



AMERICAN COUNCIL OF ACADEMIC PLASTIC SURGEONS

OPERATIONS MANUAL

November 2022

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OPERATIONS MANUAL

The Operations Manual shall serve as an adjunct to the Bylaws of the Council, with the purpose of providing further clarity and informational items that will help the Council in its daily function. The Operations Manual is not a substitute for the Bylaws of the Council, but rather it is to be used as a fluid document to facilitate activities of the Council that do not rise to the level of the Bylaws. Bylaws changes require a membership vote whereas Operations Manual changes should be consistent with the Bylaws but are solely for the Board and committee chairmen and thus require ratification by the Board only.

The President-Elect with confirmation of the Board shall maintain the Operations Manual, revising portions of it as needed following each Annual Business Meeting of the members. Near the end of each term of service, committee chairs are required to review the Operations Manual and provide any revisions to the President-Elect for ratification by the Board and inclusion in the annual Operations Manual update. After approval by the Board, the revised Operations Manual will be distributed by the administrative offices 60 days after the Annual Meeting to all Board Members and Committee Chairs.

MISSION STATEMENT

The ACAPS is the leading organization responsible for training and educating plastic surgeons to best serve their patients. The ACAPS mission is to: (1) Promote and support academic plastic surgery, (2) Define the training and curriculum of plastic surgery, (3) Develop and promote tools and resources to support plastic surgery programs in achieving their educational goals and (4) Encourage an environment that supports diversity, equity and inclusion in plastic surgery education; (5) Encourage and recruit new generations of plastic surgeons through medical student and resident engagement and mentorship.

BOARD OF DIRECTORS

The ACAPS Board of Directors includes: a President, a Vice President of Finance and Communications, a Vice President of Academic Administration, a Vice President of Education, a Vice President of Diversity, Equity, and Inclusion, two Members-at-Large, the Immediate Past-President, a Parliamentarian and a Resident Representative. Please refer to Article VII in the bylaws for the composition and terms.

ROTATION OF MEETING RESPONSIBILITIES

Office & Responsible Meeting	Year beginning May 2022	Year beginning May 2023	Year beginning May 2024	Year beginning May 2025	Year beginning May 2026	Year beginning May 2027
<u>President</u>	Gosain	Neumeister	Gosman	Park	David	TBD 1
<u>President-Elect</u> AAPS Panel	<u>VP Finance</u> Neumeister	<u>VP Academic Administration</u> Gosman	<u>VP DEI</u> Park	<u>VP Education</u> David	<u>VP Finance</u> TBD 1	<u>VP Academic Administration</u> TBD 2
<u>VP Winter Meeting</u>	<u>VP Academic Administration</u> Gosman	<u>VP DEI</u> Park	<u>VP Education</u> David	<u>VP Finance</u> TBD 1	<u>VP Academic Administration</u> TBD 2	<u>VP DEI</u> TBD 3
<u>VP ASPS Panel</u>	<u>VP DEI</u> Park	<u>Education</u> David	<u>VP Finance</u> TBD 1	<u>VP Academic Administration</u> TBD 2	<u>VP DEI</u> TBD 3	<u>VP Education</u> TBD 4
<u>VP ACAPS Spring Meeting</u>	<u>VP Education</u> David	<u>VP Finance</u> TBD 3	<u>VP Academic Administration</u> TBD 2	<u>VP DEI</u> TBD 3	<u>VP Education</u> TBD 4	<u>VP Finance</u> TBD 5
<u>Past-President</u>	Kuzon	Gosain	Neumeister	Gosman	Park	David

ANNUAL MEETINGS

FALL SYMPOSIUM

The ACAPS Fall programming takes place in conjunction with Plastic Surgery The Meeting (PSTM) on an annual basis based on the PSTM date and location. ACAPS traditionally holds a minimum of five programs throughout PSTM each year including:

1. Program Coordinators Meeting
2. Board of Directors Meeting
3. Interim Business Meeting
4. Mentoring Session
5. ACAPS Panel Discussion

The ACAPS Administrative staff will work with the ASPS (PSTM) staff to secure an MOU and finalize the dates and times of the programming.

ACAPS Program Coordinators Meeting

The Program Coordinators Meeting is targeted to reach 50 program coordinators from resident programs from around the country. The meeting is typically held for a full day on Friday and a half day session on Saturday ending prior to the Interim Business Meeting. The current Program Coordinators Council President is in charge of planning this meeting and content.

ACAPS Board of Directors Meeting

The ACAPS Board of Directors typically meets on Friday morning during PSTM for a two hour meeting. The ACAPS Administrative staff handles the planning of this meeting with input from the current President.

ACAPS Interim Business Meeting

All members of ACAPS are invited to participate in the ACAPS Interim Business Meeting. This meeting typically takes place on Saturday during PSTM and hosts between 250-300 attendees. The ACAPS Administrative staff handles the planning of this meeting with input from the current President.

ACAPS Mentoring Session

The ACAPS Mentoring Session is typically held on Saturday afternoon during PSTM. The current Mentoring Committee Chair is in charge of the planning and content of this session.

ACAPS Panel Discussion

The ACAPS Panel Discussion is typically held on Sunday afternoon during PSTM. ACAPS will use utilize the ASPS presentation management system and will provide ASPS with the faculty list at a date per determined by ASPS. This panel will be designed by the rotating Vice President, see “Rotation of Meeting Responsibilities” in the ACAPS Operations Manual.

WINTER MEETING

The ACAPS Winter Meeting will take place in February each year, and ACAPS Staff will work with the Board as to not conflict with holidays or other society meetings of interest to plastic surgeons, residents, fellows, and medical students.

Staff shall prepare recommendations for the Board for future winter meeting sites that include specific hotels, recreational activities, geographical, historical and cultural features of interest that would be of importance in selection of the site by the Board. At the recommendation of the rotating Vice President at each Spring Retreat Board Meeting, the Board will make a final determination as to the time and place of future meetings with significant input from the Executive Director and Meeting Manager.

Upon selection of a site for the winter meeting by the Board for a forthcoming meeting, staff shall negotiate a contract between host hotel and ACAPS that specifies dates of the meeting, number of guest rooms, meeting rooms and major functions and breakout rooms during the course of the meeting.

The Winter Meeting may include a Welcoming Reception and Women’s Reception in addition to the Scientific Program.

The Chair of the Winter Meeting, based on the yearly rotation schedule of Vice-Presidents, may select a co-chair at their discretion to help facilitate the organization and execution of the meeting.

Abstract submissions will be coordinated with PRS GO such that abstracts are published before the Winter Meeting and are therefore available online at the time of the meeting.

- Publication of abstracts for all oral presentations
- Publication of abstracts for e-posters will be at the discretion of the BOD and the poster authors

The Research and Program Committee will serve to assist with the ACAPS Winter Meeting by:

1. Grading abstracts for Oral and Poster presentation;
2. Moderating free paper and e-poster sessions;
3. Grading presentations for a best Oral and a best Poster presentation Award
4. Grading applications for selection of the Medical Student and Resident Travel Scholarships

The standards for presentations at the Winter Meeting will be as follows:

- Posters will be presented in an e-Poster session
- 3 minutes per presentation
- Maximum of a Title slide and up to 4 additional slides

LIAISONS TO SIBLING ORGANIZATIONS

The Liaisons for ACAPS are as follows:

ACS Summit Representative

ASPS/PSF Board

CFSA/AAMS

ASPS/ACAPS Resident Curriculum Development Committee

PSF Research Oversight Council

LIAISON – ACS Summit on Surgical Education

The liaison for the ACS Summit on Surgical Education is required to attend the 2-Day Symposium at the ACS Headquarters in Chicago, IL, the meeting usually takes place in May. The representative is usually the current President of ACAPS or his/her designee. The current 2022 representative is William Casey, designated by President, Arun Gosain.

LIAISON - ASPS/PSF Board

The liaison for the ASPS/PSF Board is expected to attend all Board meetings and Board Orientation. The liaison is appointed in the winter and has a 1 year term that is renewable up to 3 times. The current representative is Dr. Julie Park, she was appointed February 2022.

LIAISON - CFSA/AAMS

The liaison for the CFSA/AAMS is required to attend the AAMC Learn, Lead and Serve Annual meeting. There is currently no specific term length. The current representative is Dr. Richard Korentager and he was appointed Spring of 2022.

LIAISON – ASPS/ACAPS Resident Curriculum Development Committee

The ASPS/ACAPS Resident Curriculum Development Committee is a joint committee focused on resident education. The Committee has one Chair from the ASPS side and one Chair from the ACAPS side, as well as one Vice-Chair from the ASPS side and one Vice-Chair from the ACAPS side.

The liaison(s) for the ASPS/ACAPS Resident Curriculum Development Committee, in conjunction with the ACAPS Curriculum Committee, are expected to help oversee strategic priority determination and content development for plastic surgery resident education. The liaison(s) are appointed in the fall and has a 1 year term that is renewable up to 3 times. The current representatives are Dr. Vu Nguyen, as Chair appointed October 2021 and Dr. Brett Michelotti, as Co-Chair appointed in October 2022.

LIAISON - PSF Research Oversight Council

The liaison for the PSF Research Oversight Council is required to attend the PSF ROC Meeting, which is held two times per year. The term length is 1-2 years. The current representative is Dr. Steve Kasten and he was appointed February 2022.

POLICIES AND POSITIONS

The following reflect ACAPS Policies and Positions that have been ratified by the Board of Directors, but are not reflected in the Bylaws.

POST-INTERVIEW COMMUNICATION POLICY

Following the interview, contact with the residents in a program can only be initiated by the applicant. The content of the communication can under no circumstances address the applicant's desirability by the program, their ranking, etc. Some students may choose, on their own and outside of 'official' channels, to visit a location/institution they are interested in. To maintain equity between applicants, all of whom may not have the resources to arrange visits to individual programs, NO contact between the student and anyone associated with the program such as faculty, residents, and support staff, is to occur if a student decides to evaluate a location after the interview is completed.

COMMITTEES – GENERAL

New Committee chairs shall be appointed prior to the Spring Retreat. Prior to assumption of office, the incoming President shall plan committee appointments, seeking the advice of the outgoing President and outgoing Committee Chairs prior to the Spring Retreat in order for Committee work to begin without delay.

On an annual basis, the administrative office will maintain a chronological list of all Board and committee rosters to be used as a reference as each officer is in a position to assign committee appointments.

All committee chairs shall submit written reports to the administrative office at least four weeks prior to the Interim and Annual Business Meetings of the Members. When requested to do so, the Chairs shall present their reports in person to the Board at one of their Board meetings in between the Fall, Winter, or Spring Board meeting.

All committee chairs shall be prepared to present their reports in person to the Members of ACAPS at the Interim Business Meeting or Annual Business Meeting.

Committee reports shall be on a form that shall contain: 1) a summary of the charges of the committee, 2) work accomplished by the committee, 3) unfinished work of the committee, 4) recommendations for future committee work and 5) recommended changes in Operations Manual at end of year. All written reports and exhibits are to be distributed with the agenda in advance of the Board meeting. Late reports are discouraged.

For all committees it is the Chair's responsibility to review the Operations Manual and to suggest any appropriate changes at least 30 days prior to the Spring Retreat to the President-Elect. These proposals will be reviewed and confirmed by the Board at the time of the Spring Retreat.

Upon assuming office, each new President shall prepare charges to each committee that shall include general and specific tasks for the year's work.

At the time of the Spring Retreat, new committee chairs and members should be in place and each chair should be given an updated version of the Operations Manual and the By-Laws in addition to charges from the President. All Board members also should receive the new Operations Manual, By-Laws and committee charges.

COMMITTEES – APPOINTMENTS

All Chair/Co-chair appointments should be reviewed by the incoming President and can be modified at the discretion of the President. See Bylaws Section VIII for more information on terms of Committee Chairs and Co-Chairs a committee structure and rotations.

The Committee chair should provide the incoming president with a list of those committee members they feel should be retained on their committee based on service to the committee in prior years.

The Incoming President should add new members to each committee based on the signup sheet to members indicating on which committee each member wishes to serve.

It is recommended to limit participation by members to a maximum of two committees to distribute committee responsibilities to all interested members of ACAPS, and accommodating all ACAPS members who are filing new requests for committee service by assigning these members to at least one committee

Medical students and residents may not serve on committees until they are approved for membership in ACAPS. If they specify a preference to serve on a committee, they should not be assigned to that committee until membership is confirmed

COMMITTEE CHARGES – CURRENT YEAR

The following Committee Charges reflect current priorities for the respective committees that are not outlined in the Bylaws:

COMMITTEES – DIVERSITY, EQUITY, AND INCLUSION

The DEI Committee will continue developing educational programs for medical students without a plastic surgery training program at their home institution.

The DEI Committee will maintain a spreadsheet that identifies medical schools that do not have a plastic surgery training program at their home institution, and the identified "Sibling Institutions" in the region that do have a plastic surgery training program at their home institution. This will serve as a resource for students without home training programs to contact regional programs with home training programs with the goal of allowing these students to participate in the teaching opportunities provided by programs with home training programs in plastic surgery.

This program is described at the following site: <https://acaplasticsurgeons.org/mentorship-institutions.cgi>

COMMITTEES – GLOBAL HEALTH

The Global Health Committee will maintain transparency in global health opportunities offered by plastic surgery training programs.

In order to provide medical students and residents with accurate information on the specific global health opportunities offered by each plastic surgery training program and the approval for these programs (i.e., institutional approval; ACGME approval), the Global Health Committee will maintain a spreadsheet showing the global health opportunities offered by each training program in plastic surgery that chooses to provide this information.

The current location of the spreadsheet is:

<https://acaplasticsurgeons.org/multimedia/files/Approved-International-Rotations.xlsx>

AWARDS

ROBERT GOLDWYN ACAPS MENTOR OF THE YEAR AWARD

In 2012 the American Council of Academic Plastic Surgeons (ACAPS) inaugurated the *Robert Goldwyn ACAPS Mentor of the Year Award*. The award was proposed by the 2011-2012 ACAPS President, Dr. Joseph Serletti, and is issued during the ACAPS programming component of the American Association of Plastic Surgeons (AAPS) annual meeting every spring. Dr. Goldwyn was a tremendous mentor to many plastic surgeons and ACAPS wanted to recognize his mentoring and inspiration through this annual award. The recipient of the award is an ACAPS member who has contributed significantly to the development of ethical, compassionate and academically productive surgeons for the next generation. The original intent was for the recipient of this award to visit 2 or 3 programs as a visiting professor and industry funding is secured annually to support the travel expenses for this visiting professorship.

Nominations for the award are solicited in the summer/early fall with the Mentoring Committee reviewing nominations and choosing a recipient of the award prior to the spring retreat.

Solicitation for host institutions will occur in early-spring following the announcement of the recipient and the visiting professorship will take place from July 1 to June 30 in conjunction with the academic year of the residents they will be visiting. The awardee will also present a keynote address at PSTM and the ACAPS Winter Meeting.

OUTSTANDING FACULTY TEACHER

The ACAPS outstanding faculty teacher award has been established to recognize exemplary performance by faculty educators. The awards are funded by the Association for Surgical Education Foundation Past President's Fund. These awards are made to highlight and encourage scholarship in the area of surgical education. The Education Committee will solicit applications in late summer/early fall and choose a recipient prior to the Spring Business Meeting.

OUTSTANDING RESIDENT/FELLOW TEACHER EDUCATOR

The ACAPS outstanding resident/fellow teacher award has been established recognize exemplary performance by trainees. The award is made to highlight and encourage beginning excellence in teaching and scholarship in the area of plastic surgery education. The Education Committee will solicit applications in late summer/early fall and choose a recipient prior to the Spring Business Meeting.

KATHY HOH OUTSTANDING PROGRAM COORDINATOR

The ACAPS Kathy Hoh Outstanding Program Coordinator Award will be given annually to one residency or fellowship coordinator who best exemplifies excellence in the support and management of the training program at his/her institution. The Education Committee will solicit applications in late summer/early fall and choose a recipient prior to the Spring Business Meeting.

MEDICAL STUDENT & RESIDENT TRAVEL SCHOLARSHIPS

The ACAPS Medical Student & Resident travel scholarship started in 2020 as an opportunity for students who were in the early years of their plastic surgery training (Integrated PGY 1-4, Independent PGY 1-2) or medical students to attend the ACAPS Winter Meeting at a minimal cost to them. The recipients will receive complimentary meeting registration and two (2) nights at the host hotel. Recipients are responsible for their own transportation to the meeting and all additional expenses.

Solicitation for applicants will take place late summer/early fall.