

ASRT Committee on Fellows

# Procedure Manual

Approved February 2018

Effective July 2, 2018



## Committee on Fellows

### A. General Information

The Committee on Fellows is a standing committee of the American Society of Radiologic Technologists. The committee members are appointed by the president and are responsible to the ASRT Board of Directors. The committee shall consist of five Fellows with one appointed to chairman. It is recommended the chairman be a senior member of the previous committee.

The committee shall evaluate all Fellows applications and recommended revisions to the Committee on Fellows Procedure Manual. Those recommendations may include revisions to the application, evaluation procedures, evaluation point scale and guidelines. The manual is subject to approval by the ASRT Board of Directors.

There shall be a five-year review schedule for changes to the Procedure Manual.

- Years one and two: Gather information and feedback on Fellows Procedure Manual.
- Year three: Committee makes recommendations for updating the Fellow Procedure Manual.
- Year four: Committee submits recommendations or changes to the ASRT Board of Directors for approval.
- Year five: Approved changes are implemented.

### B. Responsibilities of Committee Members

#### 1. Chairman

- Assigns and disseminates to committee members all charges received from the president.
- Assists applicants with securing a sponsor, if requested.
- Reviews and discusses applications with the committee to arrive at consensus on each applicant.
- Confirms each applicant has received unanimous confirmation for elevation or nonelevation based on the point evaluation scale and application guidelines.
- Submits required reports of committee activity to the ASRT Board of Directors and committee members.
- Notifies the ASRT president of applicants recommended for elevation or nonelevation. Specific area(s) of noncompliance must be noted for applicants recommended for nonelevation. This report is confidential and is only made available to the committee members and the ASRT Board.
- Coordinates any information to be published.
- May be asked to assist the ASRT staff with verifying valid contact information for Fellows or other information specific to current Fellows. Will forward information as needed to staff or historian.
- Chairs all Fellows meetings.

- Conducts Fellows Elevation Ceremony at ASRT Annual Governance and House of Delegates Meeting.

## 2. Committee Members

- Complete all assigned charges.
- Evaluate all applications for Fellow using the point evaluation scale and guidelines, and return to the chairman by specified deadline.
- If acting as a sponsor of an applicant, this committee member will be excused from evaluating the application of the individual he or she is sponsoring.
- Complete an applicant evaluation for each applicant.
- Perform other relevant activities as requested by the chairman.
- Destroy all applications after the Board of Directors' decision is made.

## 3. Sponsor

- a. Sponsorship is limited to one per applicant.
- b. The sponsor shall:
  - Obtain a copy of the **current** Fellow Procedure Manual to become familiar with the application and guidelines. Only current online applications will be evaluated. If an outdated application is submitted, it will be returned unevaluated by ASRT staff.
  - Assist the applicant with assembling required documentation. If questions arise about the point system, terminology or acceptable verification, the sponsor needs to contact the chairman of the Fellows Committee or the ASRT Governance Department staff.
  - Verify on the online application by initialing or signing all activities areas.
  - Sign the online application as sponsor.
  - Assist the applicant with preparing the biographical sketch and obtaining six career-related photographs to be used during the Fellows Elevation Ceremony. Photographs should be selected to portray career summary with professional dignity.
  - Escort the applicant to the podium during the Fellows Elevation Ceremony at the ASRT Annual Governance and House of Delegates Meeting.
  - Read summary of professional background of sponsored Fellow during the Fellows Elevation Ceremony.

## 4. ASRT Governance Department Staff

- Assist sponsors and applicants with the application process.
- Provide information on obtaining a copy of the **current** application.
- Receive the online fee of \$100 for first application or \$30 reprocessing fee. These fees are nonrefundable.

- Receive all electronic applications and provide electronic copy to the members of the Fellows committee, maintaining the original in the office.
- Send an email acknowledgement to the sponsor and applicant that the application was received.
- Provide electronic copies of all necessary documents for evaluating the applications to members of the Fellows committee.
- Determine, with the chairman of the Fellows Committee, the deadline for returning completed evaluations to the chairman.
- Notify applicants and sponsors of elevation following Board approval.
- Notify sponsor and applicant not accepted for elevation of the specific areas of noncompliance.
- Provide applicant with ASRT Professional Activity Profile and Speaker List of ASRT Activities, if requested.
- Request applicants provide a biographical sketch, portrait photograph and six appropriate career-related photographs. (The ASRT Communications Department may edit the biographical sketch for publication in Fellows program.)
- Send a copy of the electronic Fellows application to the Fellow after the elevation ceremony. A copy will be retained in the ASRT office.
- Notify Fellows of the individuals to be elevated during the Annual Governance and House of Delegates Meeting after approval by the ASRT Board, the time and date of the annual Fellows Meeting, time and date of the elevation ceremony and send each an RSVP form to plan attendance at the Fellows Elevation Ceremony.
- Coordinate the preparation of the Fellow's medallion, pin and certificate.

## II. Application Process

The following outlines the process for submitting application for ASRT Fellow:

- Use a **current** Fellows online application. Failure to use the **current** online application will result in application being denied.
- Complete online application with your sponsor and upload all verifying documentation.
- The online application must be received by the ASRT office no later than July 1 to be considered for the following year. The sponsor must complete the electronic application by verifying the activities and then submitting after final review.
- Acknowledgment of receipt of application by ASRT staff will be sent to the sponsor and applicant via email
- Sponsors, the Fellows Committee chairman and ASRT Governance Department staff are happy to answer any applicant questions at any time.

### A. Application Preparation and Activity Documentation

1. Every item on the application must have appropriate documentation and be verified by the sponsor, whose signature or initials attests to its authenticity. A copy of the online application is available for preview by logging on to Volunteer Central. The

sponsor is required to initial each area on the electronic application as verification of activity.

2. The application requirements and general rules :
  - a. Application must be submitted using the ASRT online Fellows Application form. **Any reformatting or change to the application will result in the application's denial.**
  - b. Each service or activity must appear in the application to be evaluated. ASRT will automatically add information on file from the member's Professional Activity Profile. Supporting documentation will require a document upload to the application online.
  - c. In the completed online application, electronic documentation upload will follow the section in which points are claimed.
  - d. No more than 50% of the total points in each section may come from a single category within that section.

#### B. Application, Part A, ASRT Activities

1. Verification of all ASRT activities can be accomplished with the ASRT Professional Activity Profile. Activities not tracked in the Professional Activity Profile may require letters of appointment from the ASRT president, speaker of the House or by ASRT staff. If an activity is not listed in the ASRT Professional Activity Profile, other ASRT documentation can be used and uploaded to support the points awarded.
2. Speaker activities can be verified through the Professional Activity Profile and the ASRT CE record. If a lecture is not listed, uploading a copy of the program in which the lecture appears will serve as verification. The information must include the name of the lecture, length of the presentation, location, date and time.
3. Points for volunteer activities are automatically assigned per the point scale approved by the Fellows Committee and the ASRT Board of Directors. Incomplete volunteer terms will result in less awarded points. The ASRT Governance staff will calculate the points based on the following scale.
  - A volunteer who serves up to 50% of the term will be awarded 50% of the points assigned.
  - A volunteer who serves 51% to 75% of the term will be awarded 75% of the points assigned.
  - A volunteer who serves 76% to 100% of the term will awarded 100% of the points assigned.

#### C. Application, Part B, Other Professional Contributions

1. Verification of all Part B activities involving service to an affiliate can be by letter or e-mail documenting the activities. The documentation can be from any officer in the affiliate; all activities can appear in one document. These documents must be uploaded in the online application in the appropriate section.

2. If points are claimed for service to an external organization (ARRT, JRC, etc.), a letter from that organization or a listing in the ASRT Professional Activity Profile serves as verification. These documents must be uploaded in the online application in the appropriate section.
  
  3. Point verification for authoring peer-reviewed articles, radiologic science related textbooks or editing a radiologic science related textbook **must** include a copy of the first page of the article **and** a copy of the cover of the publication. The documentation **must** show the author position, name of article and include the name and issue of the publication. These documents must be uploaded in the online application in the appropriate section.
  
  4. Degree verification may be a copy of the degree or a letter or e-mail from the institution stating the date the degree was granted. Employment verification also can be a letter or e-mail from the employer. These documents must be uploaded in the online application in the appropriate section.
  
  5. Points for additional primary and postprimary certifications should be documented by the organization granting primary and postprimary certifications. Documentation is a current registration card from the certifying agency that must be uploaded electronically during the application process. CRA and CIIP are recognized credentials for the Fellows application.
    - a. **Primary**

Primary certifications are those recognized as primary certifications as stated in the *ASRT Practice Standards for Medical Imaging and Radiation Therapy*. A minimum of one recognized primary certification is required to qualify for active membership in the ASRT.
  
    - b. **Postprimary**

Postprimary certifications are those recognized as postprimary certifications as stated in the *ASRT Practice Standards for Medical Imaging and Radiation Therapy*.
- a. ARRT
    - i. Radiography (R), Therapy (T), Nuclear Medicine (N).
    - ii. If Magnetic Resonance (MR) or Sonography (S) is the **first** ARRT certification, it will be considered primary. **If not, MR and S** will be considered postprimary. All additional ARRT certifications are postprimary.

- b. NMTCB
  - i. Nuclear Medicine (CNMT) is primary; all other certifications are postprimary.
- c. ARDMS
  - i. RDMS, RDCS and RVT are all considered primary certifications. Additional certifications under RDMS and RDCS are postprimary.
- d. Advanced Practice Certifications
  - i. These certifications are considered postprimary and earn a maximum of 1 point.
- e. Additional Postprimary Certifications
  - i. CBDT (Certified Bone Densitometry Technologist), International Society for Clinical Densitometry
  - ii. CRA (Certified Radiology Administrator), Radiology Administration Certification Commission
  - iii. CIIP (Certified Imaging Informatics Professional), American Board of Imaging Informatics
  - iv. RCIS (Registered Cardiovascular Invasive Specialist), Cardiovascular Credentialing International.

## **Appendix A**

### **ASRT Fellow Application**

The honorary category of Fellow is bestowed upon members who have made outstanding contributions to the radiologic technology profession and to the ASRT. This category was initiated within the ASRT to honor members who were dedicated to the organization and contributed unselfishly to the profession. The first class of 12 technologists was elevated to Fellow status in 1956. Each Fellow has committed to the advancement of the profession at the district, state, regional, national and international levels.

All applications must be submitted on a current Fellow application. Reformatting the online application will result in disqualification of the application. If additional space is needed, upload a separate sheet in the appropriate section. The minimum number of points required for consideration for elevation to Fellow is 80; 45 of these points must be earned in Section A. No more than 50% of the total points in each section may come from a single category within that section. Activities or service not appearing on the Fellow Point Evaluation Scale will not be reviewed.

- The Committee on Fellows is comprised of ASRT Fellows and is tasked with evaluating applications and recommending members for elevation to Fellow.
- The Committee's decision must be unanimous. Points allowed for specific activities are at the full discretion of the Fellows.
- The application and awarding of points for activities are evaluated and revised every 5 years.
- All documentation is due by July 1 each year for elevation consideration by the Fellows Committee.
- The ASRT Board of Directors evaluates and approves the recommendations of the Fellows Committee the following February.
- Applicants will be notified of the decision of the Board of Directors shortly after their February meeting.
- The elevation ceremony is held yearly at the Annual Governance and House of Delegates meeting.