



RAD-AID Chapter Activation Form: To Form or Renew a RAD-AID Chapter

Institution Name _____

Date _____

ACGME or CACMS Accreditation? Yes _____ No _____

Institution Authorization Name _____

Institution Authorization Signature _____

Email _____

Title _____

Chapter Chief Name (Printed) _____

Chapter Chief Signature _____

Email _____

Title(Please circle) Faculty Resident Technologist Nurse Other(specify) _____

Chapter Vice Chief Name (Printed) _____

Chapter Vice Chief Signature _____

Email _____

Title(Please circle) Faculty Resident Technologist Nurse Other(specify) _____

Chapter Secretary Name (Printed) _____

Chapter Secretary Signature _____

Email _____

Title(Please circle) Faculty Resident Technologist Nurse Other(specify) _____

Additional Chapter Member Emails _____

Please upload a scanned version of this signed and completed form with your online application at <https://portal.rad-aid.org/survey/view/8/1>. Alternatively, the completed form can be mailed with the \$200 annual dues check to RAD-AID International, 8004 Ellingson Drive, Chevy Chase, MD 20815.

Please contact fuller@rad-aid.org if you have any questions.



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, fundraising strategies, and a valuable global network. Potential projects that your Chapter may consider undertaking include education initiatives, technical innovations, conference participation, and more. Chapters are encouraged to work with other universities, both locally and abroad, to implement sustainable projects that benefit the radiology needs of underserved populations around the world.

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

Benefits of Forming a RAD-AID Chapter

By forming a RAD-AID Chapter, your chapter organization has access to:

1. A customized chapter webpage 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 the link to your page 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 Chapters in your region to coordinate efforts on local projects as well as international RAD-AID outreach
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/partnership
9. Work with other RAD-AID Chapters & Management Team to collaborate in the formation or operation of an international program



Chapter Requirements, Application & Renewal Process

1. To form a RAD-AID Chapter, you must be from an academic medical center in the United States or Canada accredited by Accreditation Council for Graduate Medical Education (ACGME), or the Committee for Accreditation of Canadian Medical Schools (CACMS).
2. 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.).
3. Pay annual dues of \$200. Checks may be made out to RAD-AID International and mailed to 8004 Ellingson Drive, Chevy Chase, MD 20815 or payment may be made online during your application submission. If your institution is the party who will pay the yearly fee, click that option during the online application and RAD-AID can provide the necessary documentation to your institution. The application will not be considered complete until payment is received.

Chapter 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. Annual renewal, by which the Chapter must re-submit 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.
3. Monthly conference calls and/or webinars with leaders from other RAD-AID Chapters Network and Management Team (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.
4. 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.



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 or CACMS accredited medical institution in the United States or Canada. We strongly encourage chapters to have a diversified membership including technologists, nurses, IT professionals, 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 and CACMS-accredited institutions within the United States and Canada. 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. If an institution has subsidiary divisions with separate radiology departments, sites, and geographic locations (such as a large university health system having facilities, schools, and affiliates in separate provinces, states, or cities), it is possible for more than one chapter to be within the university system, in which one chapter is designated per subsidiary entity. Please email us if you have further questions about which entity your chapter would be affiliated with.

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?

RAD-AID encourages you to form partnerships with radiology departments and health institutions in developing countries in order to plan and implement your projects.



7. 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 fundraise 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.

8. 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/CACMS-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.

9. How does a RAD-AID Chapter start a project?

RAD-AID Chapters can either start brand new projects or join an existing project within a RAD-AID program. We can provide mentorship to your chapter on the relative benefits of these options, since your choice may depend on access to funding, ease of travel, global health objectives, and your members' time-availability. If you choose to join an existing RAD-AID program, for which RAD-AID has over 50 sites in 30 countries, your chapter would be linked to a RAD-AID Program Manager who present options to you for your chapter's participation in upcoming projects. If your Chapter is interested in starting a new project or site for RAD-AID, the first step is to conduct a RAD-AID Radiology-Readiness Assessment with that site so that we can work with you to plan a sustainable and impactful radiology outreach project based on the resources available at that site, the clinical radiology goals at the sites, and suggested RAD-AID strategies for filling those gaps through a strategic plan.

10. Can a RAD-AID Chapter have multiple projects or does the whole chapter have to do one project?

RAD-AID Chapters can do one or many projects in one site or many sites. One great advantage of having a RAD-AID Chapter is that you have the flexibility to link your Chapter members to many different RAD-AID programs, based on their specific interests, backgrounds, and goals. Some Chapters have chosen to focus on one geographic location or low-resource hospital, and some Chapters have chosen to engage many different locations and sites. We can mentor you on these different approaches in order to provide the best global health resources for your chapter members.

11. If I leave or graduate from my university where my Chapter was located, can I still be a RAD-AID member?

Yes, your membership in RAD-AID lasts as long as you want it. Career transitions are a normal part of career development and Chapter members can maintain their affiliation with RAD-AID for the long term even as they change employers and training institutions. If you transition to another institution that has a RAD-AID Chapter, we encourage you to join and support your new institution's chapter. If you transition to another institution that does not have a RAD-AID Chapter, you can either remain active in RAD-AID as a volunteer, continue to support your original chapter as an alumnus, or start a new RAD-AID Chapter at your new institution (provided that institution is eligible). There is great flexibility in RAD-AID membership so that your affiliation and interest in global health can flourish throughout your career.

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 Lauren Fuller, Director of RAD-AID Chapters Network at lfuller@rad-aid.org if you have any questions.