



## **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** \_\_\_\_\_

Chapter Chief Signature \_\_\_\_\_

Email \_\_\_\_\_

Title (Please circle) Faculty Resident Technologist Nurse Other(specify) \_\_\_\_\_

**Chapter Vice Chief Name** \_\_\_\_\_

Chapter Vice Chief Signature \_\_\_\_\_

Email \_\_\_\_\_

Title (Please circle) Faculty Resident Technologist Nurse Other(specify) \_\_\_\_\_

**Chapter Secretary Name** \_\_\_\_\_

Chapter Secretary Signature \_\_\_\_\_

Email \_\_\_\_\_

Title (Please circle) Faculty Resident Technologist Nurse Other(specify) \_\_\_\_\_

Please upload a scanned version of this signed and completed form on your online application at <https://portal.rad-aid.org/survey/rad-aid-chapter-renewal>. Alternatively, the completed form can be mailed with the \$250 annual dues check to RAD-AID International, 8004 Ellingson Drive, Chevy Chase, MD 20815. Please contact Sara Rike, Global Health Associate at [srike@rad-aid.org](mailto:srike@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 and radiation oncology projects in service to limited-resource areas of the world. As a registered RAD-AID Chapter, we will provide you with the necessary resources and guidance to effectively build your projects. Potential projects that your Chapter may consider undertaking include education initiatives, technical innovations, public health outreach, and more. Chapters are encouraged to work with other universities, both locally and abroad, to implement sustainable projects that meet the radiology and radiation oncology needs of under-served populations around the world.

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

## **Benefits**

By forming a RAD-AID Chapter, your Chapter member can:

1. Create a customized Chapter webpage on [www.rad-aid.org](http://www.rad-aid.org) and
  - a. Post a biography of your Chapter and Chapter leaders
  - b. Describe your Chapter's projects and goals
  - c. Make announcements to Chapter participants
  - d. Use the link to your page for outreach to partner institutions
2. Apply for the RAD-AID Chapters Grant
3. Apply for outside foundation grants with RAD-AID's help using RAD-AID's 501(c)(3) nonprofit status (often a requirement for international service grants)
4. Participate in RAD-AID affiliated health institution's radiology and radiation oncology services abroad
5. Participate in RAD-AID research projects and conferences
6. Network with other Chapters in your region to coordinate efforts on local and international radiology and radiation oncology outreach
7. Receive close mentorship and support for your international work from the RAD-AID leadership and community
8. Develop your own projects or contribute to an existing RAD-AID projects/partnership

## **Chapter Requirements, Application, and 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 (above), in addition to the director or lead administrator of your department (such as Residency Program Director, Department Director/Chairperson, etc.).
3. Pay annual dues of \$250. 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. Chapters must renew on an annual basis by resubmitting the application form with the signatures of 3 Chapter members and the signature of the academic institution's department leader or director. This yearly renewal ensures that your RAD-AID Chapter is active and supported by your medical institution.
2. Chapters must pay a \$250 yearly contribution. The funds are used for RAD-AID web developments, 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 (above).
3. Chapters must submit a yearly summary of activities to the RAD-AID Chapters Network ([srike@rad-aid.org](mailto:srike@rad-aid.org)).
4. Chapter leaders must maintain frequent communication with Chapter leadership.
5. Chapter members are highly encouraged to attend the monthly RAD-AID Chapters Webinars. The webinars provide didactic talks and discussion on international health topics related to radiology and radiation oncology.
6. Chapters must collaborate on one project per year, which can be a country report, a research publication, international outreach project, etc. In some cases, the project requirement may be waived per the approval of the RAD-AID Chapter leadership team. Regular participation in the monthly RAD-AID Chapters 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 diverse 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 of 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/radiation oncology 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. If this is the case for your Chapter, we request that you communicate this with the Chapter leadership. RAD-AID will try to help your project get started and overcome any hurdles that you may encounter. One way to meet the annual project requirement is to have at least one member of your Chapter attend the monthly RAD-AID Chapters Webinar for didactic talks and discussions on international topics.

**6. Can a Chapter have a partnership with a radiology or radiation oncology department in another country?**

RAD-AID encourages you to form partnerships with radiology/radiation oncology 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 501(c)(3) nonprofit. Therefore, RAD-AID Chapters can use RAD-AID's 501(c)(3) 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 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 is active and has the approval from the faculty at your institution, it is essential that your Chapter renews 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 with 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 the time availabilities of your members. If you choose to join an existing RAD-AID program, your Chapter would be linked to a RAD-AID program manager who will provide information and opportunities on the country site. If your Chapter is

interested in starting a new project or site with RAD-AID, the first step is to conduct a RAD-AID Radiology Readiness Assessment, so that we can work with you to create a sustainable and effective radiology/radiation oncology outreach project through a thorough assessment of the site.

**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 focus on one geographic location or limited-resource hospital while other Chapters engage with many different locations and sites. We can mentor you on these different approaches in order to create a personalized plan for your Chapter.

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

Yes, your membership with RAD-AID lasts as long as you desire. 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 with 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 (if that institution meets eligibility criteria). There is great flexibility with RAD-AID membership so that your passion for global health can thrive 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 limited-resource settings. Please email Sara Rike, Global Health Associate, at [srike@rad-aid.org](mailto:srike@rad-aid.org) if you have any questions or concerns.