

Introduction

Welcome to RAD-AID's Chapters Network! Forming a RAD-AID Chapter at your academic institution enables you to establish, organize, and manage your own international radiology projects in service to the developing world. As a registered RAD-AID Chapter, we can give you the necessary resources and guidance needed to build your projects such as web pages, fund-raising strategies, and a valuable global network. Potential projects that your chapter may consider undertaking may include research and education initiatives, overseas mission work, technical innovations, conference participation, as well as many other potential options. Chapters are also encouraged to work with other universities, both locally and abroad, to implement projects that benefit the radiology needs of underserved populations around the world.

The Chapter Activation Form (to submit in your application) is on page 6 of this document.

Benefits of Forming a RAD-AID Chapter

By forming a RAD-AID Chapter, your chapter organization is able to:

1. Have your own web page on <http://www.rad-aid.org> so that you can
 - a. Post a biography of your chapter
 - b. Describe your chapter's projects and goals
 - c. Make announcements to chapter participants
 - d. Show progress of your chapter leaders and members.
 - e. Use links to your web pages for outreach to partner institutions in the developing world
2. Apply for RAD-AID grants.
3. Apply for outside foundation grants with RAD-AID's help using RAD-AID's 501c3 nonprofit status (often a requirement for international service grants)
4. Participate in RAD-AID-affiliated health institutions' radiology services abroad.
5. Participate in RAD-AID research projects and conferences.
6. Network with other radiology programs in your region to coordinate efforts on local projects as well as international RAD-AID outreach missions.
7. Receive formal recognition for your international work, with scalability and sustainability to grow and maintain your projects.
8. Develop your own projects or contribute to an existing RAD-AID project.
9. Work with other RAD-AID Chapters to collaborate in the formation or operation of an international program.

Chapter Requirements and Application Process

- To form a RAD-AID Chapter, you must be from an academic medical center located in the United States accredited by Accreditation Council for Graduate Medical Education (ACGME).
- At least 3 members of your institution must sign a chapter formation document (below), in addition to the director or lead administrator for your department (such as Residency Program Director, Department Director/Chairperson, etc.).
- Mail a check made out to RAD-AID International for \$200 to 8004 Ellingson Drive, Chevy Chase, MD 20815 or pay online during your application submission. If your institution plans to pay the yearly fee, click that option during the online application and RAD-AID can provide the necessary documentation to your institution. Your application will not be considered complete until the payment is received.

Program Components

1. \$200 yearly contribution (which is used only for RAD-AID to fund web development, conferences, and grants for international programs). The check may be written either by the sponsoring department or by one of the chapter members signing the application (below).
2. Monthly conference calls and/or webinars with leaders from other RAD-AID Chapters Network affiliate universities (approximately 1 hour). This conference call will provide updates on projects and international radiology curriculum development. The webinars also provide didactic talks and discussion forums on international health topics related to radiology.
3. Collaborate on one project per year, which can be a country report, a research publication, travel project, etc. In some cases, the project requirement may be waived per the approval of RAD-AID Chapter Program management. Regular participation in RAD-AID webinars may also count as a project since many RAD-AID Chapters wish to go through a training process before starting a global outreach project.
4. Annual renewal, by which the chapter must resubmit the application form including at least 3 member signatures and the signature of the academic institution's department leader or director to maintain the chapter's affiliation with RAD-AID.

Tips for Starting up and Operating Your Chapter

1. Email residents, technologists, students and staff in your institution introducing RAD-AID and explain why this activity is important. Outline goals related to organizing an institutional RAD-AID chapter and share a link to www.rad-aid.org.
2. If you are a resident, medical student, nurse, technologist, or other health care specialist, find a faculty advisor within your department whom you believe will be interested in integrating radiology services with international outreach projects to help local and international underserved populations. Attending physicians in your department may help you raise funds and gain support from your department for implementing projects.
3. If you are a faculty member starting or leading the chapter, we suggest that you contact residents, students, fellows, technologists, nurses and colleague-faculty members to join you in this endeavor.
4. Hold a social event each academic year to introduce RAD-AID to incoming residents, staff and students to build interest and increase chapter enrollment.
5. Be sure to encourage participation from a variety of medical professionals within your institution to ensure you have a well balanced interdisciplinary chapter with multiple skill sets available for comprehensive project development.
6. Brainstorm ideas for projects with other interested individuals at your institutions.
7. In many cases, RAD-AID leadership can come to your institution to help you develop the chapter, such as by giving grand rounds, conference presentations, and meeting with members of your institution. At least 10 other chapters have taken this approach successfully. In-person presentations from RAD-AID leadership can help you to organize support at your institution.

Web Site Tools for Your Chapter

At <http://www.rad-aid.org> , space will be provided to your chapter for placing photos and text about your chapter so that other universities and health institutions can learn about your work.

RAD-AID will provide the on-line server space and access, so any training in how to utilize the chapter webpage is brief and relatively intuitive. However, if the above annual chapter renewal process is not completed in a timely fashion, the chapter will potentially face probation in which the chapter web page may be removed from RAD-AID's official website until the chapter is reactivated. RAD-AID reserves the right to edit some content on the chapter organizations to ensure consistencies of web design and mission objectives.

Frequently Asked Questions

1. Does a chapter have to be formed by residents?

No, a chapter can be formed by any staff within an ACGME accredited medical institution in the United States. We encourage chapters to include members of different departments and a diversified staff composition, such as technologists, MDs, nursing, PAs, etc.

2. Does a chapter have to be formed within a radiology department

No, a chapter can be formed by any department.

3. Can a chapter be formed at a site outside the United States?

The Chapters Network is currently available to ACGME-accredited institutions within the United States. International institutions are encouraged to form relationships and partnerships with the RAD-AID Chapters. In the near-future, international institutions may be given the opportunity to form their own RAD-AID Chapters.

4. Can one institution have more than one chapter?

No. If your institution already has a RAD-AID chapter, we encourage you to join that chapter rather than trying to start another one.

5. What if our chapter is unable to produce an annual project?

We understand that it can be difficult to get projects started and underway, so this requirement can be waived. We request that, at minimum, you communicate your intentions and progress on projects to the Chapter Program management, in cases in which this requirement may need to be waived. RAD-AID can potentially help get your project started or overcome hurdles that you encounter. One way to complete the project requirement is to have at least one member of your chapter attend the monthly RAD-AID Chapters Webinar for didactic talks and discussion forums on international topics. In this way, international health training will become part of your chapter's development.

6. Can a Chapter have a partnership with a radiology department in another country?



7. RAD-AID encourages you to form partnerships with radiology departments and health institutions in developing countries in order to plan and implement your projects.
8. How can a RAD-AID Chapter do fundraising?

RAD-AID is a tax-exempt 501c3 nonprofit. Therefore RAD-AID Chapters can use RAD-AID's 501c3 status to fund raise and offer tax deductions to donors. Donations to your Chapter will be reserved by RAD-AID for your chapter's use. RAD-AID can also provide an online portal for your Chapter to receive donations. These funds that you raise for your chapter are set aside from other RAD-AID revenues so that you can use the funds for your projects.

9. Why is there a yearly renewal?

It is important to RAD-AID that your chapter grows and maintains the support of your institution. Since many people graduate from ACGME-accredited institutions on a yearly basis, it is expected that the membership of your chapter may change significantly from year-to-year. Therefore, to ensure that your chapter has approval from the faculty and that involvement in the chapter stays active, it is essential that the RAD-AID chapter renew its commitment each year.

Conclusion

Thank you for your interest in forming a RAD-AID Chapter at your institution. We look forward to working with you to bring vital medical imaging services to developing countries. Please email info@rad-aid.org if you have any questions.



Chapter Activation Form: Application to form or renew a RAD-AID Chapter

Date: _____

Your Institution : _____

3 Sponsoring Members:

1. Printed Name _____, Signature _____

Your Title: _____ Email address _____

2. Printed Name _____, Signature _____

Your Title: _____ Email address _____

3. Printed Name _____, Signature _____

Your Title: _____ Email address _____

Your Institution's Authorization

Printed Name _____, Signature _____

Title _____ Email address _____

After signing and scanning this application page, it can be uploaded with your online application at

<https://portal.rad-aid.org/survey/view/8/1> or by clicking [HERE](#)

Alternatively this printed and signed form can be mailed with the \$200 check to RAD-AID International, 8004 Ellingson Drive, Chevy Chase, MD 20815.

If you have any questions, please contact info@rad-aid.org . We look forward to working with you!