



2019

# FPIN Membership Guide

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What's New?

**MET (Managing Editor Team) Reviews for HelpDesk Answers**

We have added a very valuable step to our most popular publication project, HelpDesk Answers (HDAs), the MET Review. We are proud to announce that all HDAs will now be reviewed within the first month of submission (typically within the first couple of weeks) to ensure the minimum quality standards have been met to proceed in the publication process. This is not the comprehensive editorial review done by a Deputy Editor. Instead, it is a review with the purpose to accept or reject the submission right away and provide authors one opportunity to fix critical errors outlined in the Author Handbook. After the MET Review is complete, the manuscript will either be accepted or rejected. If the manuscript is rejected, authors will be provided a checklist that outlines the specific errors in each paragraph. Authors will have three weeks to resubmit their revised manuscript. On average, 55% of manuscripts are initially rejected. However, only 5% are permanently rejected after using the MET Review checklist to fix the errors. We are confident that these value added changes will support a rewarding learning environment and expedite the publication process.

**New Policy Setting**

Foundationally, we are an organization with a heart for service and an authentic commitment to support all FPIN members. We encourage our members to participate in the continual improvement of the organization with our new approach to policy setting. On the FPIN website we have created a form that allows members to propose new policies to streamline and improve the FPIN member, author, and editor experience. Within 90 days, the FPIN leadership team will review proposals for feasibility and importance, determine if they are significant enough to go out for public comment, and make a decision about the approval, denial, or modification. We know that together we can continue to enhance FPIN involvement for all contributors.

**FPIN Institute:** FPIN is proud to offer a library of educational modules for self-study. Members wanting to participate in the HelpDesk Answer (HDA) project are required to complete the HDA modules and pass the completion exam as a pre-requisite for starting a project. The institute also offers modules on the topic of Physician Numeracy, which review essential numerical skills needed for practicing evidence-based medicine. Members are encouraged to submit requests for new modules. If there is something that you want us to develop – just ask!

**Editorial/Manuscript Support:** FPIN provides a structure for the entire publication process, which includes step-by-step written instructions, a formal submission process through Editorial Manager®, administrative staff to manage each writing project along with associated timelines and due dates, and editorial staff to edit manuscripts for potential publication and to provide constructive feedback.

**Editorial Manager®:** Programs that write for HDAs and Diving for PURLs have access to Editorial Manager®, an editorial management system that allow authors to track the status of their work in real-time and complete peer review assignments. In addition, Local Editors, Program Directors, and Residency Coordinators can opt in to receive automated **scholarship reports** to keep track of their program's FPIN work.

**Educational offerings:** In addition to the FPIN Institute, members have access to an array of educational resources including:

- Written resources, instructions, and tools for writing
- Educational sessions offered at national conferences (PDW, STFM, etc.)
- PURLs Journal Club
- 1:1 support calls customized to each members' needs – monthly, quarterly, or as needed!
- Onsite writing workshops (fee based)

## Membership Benefits

**Peer review opportunities:** Peer reviewing for FPIN allows you to do the following:

- Report faculty scholarly activity to ACGME
- Fulfill local university requirements
- Report peer reviewed publications on CV
- Improve skills in medical writing

**National leadership opportunities:** FPIN offers leadership roles in various areas of the organization which include:

- National editorial roles
- Board committee participation (Nominations, Membership, Finance, and Education)
- National speaking opportunities
- Board of Director service
- Various task force involvement

**PURLs Journal Club (PJC):** Many of our packages come with PJC access. The PURLs Journal Club toolkit is a teaching tool that provides a structured method for helping faculty (even those who may not feel comfortable with bio-statistics or evidence-based medicine concepts) prepare for journal club. Each PURLs Journal Club Toolkit includes: journal club instructions, speaker notes, teaching points, participant worksheets, review form, and the published PURL.



BENEFITS



### Good Evidence Matters (GEMs)

**Who:** GEMs is ideal for solo authors (residents or faculty) new to writing for publication and looking to bolster their critical appraisal skills.

**What:** A GEM is a concise summary of a single, recent study. Participation also serves as a great first step for programs wanting to advance their scholarship program to include FPIN's HelpDesk Answers. GEMs are peer reviewed and disseminated nationally which position them well to meet ACGME requirements.

#### Requirements for participation:

- Membership package which includes GEMs access
- One Local Editor (faculty) who agrees to review all GEMs manuscripts within our editorial management system before submission to the GEMs editors
- Agreement to schedule ongoing calls with the project management team to discuss the number of scholarship projects planned and ongoing progress

**Approximate Time Commitment:** 10 hours (7 from the author, 2 from the local editor) over the span of 5 months.



### Clinical Inquiries (CIs)

**Who:** CIs are perfect for experienced faculty looking to partner with another faculty member or a resident on a rigorous review article project.

**What:** CIs are author-formulated questions which are answered with the best available evidence found in a systematic literature search done by a medical librarian editor. CIs are primarily published in peer reviewed, MEDLINE indexed journals such as the *The Journal of Family Practice* and *American Family Physician*.

#### Requirements for participation:

- Membership package with CI writing access
- Approved application by faculty with publication experience and expertise in evidence based medicine along with a commitment by the Corresponding Author's program to write a minimum of 2 CIs annually for two years
- Agreement to schedule ongoing calls with the project management team to discuss the number of scholarship projects planned and ongoing progress

**Approximate Time Commitment:** 40 hours over the span of 9 months



### PURLs and Diving for PURLs

**Who:** PURLs is an excellent way for a FACULTY TEAM to work collaboratively on scholarship projects. It is great for departments that have a particular interest in advancing family medicine.

**What:** PURLs is a publication series that highlights new research studies that could change the way primary care clinicians manage various conditions. The project has its own surveillance system that begins with physicians scouring a vast array of important medical journals. Studies deemed as potential practice changers go through a rigorous team-based critical appraisal process called a PURL Jam. Studies that meet all 6 of the PURLs criteria are then authored and published in *The Journal of Family Practice*. Studies that meet some, but not all of the criteria are published as Diving for PURLs in FPIN's journal, *Evidence-Based Practice*.

The six specific criteria evaluated include:

- Relevance
- Validity
- Practice Change Potential
- Applicability to medical care
- Ability to be implemented
- Clinical meaningfulness

### PURLs and Diving for PURLs (cont'd)

#### Requirements for participation:

- Approved application by the faculty team - CVs of the faculty may be requested and reviewed by the PURL EIC, Dean Seehusen.
- Membership package with PURLs access
- Commitment to host a minimum of 4 PURL Jams annually for a minimum of 2 years
- Agreement to schedule ongoing calls with the project management team to discuss the number of scholarship projects planned and ongoing progress

**Approximate Time Commitment:** Each PURL Jam takes approximately 12 hours over the span of 6 months (1 hour for the PURL Jam, 4 hours for PURL Jam preparation, and 8 hours for the writing and editing process).



**HelpDesk Answers (HDAs)**

**Who:** HDAs is best suited for solo faculty authors or writing groups of three residents led by one faculty who serve as the Corresponding Author.

**What:** HDAs are tightly written review articles (450-600 words) providing evidence-based answers to clinical questions in a structured format. HDAs summarize information from three to five of the most current and relevant patient-oriented studies found by the author. HDAs are peer reviewed and disseminated internationally through FPIN's journal, *Evidence-Based Practice*, and OVID in over 35 countries and are indexed in the CINAHL database. In addition, a dozen HDAs are selected annually for publication in *The Journal of Family Practice* and *American Family Physician* which are both MEDLINE indexed. HDAs meet scholarly activity requirements for both faculty and residents.

**Requirements for participation:**

- One Local Editor (faculty) who agrees to review all HDA manuscripts to ensure they meet all of the minimum standards outlined in the HDA Author Handbook
- Agreement to schedule ongoing calls with the project management team to discuss the number of scholarship projects planned and ongoing progress
- Membership package that includes HDA access (Note: there are different packages for faculty and residents)

**Approximate Time Commitment:** 35 hours (25 from the author team including the faculty corresponding author, up to 10 from the local editor) over the span of one year.

**Want FPIN to visit your program and teach your faculty and residents how to write HDAs more effectively?****How can an FPIN HDA Workshop benefit your program?**

The focus of our onsite HelpDesk Answers (HDA) workshop is to teach authors how to answer a clinical question based on the best and most current evidence. In addition, attendees will be taught how to write an HDA in a systematic, step-by-step process through experiential learning. Faculty and/or residents will receive one-on-one guidance from an experienced FPIN faculty leader.

**What does an FPIN HDA Workshop include?**

- Half day with our faculty presenter providing step-by-step guidance writing actual HDAs
- Customized curriculum focused on faculty mentoring and/or resident writing for up to 5 writing groups (Maximum of 20 participants)
- Completed literature search by the faculty presenter for each HDA being written during the workshop
- Guarantee that 40-80% of the first drafts will be completed during the session

**How many scholarships will you be giving away during the 2019/2020 academic year?**

We are giving away one (1) full-ride scholarship for an onsite workshop (a \$5,500 value) and eleven (11) \$1,000 scholarships towards the purchase of an onsite workshop.

**What are the eligibility requirements?**

1. Active FPIN membership with HelpDesk Answers access benefits
2. Support from your program's leadership to provide protected time to complete the manuscripts
3. Commitment from a faculty member to serve in the role of Local Editor to review all of the manuscripts before they are submitted to FPIN
4. Willingness to participate in ongoing surveys after the workshop

**How can you apply?**

Click on the application link found on our homepage:

[www.fpin.org](http://www.fpin.org) or contact: [membership@fpin.org](mailto:membership@fpin.org)





*The Journal of Family Practice (JFP)* is a peer-reviewed and indexed journal in its 45th year of publication that reaches over 95,000 MDs and DOs in family medicine and general practice, as well as residents, educators, and researchers within the family medicine specialty. Published in both print and digital form, *JFP* provides readers with timely, practical, and evidence-based information that they can immediately put into practice. *JFP* features research and applied evidence articles, plus patient-oriented departments like Practice Alert, PURLs, and Clinical Inquiries. In 2018, *JFP* reached a total circulation of 101,306 journals, with 69,164 journals circulated to office-based MDs and DOs in family medicine, family practice and general practice, as well as 11,295 journals circulated to hospital-based MDs, DOS and residents in the last 2 years of residency circulations.

*American Family Physician (AFP)* is the official peer-reviewed journal of the American Academy of Family Physicians (AAFP), the most read editorially independent, evidence-based, clinical review journal in primary care. Published semi-monthly, *AFP* provides high-quality continuing medical education for more than 190,000 family physicians and other primary care clinicians. Additionally, *AFP's* online journal generates more than 4 million online page views a month. *AFP* articles contain original, evidence-based content designed to help family physicians care for their patients. Each issue provides up-to-date information on clinical topics, the latest diagnostic and therapeutic techniques, and summaries of practice guidelines from major medical organizations.

*Evidence-Based Practice (EBP)* is a monthly online journal focused on topics relevant to the daily practice of family medicine. Each issue contains content created by primary care clinicians that addresses timely and pertinent questions related to patient care. Questions are phrased in a concise, clinically useful format and answers are provided with thorough research of the best available evidence. *EBP's* subscribers are part of a rapidly growing international community of physicians dedicated to continuing medical education and the concept of an evidence-based approach to family medicine by translating research into practice.

***EBP* Features include:**

- HelpDesk Answers
- Diving for PURLs
- Advances in Geriatrics
- Spotlight on Pharmacy
- Behavioral Health Matters
- Topics in Maternity Care
- Integrative Medicine
- Musculoskeletal Health
- EBM on the Wards
- EBPediatrics



## In what ways does FPIN meet ACGME's program requirements for family medicine?

FPIN gives its members a pathway for meeting the following sections of ACGME's "Program Requirements for Graduate Medical Education in Family Medicine:" II.B.5.; II.B.5.a); II.B.5.b).(2); II.B.5.b).(4); II.B.5.c); IV.A.5.c); IV.A.5.c).(6); IV.B: IV.B.1.; IV.B.2.; IV.B.2.a); and IV.B.3.

An abbreviated summary is included below...

### Residents:

- Scholarly Activity Requirement
  - The resident's curriculum must teach the foundational components of research and ensure they learn how research is performed, shared with patients, and applied to clinical care. Furthermore, **residents should complete TWO** scholarly activities during residency (one of which should be a QI project)
- Practice Based Learning & Improvement milestone, residents will:
  1. **Locate, appraise, and assimilate evidence from scientific studies related to the patients' health problems**
  2. Demonstrate self-directed learning
  3. Improve systems in which the physician provides care

### Faculty:

- Scholarly Activity Requirement
  - **Some faculty should participate in TWO** scholarly activity projects every **FIVE** years.
- Program Personnel and Resources
  - Must provide a culture of inquiry
  - Faculty must consistently lead journal clubs
  - Some faculty should participate in national committees or educational organizations
  - A structured program for faculty must be provided and scheduled regularly to advance skills in teaching, leadership, scholarship, and other professional faculty development competencies
  - The Program Director must ensure that 70% of his/her time is set aside for administration which includes scholarship and teaching
  - Core faculty must provide encouragement and mentorship in resident scholarly activities

*Information was derived from ACGME's scholarly activity requirements for family medicine.*



**What is the application process to become a member and how long does it take?**

The application process to become an FPIN member includes a multi-step approval process so we can assess your program's readiness to join one of our writing projects. We require a formal application to be completed online, a phone call with our Membership Manager and Executive Director to discuss your program's goals, completion of an implementation plan, a letter of support from your Department Chair, a profile list of personnel that will need access to our resources, a completed letter of agreement, and payment. Though the process sounds like a lot, our membership team will partner with you to make it as easy and quick as possible. Most programs are approved and processed within 3-4 weeks.

**Do you offer a discount for new residency programs that don't have residents yet?**

Yes! We welcome new programs to join as a way to train your faculty to mentor residents. Ensuring your faculty understand our writing process builds a strong foundation for your program. The application process for a developing program is the same as an established program. Ask our Membership Manager about our 2k package for developing programs.

**Do I have to be a member to write for FPIN?**

Yes. Every author that works on a manuscript must be employed by an active FPIN member institution at the time they are writing.

**Where do you get your questions?**

The questions we answer come from our community of physicians, residents, editors, and staff. In addition, FPIN works closely with other research based organizations to create timely and relevant content for primary clinicians everywhere.

**Is FPIN content indexed in MEDLINE?**

Almost all of our PURLs and Clinical Inquiries are MEDLINE indexed – along with approximately one dozen HelpDesk Answers annually. However, the majority of our HDAs and all of our GEMs are published in FPIN's journal, *Evidence-Based Practice*, which is currently indexed in CINAHL. All FPIN products meet ACGME scholarly activity requirements.



**Prospective Members:** Please review the PUBLICATION PROJECT section found on pages 6-10 to help you determine which of the following packages would be best for your program.

Our packages are based on who will write (residents and/or faculty) and the specific writing project (GEMs, HelpDesk Answers, CIs, and/or PURLs). Size is also a factor for programs wanting access to all products for faculty and residents.

Please see the Membership Benefits section of this booklet for a full description of features including the FPIN Institute, monthly calls, reporting, and much more.

#### Scholarship Solutions - \$5,000 annually

The Scholarship Solutions package includes:

- Access to the PURLs Journal Club
- GEMs writing privileges for residents and faculty
- HDA writing privileges for faculty only - no residents

#### Exclusively GEMs - \$2,500 annually

The Exclusively GEMs package includes:

- Access to the PURLs Journal Club
- GEMs writing privileges for residents and faculty

## Membership Packages & Pricing

#### PURLs Journal Club – Free for the first 90 days and then \$1,000 annually

The PURLs Journal Club toolkit is a teaching tool that provides a structured method for helping faculty (even those who may not feel comfortable with bio-statistics or evidence-based medicine concepts) prepare for journal club. A new journal club is released each month and includes:

1. Journal Club instructions
2. Speaker notes (including detailed teaching points)
3. Journal Club worksheets for participants
4. The published PURL article
5. "Potential PURL" article review form

#### Faculty Development – Price varies by size of residency program

The Faculty Development package includes:

- Access to the PURLs Journal Club
- Writing privileges for faculty only in any of our projects (for which they meet requirements) - no residents
- Placement in a national leadership role for those looking to bolster their professional development further

#### Looking for something else?

We also offer a Total Residency Package with access to all of our products for residents and faculty along with customized services. Contact [membership@fpin.org](mailto:membership@fpin.org) for more information.





fpin.org

**FPIN VISION:** *FPIN envisions a primary care workforce that thinks critically, communicates expertly, and utilizes the best current evidence to improve the health of patients.*

**FPIN MISSION:** *FPIN provides quality education and professional development for primary care clinicians to practice evidence-based medicine and produce scholarship.*

**FPIN VALUES:**

*We value... Answering the most important questions in primary care with the best and most current evidence.*

*We value... Caring for our community members with respect and contributing to their professional growth.*

*We value... Service that is so remarkable and rare that people can't help but talk about us.*

