

**Eastern Association for the Surgery of Trauma**

**2014**

**Call for Volunteers Form**

Please complete this form and return to the EAST offices by email at **ceme@east.org**

or by fax at 312.202.5064 by **December 13, 2013.**

EAST has identified four strategic areas of focus for which volunteer service opportunities will be available for members. Appointments to the various volunteer service opportunities will be made by the EAST President. If you are interested in serving, please complete the form, indicate your area(s) of interest and provide a brief statement of why you would like to serve. Although there are a limited number of positions available for volunteer service, EAST makes every attempt to appoint those who return this form to a volunteer service role within the organization. Your first choice may not be possible but we will work to appoint all who send in the form to a volunteer service opportunity within EAST but an appointment cannot be guaranteed.

If you are interested in volunteer service, please review the various volunteer opportunities, (pages 3-10 of this document) responsibilities and expectations.

There are a number of ways you may volunteer your time and expertise to EAST. After you have reviewed the opportunities and responsibilities (pages 3-10), select the opportunity that best fits your interests, commitment level and schedule. The goal is to provide a variety of ways for EAST members to volunteer and be actively involved in the organization.

If you are already serving on an EAST Committee or Ad Hoc Committee, please complete this form and let us know your area(s) of interest. There may be some changes to existing appointments depending on responses received. Only one appointment per person will be made.

**Appointments will be finalized in February, 2014.**

Name:

(Please print or type)

Email:

(Required)

Phone: Fax:

Please state why you are interested in serving.

**Eligibility for Volunteer Service**  
A member with dues paid through December 31st of the year preceding the Annual Business Meeting will be deemed in good standing with the Association and eligible for volunteer service appointment.

The next Annual Business Meeting will be held January 15, 2014.



Please identify up to three areas where you would like to volunteer. Please indicate your first, second, and third choice within the three areas you have identified. If you are already serving on an EAST Committee or Ad Hoc Committee, please complete this form and let us know your area(s) of interest.

Name:

Email:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of Focus** | **Specific Role** | **1st Choice** | **2nd Choice** | **3rd Choice** |
| Education | Annual Assembly Scientific Program |  |  |  |
| Education | Annual Assembly Workshops/Postgraduate Courses |  |  |  |
| Education | Annual Scientific Assembly Scholarships and Awards |  |  |  |
| Education | Online Education Content Development |  |  |  |
| Member Services | Member Recruitment and Application Review |  |  |  |
| Member Services | Information Management/Technology |  |  |  |
| Member Services | Advocacy, Outreach, and Liaison (Pick one)  □ STN  □ Pediatric Trauma Society  □ TCAA  □ ACS-YFA  □ ACS-RAS □ PHTLS |  |  |  |
| Professional Development | Careers (Pick one)  □ Acute Care Surgery  □ Advanced Practitioners  □ Military  □ Pediatric Trauma |  |  |  |
| Professional Development | Mentoring |  |  |  |
| Professional Development | Career Management  *(Senior Members sought)* |  |  |  |
| Research/Optimal Patient Care | Injury Control Violence Prevention |  |  |  |
| Research/Optimal Patient Care | Research and Scholarship |  |  |  |
| Research/Optimal Patient Care | Guidelines (Pick one)  □ Injury Control & Violence Prevention EBRs  □ Trauma  □ Emergency General Surgery  □ Surgical Critical Care |  |  |  |
| Research/Optimal Patient Care | Publications |  |  |  |

**Please complete both pages of this form and return both to the EAST offices**

**by email at ceme@east.org or by fax at 312.202.5064 by December 13, 2013.**

**Forms received after December 13, 2013 will not be considered.**



2014

Eastern Association for the Surgery of Trauma

Volunteer Service

Roles and Opportunities

Eastern Association for the Surgery of Trauma

633 N. Saint Clair Street, Ste. 2600

Chicago, IL 60611

Ph: 312.202.5508

Fax: 312.202.5064

Email: [managementoffice@east.org](mailto:managementoffice@east.org)

Website: [www.east.org](http://www.east.org)

**EAST Mission Statement**

EASTis a scientific organization providing leadership and development for young surgeons active in the care of the injured patient through interdisciplinary collaboration, scholarship, and fellowship.

**EAST Vision Statement**

EAST seeks to improve care of the injured by providing a forum for the exchange of knowledge in the practice of trauma surgery; to promote trauma prevention, research, and improved trauma systems design; to encourage investigation and teaching of the methods of preventing and treating trauma; and to stimulate future generations of surgeons to meet the challenge.

**EAST’s Core Strategic Goals**

1. **Leadership**

Prepare young surgeons to become leaders

1. **Development**

Promote unique programs for the career development of young surgical leaders

1. **Scholarship**

Provide education and training across the continuum of acute surgical care

1. **Fellowship**

Encourage a sense of community for personal professional growth

1. **Collaboration**

Work with our stakeholders to advance patient care and trauma systems

**Strategic Initiatives**

**Adopted April, 2013**

* Refine the focus of EAST through a branding/marketing review and possible modification.
* Develop an IT Strategy to support the mission of EAST.
* Identify opportunities to enhance the efficiency of governance and adequacy of staff support in concordance with the mission to foster new leaders.
* Evaluate the current Annual Scientific Assembly’s relevance to determine if attendee needs are being met.

**Overall expectations for EAST Volunteer Leaders:**

* As an EAST volunteer leader, one should be prepared to analyze the value of the activities, projects, and initiatives of EAST and their relevance to the membership, mission, and strategic goals of the Association.   
  + Participate in the work product for your appointed volunteer opportunity as charged by the EAST Executive Committee of the EAST Board of Directors.
  + Communicate through email and respond in a timely manner to requests to review and provide input. Communications are ongoing throughout the year.
  + Participate in conference calls held on an as needed basis.

**EAST Areas of Focus:**

Volunteer opportunities have been assigned to one of four areas of focus for EAST. Opportunities may be a traditional committee appointment or project specific work that has a defined beginning and end. Areas of focus for EAST for the 2014 volunteer year are:

* Education
* Member Services
* Professional Development
* Research and Optimal Patient Care

**Education**

Annual Scientific Assembly   
Areas of responsibility will include the Annual Scientific Assembly program, the workshops, and other educational programs presented in conjunction with the Annual Scientific Assembly.

Specific Responsibilities

1. Scientific Program – Abstract review and selection, sunrise session proposal review and selection, plenary session proposal review and selection, as well as review and selection of the winner of the Resident Paper Competition. Attendance at the Annual Scientific Assembly is expected.

2. Workshops/Postgraduate Courses – Workshop proposal review and selection, coordination of workshop information to include faculty coordination, MOC question development, and course description information. Attendance at the Annual Scientific Assembly is expected.

3. Annual Scientific Assembly Scholarships and Awards – Application review and selection for Annual Scientific Assembly specific scholarships and awards (e.g. Leadership Development Workshop Scholarship).

Appointment Term: One year with reappointment eligibility

Online Education   
Areas of responsibility will include online education and online educational resources for those involved in the care of the injured patient.

Specific Responsibilities

1. Selection of Online Education – Online education proposal review and selection.

2. Program Content Review – Review of recorded content prior to website launch. Provide timely review for accuracy of information and ensure content is unbiased.

Appointment Term: One year with reappointment eligibility

**Member Services**

Technology and Information Management   
Areas of responsibility will include the identification and assessment of new technologies introduced into the field of trauma and acute care surgery. Identify new approaches to how EAST disseminates and delivers information to members with an emphasis on innovation and uniqueness to information delivery.

Membership Recruitment and Retention   
Areas of responsibility will include review and consideration of all applications for membership and report recommendations to the Board of Directors as well as oversee the recruitment of new members and the retention of existing members.

Specific Responsibilities

1. Member Application Review – Review member applications as assigned. Application review conducted in December. Expect 30-40 applications assigned for review. Participate in conference call in December to discuss member applications and determine new member slate for the Annual Business Meeting held in January.

2. Member Recruitment – Expected to recruit at least two member applicants and educate residents and fellows on the benefits of membership in EAST.

Appointment Term: One year with reappointment eligibility

Advocacy, Outreach, and Liaison   
Areas of responsibility will include considering and preparing recommended responses for Board review/approval to industry, other specialties, and legislative bodies on issues that affect the practice of medicine/trauma surgery.  Serve as liaisons with other organizations with which EAST partners and/or collaborates to provide coalition support and the exchange of information that will help trauma and acute care surgery maintain its position of strength in the area of health policy and related media interaction activities.

Current Liaison Roles

1. Society of Trauma Nurses

2. Pediatric Trauma Society

3. Trauma Center Association of America

5. American College of Surgeons Young Fellows Association

6. American College of Surgeons Residents Association

7. Prehospital Trauma Life Support (PHTLS)

Appointment Term: One year with reappointment eligibility

**Professional Development and Management**

Careers   
Areas of responsibility will include generating interest in trauma surgery among medical students, residents, fellows, and other healthcare providers involved in the care of the injured patient. Additional responsibilities will include the development of resources and educational programming in the areas of career development, advancement, and career transition.

Current Specialty Areas

1. Acute Care Surgery

2. Advanced Practitioners

3. Military

4. Pediatric Trauma

Appointment Term: One year with reappointment eligibility

Mentoring   
Areas of responsibility will include educational programming, mentoring initiatives, facilitation of the EAST Mentoring Program (application review and mentor/mentee assignments). Participate in the review of the applications for the Oriens “This is Why I Want a Career in Trauma” essay competition and select winners. Identify the Keynote speaker for the Oriens presentation held during the Annual Scientific Assembly.

Specific Responsibilities

1. Mentoring – Participate in the review of mentee and mentor applications, and pair/match mentors and mentees.

2. Oriens Award – Review applications and select winners. Assist with the identification of the Keynote speaker for the Oriens presentation held during the Annual Scientific Assembly.

Appointment Term: One year with reappointment eligibility

Career Management   
Areas of responsibility will include educational programming, career management and transition, and mentoring. Senior Member volunteers highly sought for this opportunity.

Appointment Term: One year with reappointment eligibility

**Research and Optimal Patient Care**

Injury Control and Violence Prevention   
Areas of responsibility will include the development of resources and products as well as information dissemination, injury prevention methodology and research, and collaboration with other organizations involved in injury control and violence prevention.

Specific Responsibilities

1. Community Outreach – Participate in the coordination and participation in EAST supported Community Outreach activities – Event held during the Annual Scientific Assembly, PSAs for EAST website, YouTube Channel, and Facebook page.

2. Templeton Injury Prevention Research Scholarship – Recruit applicants, promote scholarship, and participate in application review and recipient selection process as needed.

3. Cox-Templeton Injury Prevention Paper Competition – Attend and critique presentations during the Annual Scientific Assembly and participate in process for determining competition winner.

4. Injury Prevention Evidence Based Reviews (EBRs) – Review and update existing injury prevention EBRs and develop new EBRs.

Appointment Term: One year with reappointment eligibility

Research and Scholarship   
Areas of responsibility will include general oversight of the EAST and EAST Foundation supported research scholarships to include determination of scholarship requirements and eligibility and review of scholarship applications. Provide education and guidance for new investigators, including ethical standards for research.

Specific Responsibilities

1. Trauma Research Scholarship of the EAST Foundation – Promote scholarship to young investigators. Review scholarship applications and select recipient. See <http://www.east.org/foundation/scholarships-programs> on the EAST website for additional information on this scholarship and eligibility.

2. Brandeis Leadership Scholarship of the EAST Foundation – Recruit applicants, promote scholarship, and participate in application review and recipient selection process as needed. See <http://www.east.org/foundation/scholarships-programs> on the EAST website for additional information on this scholarship and eligibility.

3. Research Related Survey Requests – Review requests to survey EAST members and the supporting documents. Provide feedback on survey and determine if approved. See <http://www.east.org/research/research-related-surveys> on the EAST website for additional details on Member Survey request requirement.

Appointment Term: One year with reappointment eligibility

Guidelines   
Areas of responsibility will include overseeing the review and development of practice management guidelines and evidence based guidelines in the areas of:

* Trauma
* Emergency General Surgery
* Surgical Critical Care

**Individuals must be comfortable with GRADE** and how to implement it in the development of guidelines. See <http://www.east.org/resources/treatment-guidelines/using-grade-in-east-practice-management-guidelines> on the EAST website for resources regarding GRADE and how it is used in the development of guidelines. All EAST guidelines **must be** developed using GRADE methodology.

Specific Responsibilities

1. Assist guideline team leaders with preparation of guidelines using GRADE.

2. Work with guideline team leaders to ensure progress on guidelines and address any barriers to completing a guideline.

3. Recruit experts to assist in guideline development as needed.

Appointment Term: One year with reappointment eligibility

Publications   
Areas of responsibility will include review of manuscripts presented at the Annual Scientific Assembly for form and content and collaborate with the editor of the official journal of the association on publication of manuscripts presented at the Annual Scientific Assembly. Responsible for the selection of the Best Manuscript Award recipient from manuscripts submitted and presented at the Annual Scientific Assembly. Attendance at the Annual Scientific Assembly is expected.

Specific Responsibilities

1. Participate in manuscript review process. Process takes place over a two-three week period in December. Expect 20-30 manuscripts to be assigned to you for review in advance of the Annual Scientific Assembly.

2. Review manuscripts and select Best Manuscript – in person meeting held during the Annual Scientific Assembly.

3. Develop a primer of common manuscript errors that decrease chances of publication and post to website. To be completed by July of 2014.

Appointment Term: One year with reappointment eligibility