

## MULTIPLE SCLEROSIS CLINICAL CARE PHYSICIAN FELLOWSHIP

Consistent with its mission to move toward a world free of multiple sclerosis, the National Multiple Sclerosis Society supports the professional development and training of physicians in the comprehensive care of people with MS. The MS Clinical Care Physician Fellowship program offers a one-year, post-residency program designed to train board eligible/certified neurologists or physiatrists in specialized MS clinical care. The program provides fellows with the opportunity to perform new patient consultations and follow-up evaluations under the supervision of an MS specialist physician. The fellows will also participate in multidisciplinary team activities, lectures, and professional meetings, leading to the acquisition of skills and knowledge necessary to provide the highest quality of care for individuals with MS.

### GENERAL

The applicant and mentor are expected to propose a program that largely involves direct, supervised MS patient care, along with other activities that will expose the applicant to a multidisciplinary healthcare team and didactic activities.

After completing the fellowship program, the fellows will have acquired the skills and experience necessary to develop into physicians who:

- Provide high quality, state-of-the-art, comprehensive clinical care to patients with MS
- Become an active participant and future leader in the MS clinical community

Within two years of the fellowship experience, the fellows are expected to:

- Establish or join an active MS clinical practice in the United States
- Volunteer with the Society at a local chapter or the home office (e.g., as a member of the Clinical Advisory Committee, Chapter Programs Committee, or Board of Trustees, as a speaker at a patient or professional education program, etc.)
- Actively participate in related professional associations

In order to submit a proposal for fellowship support, applicants must first register with our apply online site ([www.mssocietyapplyonline.org](http://www.mssocietyapplyonline.org)) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the proposed program is appropriate.

### ELIGIBILITY

**Previous Training:** Applicants must meet the following criteria:

- Hold a MD or DO degree (or equivalent)
- Be licensed to practice medicine in the United States

Residents who have or will have received training in neurology or physiatry in the United States, and who are in the PGY3 or PGY4 stage or beyond, are eligible to apply.

**Citizenship:** There is no citizenship requirement.

**Training Components, Activities and Time:** The applicant and mentor will propose a program of study that includes the following activities in the following proportions:

- 65% - Direct, supervised MS patient care. While the fellow may be involved in the conduct of a clinical research project, it is not expected or required that this be a training component.
- 20% - Exposure to the multidisciplinary healthcare team and activities, including physical medicine and rehabilitation, nursing, physical therapy, occupational therapy, speech therapy, social services, clinical and cognitive psychology, neuro-urology, vocational rehabilitation, orthotics, neuroradiologic interpretation and electrodiagnostics.
- 15% - Didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, and professional meetings.

**Mentor and Institution:** It is the responsibility of the applicant to make arrangements for the proposed training with an appropriate mentor and institution prior to application. It is the expectation that the mentor will provide adequate supervision and training to achieve the objectives of the program.

### APPLICATIONS AND REVIEW

**Applications:** The application consists of the items listed below. Some of the items will be uploaded to the system as PDFs; others are submitted via data entry. Please view the application website for additional instructions.

- Complete contact information for the following:

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- Applicant
- Proposed mentor and co-mentor (if applicable)
- Institutional officers:
  - President
  - Financial Officer
  - Director of Sponsored Research
  - Payment information (to what entity the award check should be made payable)
- The name of the proposed training institution
- The name of the institution to which the award will be payable and the institution's federal tax ID
- Proposed budget (see Stipend information below) to include the following detail:
  - Salary for fellow
  - Fringe benefits package (itemized list and associated costs)
  - Institutional costs (not to exceed 10% of the award)
  - Other (itemized list and associated costs)
  - Additional support provided to fellow by institution (if applicable)
  - Budget comments (optional)
- NIH biographical sketches for the applicant and mentor
- Applicant's personal statement (not to exceed one typewritten page), describing long and short-term career goals; how the fellowship will advance these goals; personal qualifications for the award
- Training plan (not to exceed two typewritten pages). Developed in collaboration with the mentor, this document will detail activities listed in the Components of Training (see above)
- Letter of support from mentor (signed and on official letterhead), to provide the following information:
  - Description of ongoing clinical activities at the MS clinic or practice
  - Description of multidisciplinary care team
  - Description of any previous or current fellowship/trainees in the past five years
  - Evaluation of the likelihood that the applicant will make a meaningful contribution to MS as a clinician after the fellowship training
- Contact information for three individuals (called "referees" in our web-based system) who will provide letters of reference/recommendation; one of the referees must be the applicant's residency training director or department head. Note: the system will generate an e-mail to the referees providing them with instructions as to how to upload their letter (signed and on official letterhead) and a system-generated evaluation form which they will be instructed to complete. **It is advisable to consult with your referees well in advance, so that their letters and forms are received by the application deadline.**
- Medical school transcript (an unofficial copy may be submitted).
- Form titled "Certificate of Applicant and Sponsoring Institution," must be signed by the applicant, mentor, financial officer, and official authorized to sign for the institution.

**Interview:** When requested by the Society, each applicant must agree to be phone interviewed by a member of the Society's Fellowship Advisory Committee or its designee.

### Evaluation Criteria:

Applications will be evaluated on the following criteria:

- 1) the applicant's background, training, potential to develop into a productive MS clinician, and the phone interview
- 2) the environment in which the training program will be conducted, specifically the qualifications and expertise of the mentor and the institutional commitment to the program, including adequacy of existing resources and plans for use of institutional funds to augment training resources (for such costs as tuition, etc)
- 3) description of the formal and informal training programs, including direct supervised MS patient care, exposure to MS multidisciplinary healthcare team, and didactic activities

**Review Group:** All applications are reviewed by the National MS Society's Fellowship Advisory Committee.

### CONDITIONS OF AWARD

**Duration/Timing of Fellowship:** This fellowship is for a period of 12 months, starting July 1. Successful applicants who applied in PGY3 or PGY4 are expected to begin their fellowships following completion of their residencies.

**Stipend:** The stipend offered is \$65,000, payable to the institution, to cover the fellow's salary and fringe benefits, and institutional costs. (Note: Indirect/institutional costs may not exceed 10% of the award).

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**Notification of Award:** Applicants will be notified by e-mail of their status generally in January. Successful applicants will receive notification that their award notice is ready to be signed by the awardee and institution, and uploaded to the Society's apply online system.

**Change in Terms of the Award:** Any change to the conditions of an award, including a change in the training curriculum or in the level of activity by the fellow or mentor, requires prior approval by the Society. Failure to notify the Society will be considered grounds for revocation of the fellowship award.

**Transfer of a Fellowship Award:** The transfer of an award from one institution to another along with transfer of the fellow cannot be made without prior approval in writing by the Society and will require re-submission of select application materials for review and approval by the Society. Contact the Society's Contact listed below for further information.

**Supplemental Funds:** Supplementation or additional support to offset the cost of living may be provided by the awardee's institution, but must not require any significant obligation from the trainee. The extent of anticipated supplementation should be stated in the application, and the Society must be notified of subsequent additional support.

**Change of Mentor:** If the fellow's mentor becomes unable to continue the supervision of the fellow's training, a replacement may be named by the sponsoring institution pending approval by the Society. However, in the event that the fellow is unable to continue with the training, the fellowship award is non-transferable.

**Personnel Policies:** Fellows are not considered employees of the National Multiple Sclerosis Society, but rather of the institution where the training is provided. The fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacation days, sick leave, holidays, etc.

**Termination of Fellowship:** Whenever a fellow or a mentor elects to terminate a fellowship on a date prior to that indicated in the letter of award, the Society must be notified immediately in writing of the action taken. Grounds for revocation of the fellowship will be deemed to exist:

1. if a mentor requests in writing that the fellowship be terminated because of unsatisfactory performance by the fellow
2. if a fellow requests in writing that the fellowship be terminated for any reason
3. if the fellow's mentor becomes unable to continue the supervision of the fellow's training and a replacement acceptable to the Society is not named
4. if the fellow changes any aspect of the award from that which was originally approved by the Society, including the mentor, the department, and/or the institution without prior notification and approval by the Society
5. when reports of progress are not received from both the mentor and the fellow within one month of the date due
6. for a cause established by due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

### EVALUATIONS

The mentor will evaluate the fellow at the end of the 12-months term via a written evaluation submitted to the Society and the fellow. Upon completion of the program, the fellow will also evaluate the mentor and the training program via a written evaluation submitted to the Society. In addition, the Society will conduct follow-up surveys with the fellow to determine long-term outcomes of the program.

### PUBLICATIONS

In the event the fellow publishes an article based on his/her experience in the Multiple Sclerosis Clinical Care Physician Fellowships Program, the fellow is expected to send to the Society reprints of each publication.

As soon as a manuscript is accepted for publication, a copy should be sent by mail or fax (212-986-7981) to Dr. Jennifer Stark, Director of Research Training Programs, National MS Society, 733 Third Avenue, NY, NY 10017 (or email to [Jennifer.stark@nmss.org](mailto:Jennifer.stark@nmss.org)) accompanied by the name of the journal and the probable publication date. Manuscripts and preprints will be respected as privileged communications.

**Support should be acknowledged by a footnote on the publication indicating that the work was supported by the Multiple Sclerosis Clinical Care Physician Fellowship Program sponsored by the National Multiple Sclerosis Society.**