

# **Michigan College of Emergency Physicians**

# Leadership Development Program

# 2018

This program, developed by the Michigan College of Emergency Physicians, will combine elements of mentoring, organizational education, skills training and guided experiences to selected participants.

Between 6-12 participants will be selected for the 2018 program year. This is a competitive process and the Leadership Development Task Force will carefully review each application that is received by the December 31, 2017 deadline.

Enclosed is a program overview, along with a nomination form to be completed by the nominee. We are looking for individuals who have demonstrated a commitment to emergency medicine and who wish to explore their leadership potential.



# OVERVIEW

The purpose of the Leadership Development Program is to provide both orientation and skill development to future leaders of the MCEP.

# PROGRAM GOALS

- a) Identify individuals with the potential to become leaders in emergency medicine
- b) Provide orientation and skill development to allow potential leaders to promote emergency medicine both locally and nationally
- c) Facilitate the promotion of program graduates into leadership positions both locally and nationally

# **GUIDELINES FOR PARTICIPATION**

- a) Nominee must be a current member in good standing of MCEP
- b) Nominee must have a minimum of three years membership in ACEP or EMRA
- c) Nominee must agree to participate in all elements of the Leadership Development Program as noted in the program outline (i.e., attend all designated meetings, etc.)
- d) Cost for participation will be shared by MCEP and the individual participant (see "Cost Sharing" information below)

#### PARTICIPANT SELECTION

- a) The Leadership Development Task Force will review all nominations and select participants based on completed nomination forms postmarked by December 31, 2017 (incomplete forms or forms postmarked after December 31, 2017 will not be eligible for review)
- b) Selected participants will be notified by the Task Force immediately following their decision
- c) Nominees not selected for the 2018 class may be re-nominated in future years

# **PROGRAM OUTLINE (Dates and Speakers Tentative)**

The 2018 Leadership Development Program participants will attend the following sessions:

Session One: March 7, 2018 MCEP Committee & Board Meetings MCEP Headquarters, Lansing, MI

WelcomeJacob Manteuffel, MD, FACEP, MCEP President<br/>Belinda Chandler, CAE, MCEP Executive DirectorOrientation/Introductions<br/>Tour of MCEP Headquarters<br/>History of MCEPRobert T. Malinowski, MD, FACEP<br/>Chair, MCEP Leadership Development Program

Leadership P	rinciple:	Get Yourself Organi	zed
What	does "Leadership" r	mean?	Robert T. Malinowski, MD, FACEP
	Accepting leaders Readying spouse of	ship responsibility and practice for your lea	adership roles
<u>Leadership P</u>		Get Your Team Toge ing on several key health	ether: Team Building n care organizations
Michi	gan Health & Hospite	al Association	TBD, MHA Staff
Michi	gan State Medical S	ociety	TBD, MSMS Staff
Partic	ipate in MCEP Board	d of Directors Meeting	
Session Two:	April TBD, 2 <b>Legislative</b> Lansing, M	Day at the Capitol	
Leadership P	rinciple:	Get Politically Activ	<u>e</u>
9:30 am	Tour of State Capi	tol and participation in I	egislative hearings
12 noon	Lunch with briefing	g on legislative process	Bret Marr Muchmore, Harrington, Smalley & Associates MCEP Lobbyist
2 pm	Meet with Select K	with Select Key Legislators & Committee Chairs	
4 pm	Adjourn		
Session Three	ACEP Lead	May 20-23, 2018 ACEP Leadership & Advocacy Conference Washington, DC	
Leadership Principle:		Get Your Message A	Across - Advocacy in Washington
Participation	in ACEP programmi	ng, including media trai	ning

Leadership role in meeting with MCEP House and Senate delegation, including leading discussion and follow-up

Session Four: July 29 – August 1, 2018 MCEP Scientific Assembly Grand Hotel, Mackinac Island, MI

# Leadership Principle: Get Your Act Together – Professionalism

Participation in MCEP Scientific Assembly lectures and exhibits

Attend MCEP Annual Meeting and Board Meeting

Introduction and recognition during President's Banquet

Session Five: September 5, 2018 ABEM Site Visit East Lansing, MI

# Leadership Principle: Get Boarded – Professionalism Continued

Brief Introduction

Earl Reisdorff, MD, FACEP Executive Director

History of ABEM

Site Tour

Following the ABEM Site Visit you will proceed to MCEP Headquarters for a Committee Meeting, Lunch and Board of Directors Meeting.

Session Six:

September 29-30, 2018 ACEP Council Meeting San Diego, CA

#### Leadership Principle: Get the Job Done – Effective Alliances

Attend MCEP Councillor Meeting (September TBD, 2018 - Lansing)

Attend ACEP New Councillor Orientation (San Diego)

Participate as an Alternate Councillor at the ACEP Council Meeting

Participate in discussions with chapter leaders on Council resolutions/ACEP elections

Elective participation in ACEP National Committee Meetings

#### Session Seven: November TBD, 2018 MCEP Straight Talk Conference Howell, MI

#### Leadership Principle: Get Paid-Reimbursement Concepts

Participate in the MCEP Straight Talk Conference which reviews the unique aspects of coding, documentation, and financial performance

Session Eight: December 5, 2018 MCEP Committee & Board Meetings MCEP Headquarters, Lansing, MI

### Closing/Evaluation of the Program

Participate in an informal and candid discussion of the program, including methods to improve the program

Formal recognition of Leadership Development Program participants

**Calendar of Events Requiring Attendance:** (These include dates listed above)

03/07/18	MCEP Committee & BOD Meetings
04/TBD/18	Legislative Day at the Capitol
05/02/18	MCEP Committee & BOD Meetings
05/20/18 - 05/23/18	ACEP Leadership & Advocacy Conference
07/29/18 - 08/01/18	MCEP Scientific Assembly
09/05/18	ABEM Site Visit, MCEP Committee & BOD Meetings
09/TBD/18	MCEP Councillor & BOD Meetings
09/29/18 - 09/30/18	ACEP Council Meeting
10/01/18 - 10/04/18	ACEP Scientific Assembly (optional)
11/TBD/18	MCEP Straight Talk Conference
12/05/18	MCEP Committee & BOD Meetings

# **COST SHARING**

#### Attendee is responsible for....

Travel to/from all meetings, including Washington, DC and San Diego, CA; hotel and fee associated with attendance at the ACEP Leadership & Advocacy Conference (May, 2018) and ACEP Council Meeting/Scientific Assembly (September/October, 2018).

#### MCEP is responsible for....

Registration fees for MCEP Scientific Assembly, MCEP Straight Talk Conference, Legislative Day at the Capitol; speakers and program materials; social events (i.e., reception and selected dinners).

# Michigan College of Emergency Physicians LEADERSHIP DEVELOPMENT PROGRAM NOMINATION FORM

Instructions: Please print legibly or type the information requested. Attach additional sheet(s) of paper if necessary to supplement your answers. Please do not write "see attached C.V."

Nominee Profile	
Name of Nominee:	
Mailing Address:	
Phone:	Fax:
Email:	
Hospital/Physician Group Affiliation:	
Description of Practice:	
Number of years as a member of ACEP/EMRA	
Please list the state or national activities in whic	h you have narticinated (leadership positions
committee or task force involvement, etc.):	n you have participated (leadership positions,
committee or task force involvement, etc.):	ons in organized medicine:

Please describe your interest in the Leadership Development Program, including why you should be selected by the Task Force to participate:

Please describe how your participation in the Leadership Development Program might benefit your state, physician group, and/or hospital:

If selected, I agree to participate in **all** designated elements of the Leadership Development Program. I understand that **any** absence from a required meeting may result in dismissal from the program.

### Signature of Nominee \_\_\_\_\_ Date \_\_\_\_\_

Please include your CV and any supplementary material you would like the Task Force to review concerning this nomination.

Please return completed nomination form by December 31, 2017, to:

Belinda Chandler, CAE **Executive Director Michigan College of Emergency Physicians** 6647 West St. Joseph Highway Lansing, Michigan 48917