

AMERICAN
PSYCHIATRIC
ASSOCIATION



Resident-Fellow HANDBOOK

A Guide to Resident-Fellow Opportunities

Message from the APA CEO and Medical Director

Dear Resident-Fellow Member,

Welcome to the American Psychiatric Association (APA). APA is the world's largest professional association of psychiatrists and it is our mission to support our members and the patients they serve.

You are entering a career in medicine at one of the most exciting times in the history of both medicine and psychiatry. With our nation's focus on access to health care as well as ensuring support for mental health and substance abuse services, there is a great demand for highly trained and dedicated psychiatrists. In addition, we continue to achieve major scientific breakthroughs in the understanding of the brain that will revolutionize the treatments for individuals with mental illness and substance use disorders.

APA is here to be a resource and partner as you move into the field of psychiatry. Whether it is through important fellowships, prestigious awards or participation in APA governance, APA offers you ample opportunity to expand the scope of your experience and make difference in the lives of your patients. In addition, APA will keep you abreast of the latest research, prepare you to lead in a quickly changing health care environment, advocate for the interests of our patients and the profession on Capital Hill, and offer opportunities to connect with and learn from well-respected colleagues in the areas of research, academics, and clinical practice.

This guide will get you started by providing you with a high level overview of the APA. It is my hope that you join APA and experience the peer support, intellectual stimulation, camaraderie and, above all, the sense of family that you get by belonging to this noble profession.

Sincerely,

A handwritten signature in black ink that reads "Saul Levin, M.D., M.P.A." The signature is written in a cursive style.

Saul Levin, M.D., M.P.A.
CEO and Medical Director
American Psychiatric Association

LEADERSHIP OPPORTUNITIES

Become involved in organized medicine. By becoming involved you can help shape the future of psychiatry while developing your professional acumen, network, and leadership skills.

Find more information and leadership opportunities at [Psychiatry.org/Residents](https://www.psychiatry.org/Residents).



Resident-Fellow Member Trustee (RFMT)

Each year, an RFMT-Elect is elected nationally by the membership to serve on the APA Board of Trustees for one year, and continues to serve an additional year as the full RFMT. The Board is the governing body of the APA, and its primary function is to formulate and implement the policies of the APA. Applications are due **October 1** for a term to begin the following May.

Assembly Committee of Area Resident-Fellow Members (ACORF)

ACORF provides APA Assembly representation for resident and fellow members of the APA. Committee members are elected by their Area Council (seven in all), and serve two sequential one-year terms, the first as Area RFM Deputy Representative, and the second as Area RFM Representative. Application deadlines vary by District Branch.

APA Representative to the AMA Resident & Fellow Section

The American Medical Association (AMA) Resident and Fellow Section (RFS) was created by the AMA to represent and advocate for residents and fellows and to train young physician leaders. The APA has two resident-fellow positions in the AMA-RFS, a delegate and an alternate delegate who are part of a greater APA delegation at AMA meetings.

Resident Representative to the Residency Review Committee

The ACGME has 28 Review Committees for each of the specialties. The APA is a member organization of the RRC in Psychiatry and sends two nominations to the RRC for its resident member position.

AJP: Residents' Journal Editorial Board Positions

The Residents' Journal, published online monthly with The American Journal of Psychiatry (AJP), serves as a forum for psychiatry residents and fellows to share ideas and experiences in training, clinical practice, and research. Five editorial positions are available, and applications are due **April 15**.



What does APA leadership mean to you?

My name is Stella Cai, M.D., I am currently in my first year of service as RFMT-elect. The experience has been phenomenal. Not only do you have the opportunity to interact with the top leaders in our field, you are the voice for the resident and fellow members and APA as an organization and have an impact on the future of psychiatry and our patients.

FELLOWSHIP OPPORTUNITIES

The APA and American Psychiatric Association Foundation (APAF) offer a variety of fellowships to advance your training in leadership, government affairs, public and community psychiatry, and more. These fellowships are funded by the APA, the APAF, and various outside organizations through federal and private grants.

Applications for all fellowships are due **January 30**. Find application instructions and deadlines at Psychiatry.org/Residents.

Leadership & Public Affairs

- American Psychiatric Leadership Fellowship
- Jeanne Spurlock, M.D. Congressional Fellowship
- Public Psychiatry Fellowship

Minority Fellowships

- APA/SAMHSA Fellowship
- Diversity Leadership Fellowship
- APA/SAMHSA Substance Abuse Fellowship

Research & Sub-Specialty

- Psychiatric Research Fellowship
- Resident Psychiatric Research Scholars
- Child & Adolescent Psychiatry Fellowship



AWARDS AND COMPETITIONS

Be recognized for your achievements and add to your CV with APA awards. Enhance your Annual Meeting experience by indulging your competitive side with the Jeopardy-style MindGames competition or presenting your original research at the Poster Competition. Find more information on all of these programs at Psychiatry.org/Residents.

Awards

Resident Recognition Award: Presented annually to a psychiatric resident from each department or institution who exemplifies APA values. Application deadline: **March 31**.

Research Colloquium for Junior Investigators: Provides guidance, mentorship, and encouragement to young investigators in the early phases of their training. Held during the APA Annual Meeting. Application deadline: **December 15**.

Competitions

Resident Poster Competition: The APA recognizes the best resident and medical student posters at a special Resident Poster session during the APA Annual Meeting. Application deadline: **September 30**. Submit posters in one of five categories:

1. Community Service
2. Clinical Case Studies
3. Curriculum Development and Education
4. Psychosocial and Biomedical
5. Patient Care and Epidemiology

MindGames Residency Team Competition: Intended to be a fun, educational activity challenging residents on patient care and medical knowledge. Preliminary round takes place in February with the top three scoring programs completing in the final round during the APA Annual Meeting. Teams must register by **January 30**.



MEETINGS AND CONFERENCES

The APA hosts several meetings and conferences each year to help you stay up to date with the latest clinical advances while interacting with colleagues from around the world.

Resident Leadership Track

The Resident Leadership Track is a collection of events which occur during the APA Annual Meeting designed to enhance residents and fellows personal and leadership development. The objective of the track is to:

- Train participants as they deal with administrators and faculty
- Allow residents and fellows to network with colleagues and leaders in psychiatry
- Delve deeper into career tracks through hands-on and interactive breakout sessions
- Provide career training to help residents and fellows gain confidence as they take on senior roles and prepare to transition into practice



APA Annual Meeting

Attended by professionals from more than 50 countries, the APA Annual Meeting is the premier psychiatric meeting in the world. Find more information at AnnualMeeting.Psychiatry.org

Here are 5 reasons RFMs and ECPs should attend:

- Earn your annual state licensure CME credit at one meeting.
- Discover cutting-edge science and new therapies.
- Learn from renowned thought leaders in the areas of health policy and ethics.
- Reconnect with your peers and expand your professional network.
- Explore the exhibit hall for innovative treatment options and new technologies.



IPS: The Mental Health Services Conference

Held each October, the mission of IPS is to train and support psychiatrists and other mental health professionals to provide quality care and leadership. Find more information at Psychiatry.org/IPS



CONNECT WITH COLLEAGUES ONLINE

Between meetings and events, the APA offers a variety of ways to interact with and stay connected to your colleagues online. The APA will also frequently post RFM leadership and research opportunities through these channels.

Chief Resident- Fellow Listserv

Listserv for APA Chief Residents and Fellows to:

engage with colleagues - share common experiences
discover new resources - find leadership opportunities

Join the listserv by sending an email to
chiefresidents-subscribe-request@lists.psych.org



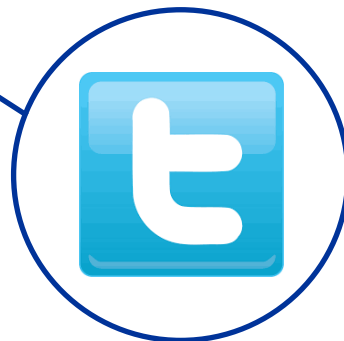
LinkedIn

APA members may build their professional identity and network by joining the members-only LinkedIn group **American Psychiatric Association**.



Facebook

APA and APAF Facebook pages serve as a social utility to connect psychiatrists on important mental health issues
www.facebook.com/AmericanPsychiatricAssociation



Twitter

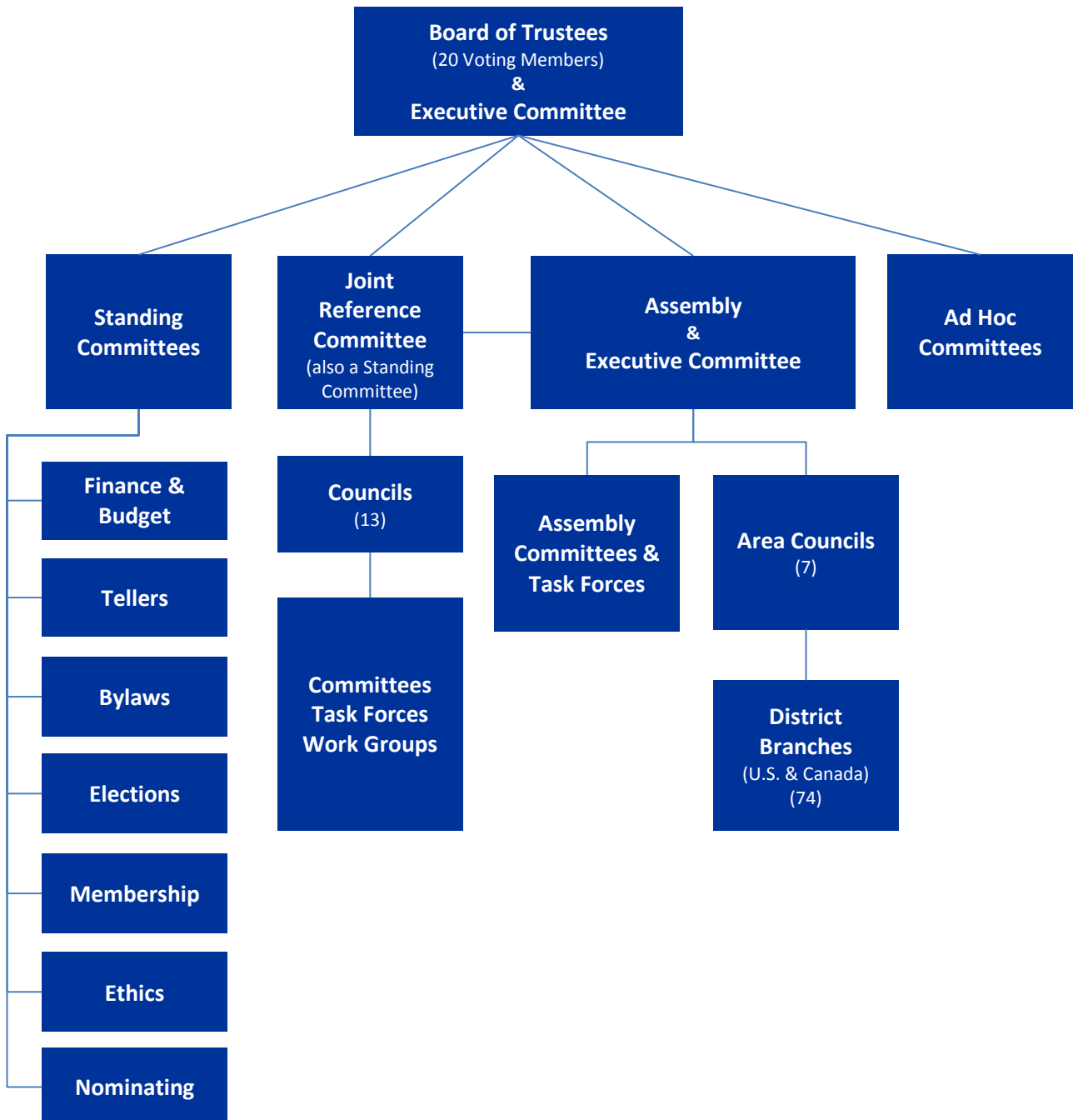
Follow APA and affiliates to stay current with emerging news and developments in psychiatry.

- APA CEO/Medical Director: twitter.com/DCdoctweets
- AJP Residents Journal: twitter.com/AJP_ResJournal
- APA Foundation: twitter.com/PsychFoundation
- APA: twitter.com/APAPsychiatric

APA GOVERNANCE STRUCTURE

Members help guide the profession of psychiatry through the APA’s governance structure. The Assembly Committees & Task Forces include the Assembly Committee of Residents and Fellows – a great place for residents and fellows to get involved in APA leadership and governance!

Check out the following section of this guide for detailed descriptions of each governance component listed below. To find more information on the APA’s governance structure, including how to get involved, visit Psychiatry.org/about-apa.



APA GOVERNANCE COMPONENTS

The following chart describes in more detail the functions of each of the APA's governance components listed on the preceding chart.

Board of Trustees

Composed of officers and trustees, elected by the membership, the Board of Trustees governs the Association. The power to make policy is vested in the Board, and the Board's primary function is to formulate and implement the policies of the Association. The Board exercises all powers of the Association that are not otherwise assigned.

Voting Members of the Board of Trustees:

- President (Chairperson)
- President-elect
- Secretary
- Treasurer
- Three immediate Past Presidents
- Speaker of the Assembly
- Speaker-elect of the Assembly
- One Trustee elected by the membership of each geographical area defined by the Assembly
- One Trustee-at-large
- One Minority Under-Represented Trustee (elected by the minority caucuses)
- One Early Career Psychiatrist Trustee
- One Resident-Fellow Member Trustee (elected by RFMs)

Non-voting members of the Board of Trustees:

- Past presidents elected prior to 2000
- Resident-Fellow Member Trustee-elect

Guests of the Board of Trustees:

- Representative from American Psychiatric Leadership Fellowship
- Representative from APA/SAMHSA or Diversity Leadership Fellowship
- Representative from APA Public Psychiatry Fellowship

Standing Committees

The eight standing committees conduct the business affairs of the APA and include:

1. Finance and Budget
2. Bylaws
3. Elections
4. Ethics
5. Joint Reference
6. Membership
7. Nominating
8. Tellers

With the exception of the Joint Reference Committee, the President designates the committees' chairpersons and fills the vacancies in the membership of the committees.

Joint Reference Committee

The Joint Reference Committee (JRC) is a standing committee that acts as a liaison between the Board, Assembly, and the APA's components. It ensures that matters receive thorough review and consideration by referring items to the appropriate components within the APA. It then reviews recommendations and transmits proposals to the Assembly and Board for action.

Voting Members of the JRC

- President-Elect (Chairperson)
- Speaker-Elect (Vice Chairperson)
- Immediate Past President
- One additional member of the Board of Trustees (appointed by President)
- Two additional members of the Assembly
- APA CEO & Medical Director

Non-Voting Members of the JRC

- Chairpersons of Councils

Observers (non-voting) of the JRC

- Representative from American Psychiatric Leadership Fellows
- Representative from APA/SAMHSA or Diversity Leadership Fellows
- Representative from APA Public Psychiatry Fellows

Councils

Established by the Board and dedicated to specific topics of interest to the Association. Each Council is composed of up to twelve voting members, including the chairperson. One member of the Council must be an ECP and one member of the Council is selected from the Assembly.

Appointments and tenures are staggered to ensure continuity on the Council. Councils are authorized to create and eliminate informal work groups and are authorized to act, subject to approval of the Board, within their area of interest to implement the objectives of the Association.

Committees

Committees are established within a Council to perform ongoing functions (as opposed to time- and task-limited functions). A Council reassesses the need for a committee every three years. They are composed of up to six voting members.

Subcommittees are established at the request of a committee, typically in extraordinary circumstances, upon determining the need for the performance of a continuing function (distinct from a project-oriented and time-limited task) that falls within its purview. They are customarily composed of six members or fewer.

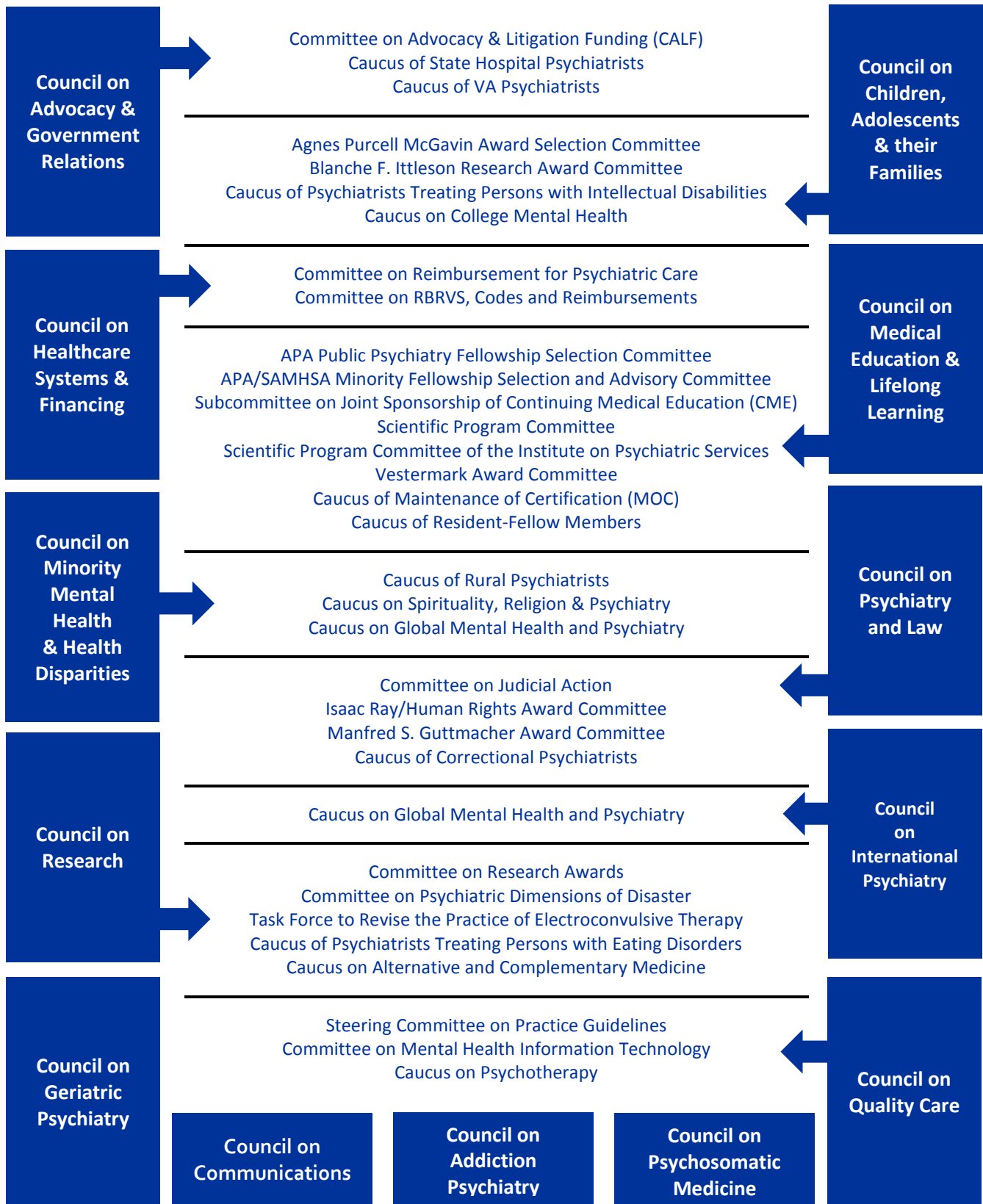
Task Forces are established to carry out a specific, time-limited task and are discharged upon submission of a final report. They are composed of up to four members, including the chairperson.

Caucuses are groups of self-selected special interest psychiatrists for whom there is no other vehicle or subspecialty organization already relating to the Association. A minimum of ten APA members is required to form a caucus.

Work Groups are established within a Council and are usually comprised of Council members to address specific projects of short duration.

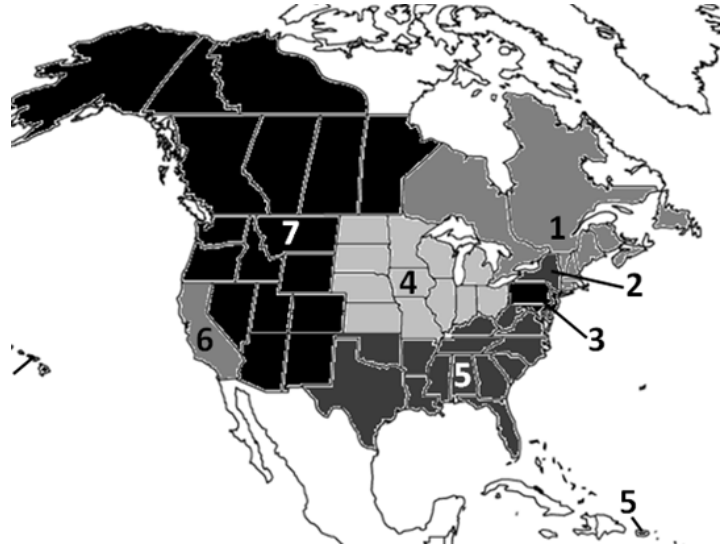
LIST OF APA COUNCILS AND COMMITTEES

There are 13 Councils reporting to the Joint Reference Committee with multiple committees, subcommittees, task forces, caucuses, and work groups reporting to them.



APA ASSEMBLY

The Assembly is the national body that meets twice a year and represents the individual members in the affairs of the Association. It is composed of representatives from the Association's district branches. It brings to the attention of the Board of Trustees and other components the concerns of District Branch members. In turn, the Board and its components often refer issues to the Assembly and the District Branches for consideration and study. Residents are encouraged to get involved in the Assembly through the Assembly Committee of Area Resident-Fellow Member Representatives (ACORF).



The **seven Area Councils** are regional links between the Assembly and the district branches. Each Area Council consists of representatives from each of the District Branches within the area, an Area Representative and Deputy Representative elected by the Council itself, an Area Early Career Psychiatrist Representative and Deputy Representative, an Area Resident-Fellow Member Representative and Deputy Representative, and Allied Organization Liaisons within the area. The Area Councils promote relationships between organized psychiatry and state governments, coordinate a range of branch activities, hold scientific meetings, and other programs in continuing medical education, and provide a forum for discussion of national and regional issues.

Seven Areas of the APA (By State or Territory):

- Area 1: New England/Eastern Canada
- Area 2: New York
- Area 3: Middle Atlantic
- Area 4: North Central
- Area 5: South, Puerto Rico
- Area 6: California
- Area 7: West/Western Canada

Voting Members of the Assembly

- Speaker
- Speaker-Elect
- Recorder
- Two voting past Speakers
- District Branch Representatives
- Seven Area Representatives
- Seven Area Deputy Representatives
- **Seven Resident-Fellow Member Area Representatives**
- Seven M/UR Representatives
- Seven Early Career Psychiatrist Area Representatives
- Allied Organization Liaisons

Non-Voting Members of the Assembly

- District Branch Deputy Representatives
- Seven M/UR Deputy Representatives
- Seven Early Career Psychiatrist Area Deputy Representatives
- **Seven Resident-Fellow Member Area Deputy Representatives**
- Parliamentarian

Assembly Minority/Underrepresented Caucuses

- American Indian, Native Alaskan & Native Hawaiian Psychiatrists
- Asian American Psychiatrists
- Black Psychiatrists
- Hispanic Psychiatrists
- International Medical Graduate Psychiatrists
- Lesbian, Gay & Bisexual Psychiatrists
- Women Psychiatrists

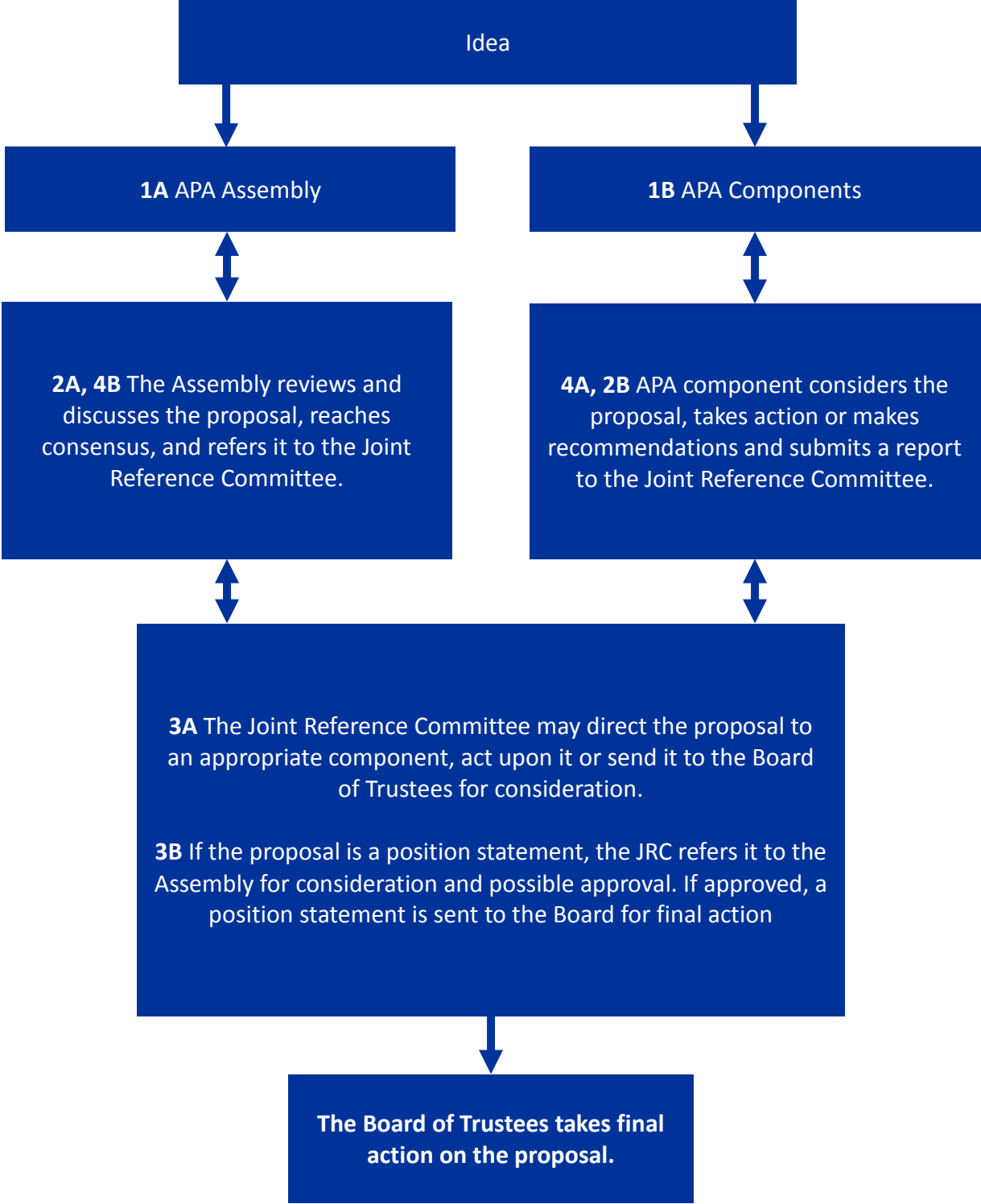
DISTRICT BRANCHES

District Branches are constituent parts of the Association that work locally to promote the art and science of psychiatry and maintain high professional standards. Most correspond to state or metropolitan areas. Each District branch establishes dues for its members, elects its own officers, elects representatives to the Assembly, and arranges its own programs.

| Area 1 | | Area 2 | |
|--------|---|--------|--|
| 07 | Connecticut Psychiatric Society | 02 | Bronx District Branch |
| 32 | Massachusetts Psychiatric Society | 03 | Brooklyn Psychiatric Society Inc. |
| 37 | Ontario District Branch | 05 | Genesee Valley Psychiatric Association |
| 39 | Quebec & Eastern Canada District Branch | 24 | Mid-Hudson Psychiatric Society |
| 41 | Rhode Island Psychiatric Society | 25 | Greater Long Island Psychiatric Society |
| 62 | Maine Association of Psychiatric Physicians | 27 | New York County District Branch |
| 66 | Vermont Psychiatric Association | 28 | New York State Capital District Branch |
| 68 | New Hampshire Psychiatric Society | 40 | Queens County Psychiatric Society |
| Area 3 | | 49 | Psychiatric Society of Westchester County Inc. |
| 08 | Psychiatric Society of Delaware | 51 | Western New York Psychiatric Society |
| 20 | Maryland Psychiatric Society Inc. | 55 | West Hudson Psychiatric Society |
| 26 | New Jersey Psychiatric Association | 56 | Central New York District Branch |
| 38 | Pennsylvania Psychiatric Society | 59 | Northern New York District Branch |
| 48 | Washington Psychiatric Society | Area 4 | |
| Area 5 | | 09 | Missouri Psychiatric Association |
| 01 | Arkansas Psychiatric Society | 13 | Illinois Psychiatric Society |
| 10 | Florida Psychiatric Society | 14 | Indiana Psychiatric Society |
| 11 | Georgia Psychiatric Physicians Association Inc. | 16 | Iowa Psychiatric Society |
| 18 | Kentucky Psychiatric Medical Association | 17 | Kansas Psychiatric Society |
| 19 | Louisiana Psychiatric Medical Association | 21 | Michigan Psychiatric Society |
| 23 | Mississippi Psychiatric Association Inc. | 22 | Minnesota Psychiatric Society |
| 29 | North Carolina Psychiatric Association | 34 | Nebraska Psychiatric Society |
| 36 | Oklahoma Psychiatric Physicians Association | 35 | Ohio Psychiatric Physicians Association |
| 42 | South Carolina Psychiatric Association | 52 | Wisconsin Psychiatric Association |
| 45 | Tennessee Psychiatric Association | 63 | North Dakota Psychiatric Society |
| 46 | Texas Society of Psychiatric Physicians | 72 | South Dakota Psychiatric Association |
| 47 | Psychiatric Society of Virginia Inc. | Area 6 | |
| 54 | West Virginia Psychiatric Association | 04 | Central California Psychiatric Society |
| 60 | Alabama Psychiatric Physicians Association | 30 | Northern California Psychiatric Society |
| 70 | Puerto Rico Psychiatric Society | 43 | Southern California Psychiatric Society |
| 77 | Society of Uniformed Services Psychiatrists | 64 | San Diego Psychiatric Society |
| Area 7 | | 76 | Orange County Psychiatric Society |
| 06 | Colorado Psychiatric Society | | |
| 12 | Hawaii Psychiatric Medical Association | | |
| 15 | Idaho Psychiatric Association | | |
| 33 | Washington State Psychiatric Association | | |
| 53 | Western Canada District Branch | | |
| 57 | Arizona Psychiatric Society | | |
| 58 | Oregon Psychiatric Association | | |
| 61 | Utah Psychiatric Association | | |
| 67 | Psychiatric Medical Association of New Mexico | | |
| 71 | Alaska Psychiatric Association | | |
| 73 | Montana Psychiatric Association | | |
| 74 | Nevada Psychiatric Association | | |
| 75 | Wyoming Association of Psychiatric Physicians | | |

CREATING APA POLICY

How an Idea Can Become Policy...



SUBMITTING AN ACTION PAPER

IDENTIFY A TOPIC

Identify a relevant idea or topic important to APA and the practice of psychiatry. The topic should be something you feel passionately about. **Discuss** your idea with colleagues or senior members of the APA, including District Branches, to obtain advice and recommendations and verify that this issue has not already been addressed in the past. Use the APA Policy Finder to search for past policies. **Limit** your paper's topic to one clear goal or issue. Once you have a cogent, succinct paper, contact your RFM Assembly Representative. All action papers must be authored or co-authored by an Assembly member. If you are not an Assembly member, you will need to identify an Assembly member willing to serve as co-author.



ORGANIZE AND SUBMIT

Submit your action paper before the deadline and follow the designated format:

- Title
- Whereas (statements listing reason for action)
- Be it Resolved (stated action the APA should take and who should carry it out)
- Author(s)
- Estimated Cost, Estimated Savings, Estimated Revenue Generated
- Endorsed By
- Keywords, APA Strategic Goal(s)

Garner support prior to the upcoming Assembly by presenting the action paper to District Branches or Area Councils for endorsement. At the Assembly, speak with Assembly members and advocate for your paper.



REVIEW AND APPROVAL

Action papers submitted to the Assembly are first reviewed by the Rules Committee. The Rules Committee may decide to place a non-controversial action paper, not requiring further review, on the Consent Calendar for approval without discussion or debate. Remaining action papers are referred to one of several Reference Committees, or to one, or all, of the seven Area Councils for review and recommendation.

Reference Committees and Area Councils either endorse the paper, endorse the paper with changes, or decline to endorse the paper. The Reference Committee or Area Council assigned to review the action paper may suggest amendments or request that the author make changes. Even if the Reference Committee or Area Council does not support the paper, the author still has the opportunity to move for consideration on the Assembly floor.

If the Reference Committee or Area Council approves your paper (with or without changes) or they reject the paper, but it is successfully moved on the floor of the Assembly, it is then discussed by the Assembly. After discussion, the Assembly votes on whether to approve the paper or table it to another date.

Approval requires a majority vote of the members in attendance. If an action paper passes, it is referred to the Joint Reference Committee (JRC), which determines next steps.

For information on submitting an action paper, including the action paper template, please visit **Action Paper Central** on Psychiatry.org.

MEMBERSHIP HAS ITS PRIVILEGES

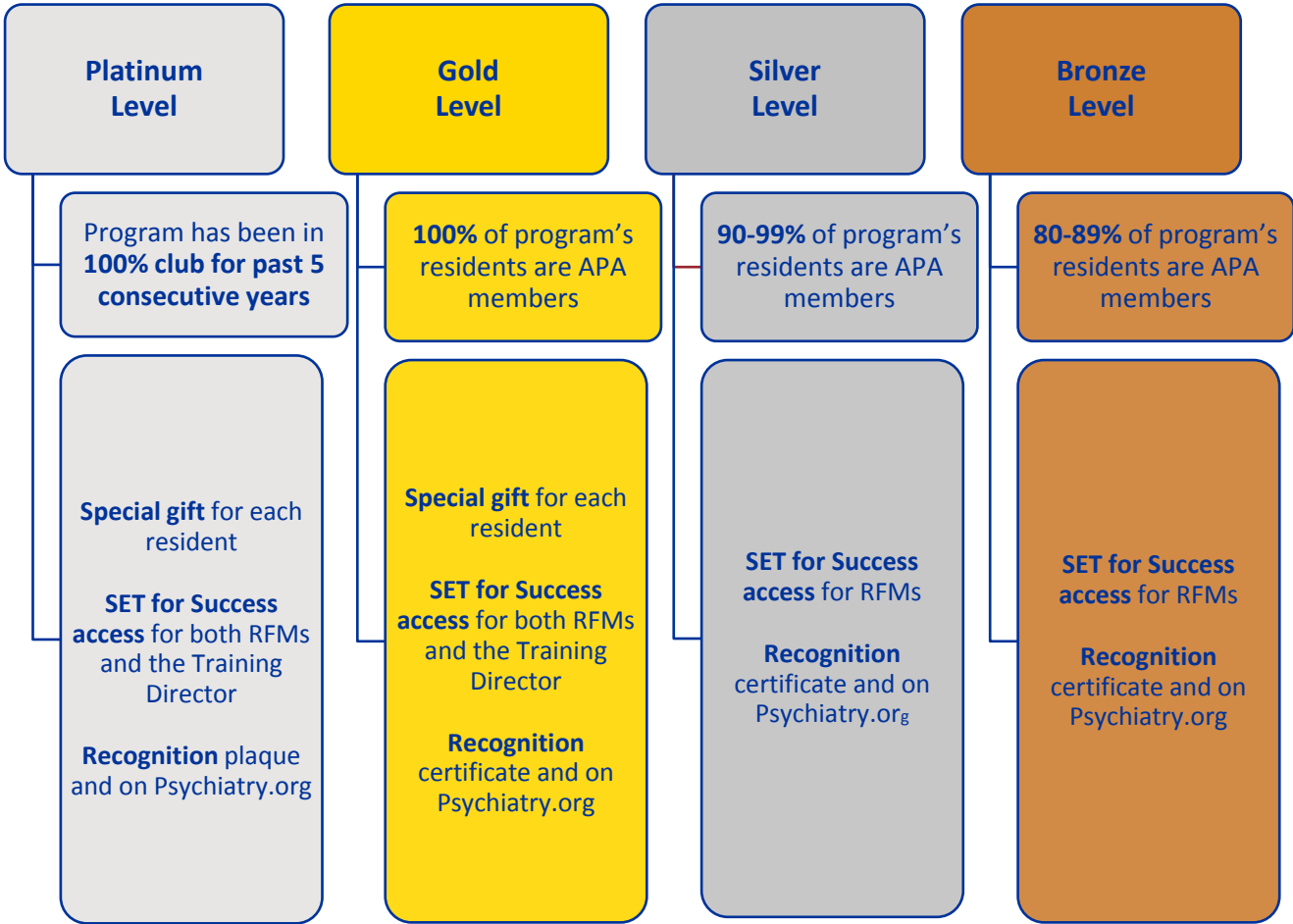
View all of your benefits at Psychiatry.org/MyBenefits.

SET FOR SUCCESS

The Supplemental Education and Training (SET) program is an online experience designed to help residents build knowledge around the six ACGME core competencies and Psychiatry Milestones and learn about the business of medicine. Resident-Fellow Members (RFM) can access SET content through the APA Learning Center using their member log in credentials. The “My Portfolio” section of the Learning Center will help you track your learning progress. Courses are free to APA RFM and available at a cost to resident non-members. **Visit Psychiatry.org/SET to download the syllabus and review available courses.**

APA 100% CLUB

An exclusive residency program experience, programs with **more than 80%** of their residents as APA members receive the following special benefits:



ACRONYM GLOSSARY

| APA-RELATED | |
|-------------|---|
| ACORF | Assembly Committee of Residents and Fellows |
| APAA | American Psychiatric Association Alliance |
| APAPAC | American Psychiatric Association Political Action Committee |
| APAF | American Psychiatric Association Foundation |
| APP | American Psychiatric Publishing |
| AMA-RFS | American Medical Association Resident Fellow Section |
| ASM | Assembly |
| BOT | Board of Trustees |
| ECP | Early Career Psychiatrists |
| GM | General Member |
| JRC | Joint Reference Committee |
| MFP | Minority Fellowship Program |
| M/UR | Minority/Under-Represented |
| RFM | Resident-Fellow Member |
| RFMT | Resident-Fellow Member Trustee |
| RFMTE | Resident-Fellow Member Trustee-Elect |
| PsychSIGN | Psychiatry Student Interest Group Network |
| SAMHSA | Substance Abuse and Mental Health Services Administration |

| ACCREDITATION/EDUCATION RELATED GROUPS | |
|--|--|
| AAMC/ CAS | Association of American Medical Colleges/Council of Academic Societies |
| AACDP | American Association for Chairs of Departments of Psychiatry |
| AADPRT | American Association of Directors of Psychiatry Residency Training |
| AAP | Association for Academic Psychiatry |
| ABPN | American Board for Psychiatry and Neurology, Inc. |
| ACCME | Accreditation Council for Continuing Medical Education |
| ACGME | Accreditation Council for Graduate Medical Education |
| ADMSEP | Association of Directors of Medical Student Education in Psychiatry |
| CMSS | Council of Medical Specialty Societies |
| GAP | Group for the Advancement of Psychiatry |
| JCAHO | Joint Commission on Accreditation of Healthcare Organizations |
| LCME | Liaison Committee for Medical Education |
| NCQA | National Committee for Quality Assurance |
| RRC | Residency Review Committee |
| WPA | World Psychiatric Association |

| SUBSPECIALTY AND ALLIED GROUPS | |
|--------------------------------|---|
| APM | Academy of Psychosomatic Medicine |
| AAAP | American Academy of Addiction Psychiatry |
| AACAP | American Academy of Child & Adolescent Psychiatry |
| AACP | American Academy of Clinical Psychiatrists |
| AACP | American Association of Community Psychiatrists |
| AAPL | American Academy of Psychiatry & Law |
| AAPDP | American Academy of Psychoanalysis and Dynamic Psychiatry |

| | |
|-------|--|
| AAEP | American Association for Emergency Psychiatry |
| AAGP | American Association of Geriatric Psychiatry |
| AAPPP | American Association of Private Practice Psychiatrists |
| AAPA | American Association of Psychiatric Administrators |
| AASP | American Association of Social Psychiatry |
| AGPA | American Group Psychotherapy Association |
| APA | American Psychoanalytic Association |
| ASAP | American Society for Adolescent Psychiatry |
| ASHP | American Society of Hispanic Psychiatry |
| ACT | Association for Convulsive Therapy |
| ACAP | Association of Chinese American Psychiatrists |
| AFP | Association of Family Psychiatrists |
| AGLP | Association of Gay and Lesbian Psychiatrists |
| AKAP | Association of Korean American Psychiatrists |
| AWP | Association for Women Psychiatrists |
| BPA | Black Psychiatrists of America |
| HAPA | Haitian American Psychiatric Association |
| IAPA | Indo-American Psychiatric Association |
| PPA | Philippine Psychiatrists in America |
| SSPC | Society for the Study of Psychiatry and Culture |



Medical leadership for mind, brain and body.