improve the delivery of care in their country.

Information for Potential Fellows

Eligibility:

1. Candidates must be internists or subspecialists of internal medicine and must be ACP Members or Fellows. Residents and fellows-in-training in an ACP Chapter may be eligible.
2. Candidates must reside primarily in a country outside of the U.S. and Canada.
3. Candidates must be fluent in English, both written and verbal.
4. Candidates must have consent from their local hospital or institution to take a leave of absence for one month, including attendance at the ACP Internal Medicine Meeting immediately following the fellowship period.
5. Past IFEP awardees may not apply.

Observational fellowships should last for approximately four weeks with the supervision and guidance of a mentor/host. Up to U.S. \$8,000 will be awarded to each fellow. These funds should cover travel and living expenses, as well as attendance at the ACP Internal Medicine Meeting. An advance of funding will be sent to each awardee shortly after they are selected. A final balance of the award will be paid upon receipt of the final report and documentation of all expenses.

A final report should be submitted to ACP within one month of fellowship completion. The report should include a summary of new skills and knowledge gained, as well as a detailed description of the project to be implemented upon return to the fellow's home country. Final funds will not be paid until the final report has been received.

Applicants who have funding from their institution, corporation, or government should note this on their application. If an applicant is not selected to receive an ACP funded fellowship they may be approved for a self-funded or institution-funded fellowship.

Application Guidelines

The IFEP application form should be completed in full and submitted to the ACP International Programs Office via e-mail at eseeling@acponline.org on or before August 1.

The following items must be included with the application:

1. Current curriculum vitae (CV).
2. Description of focus and proposed work plan during fellowship period and how the knowledge gained will be used back in the home country.
3. Letter of recommendation from the Dean of the home country medical school or Chief of Medicine of the home country affiliated hospital.
4. Letter of endorsement and recommendation from the ACP Governor or an ACP Member or Fellow from their country of residence.
5. Letter of endorsement from a physician with whom the candidate has worked in their home country.

Evaluation Criteria

The application will be reviewed and evaluated by the ACP International Council based on the following criteria:

1. Demonstrated past performance of the candidate indicating continued professional development. Prior certifications in internal medicine or related subspecialties should be indicated.
2. Relevance of proposed topic of study to the needs of the candidate's country.
3. Effective recommendation letters that highlight the strengths of the applicant and the importance of their selection as an IFEP awardee. Letter writers who have worked closely with the applicant are preferred.

Start and End Dates

Solicitation of fellowship applicants begins in April with an Application Deadline of August 1. The Fellowships are four weeks, and should be completed in the months of March and April. The Fellows should plan to attend and will be recognized at the ACP Internal Medicine Meeting 2018, being held April 19-21, 2018 in New Orleans, Louisiana.

Timeline for 2017-2018

April 2017: Call for Applications

August 1, 2017: Application Deadline

March/April 2018: Preferred period for fellowship

April 19-21, 2018: Attendance at the ACP Internal Medicine Meeting in New Orleans, Louisiana

Contact Information:

Emily Seeling

Program Coordinator, ACP International Programs

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Name of the Organization who will distribute the funds:

American College of Physicians (ACP)

190 N. Independence Mall West

Philadelphia, PA 19106-1572

USA

Note: For fellows requiring a visa to the United States or Canada, ACP can provide an invitation letter for visa application, but will not facilitate additional assistance with the visa application process.

Fellows must obtain short-term health insurance coverage during their stay in the United States or Canada. The premium is considered an eligible expense under this program, subject to the maximum reimbursable amount.

SAMPLE CURRICULUM VITAE

Name, MD (header with name for all pages; and number all pages bottom center)

I. PERSONAL INFORMATION

Date of Birth:
Place of Birth:
Citizenship: (Do not use this prefix if you are a naturalized U.S. citizen.)
Home address and telephone:
Professional address and telephone:

II. PRESENT ACADEMIC RANK AND POSITION

(Do not use prefix of academic rank if you do not have one.)
Example: Professor of Medicine, Any town Medical School

*Consultant, Department of Internal Medicine
Division of Gastroenterology
Any town Medical School*

III. EDUCATION

(Include degrees and dates.)
College/University:
Medical School:
Residency:
Fellowship:
Other:

IV. BOARD CERTIFICATION

(List month, year, and board certificate number, if known. Include national boards and their parts if you have them.)

V. MEDICAL LICENSURE

(Indicate state and license number only; date is not necessary.)

VI. HONORS AND AWARDS

(Include Teacher of the Year, honors from undergraduate school, Phi Beta Kappa membership, AOA, etc.)

VII. MILITARY SERVICES

(Complete if applicable; include branch of service, rank, place, and dates.)

VIII. PREVIOUS PROFESSIONAL POSITIONS AND APPOINTMENTS

(Academic Research, Clinical--list chronologically, beginning with earliest appointment.)

IX. EDUCATION-TEACHING

(In your role as teacher, list dates and names of courses taught, chairships held, time spent as leader of rounds, seminars presented, student advisor roles filled, etc.)
Medical School:
Graduate School:
Continuing Education:
Other Institutions (prior to current position):

- X. **EDUCATION-JOURNALS**
(List membership on editorial boards, position as scientific reviewer for medical journals, etc.)
- XI. **GRADUATE STUDENTS/POSTDOCTORAL FELLOWS WORKING FOR YOU**
(List individuals' names, number of years working for you, name of program, etc.)
- XII. **INSTITUTIONAL, DEPARTMENTAL, AND DIVISIONAL ADMINISTRATIVE RESPONSIBILITIES, COMMITTEE MEMBERSHIPS, AND OTHER ACTIVITIES**
(List all, including years active. If still active, list date as follows: 1986- .)
- XIII. **PROFESSIONAL AND SOCIETY MEMBERSHIPS**
(List dates, offices held, and committee responsibilities.)
- XIV. **INVITED VISITING PROFESSORSHIPS**
(List dates, place, and professorship title.)
- XV. **PRESENTATIONS AT NATIONAL MEETINGS**
(List dates, meeting names, places, and topics.)
- XVI. **PRESENTATIONS AT INTERNATIONAL MEETINGS**
(List dates, meeting names, places, and topics.)
- XVII. **INTRAMURAL PRESENTATIONS**
(Presentations at the physician's hospital or institutions, for example, presentations, Mortality and Morbidity Conferences, or Journal Club meeting at Grand Rounds, or formal presentations to medical students.)
- XVIII. **CLINICAL PRACTICE, INTERESTS, AND ACCOMPLISHMENTS**
- XIX. **RESEARCH INTERESTS**
- XX. **RESEARCH GRANTS AWARDED**
(Include grant number and title, time period, and Category 1 time.)
- XXI. **CIVIC ACTIVITIES**
(Include both medically and non-medically related activities.)
- XXII. **BIBLIOGRAPHY**
Publications-Journals (List in order shown.) Published articles--List in chronological order with oldest first; use "In Press" for those articles accepted but not printed; "Submitted" for those submitted but not yet accepted or rejected; and "In Preparation" for those written but not submitted. List those you are working on but have not yet written under XIX, "Research Interests"; include coauthors.
Publications--Abstracts, Editorials, Book Chapters (Following the title, identify in parentheses, what each one is: abstract, editorial, or book chapter. Put all abstracts in a separate grouping.)
*Numbered for this outline only; do not use numbers in CV. Number all pages bottom center, and header with name for all pages.