

Fellow of Neurocritical Care Society (FNCS) Application Details & Requirements

HISTORY

When the Neurocritical Care Society was 10 years old, leadership determined that it was sufficiently mature to develop and award a Fellowship designation (herein referred to as FNCS). National organizations and societies have traditionally awarded Fellowship to recognize exceptional service, academic excellence, and leadership in their respective fields. Letters are added to individual titles to denote the above. The letters “FNCS” would thus denote an individual as a Fellow of the Neurocritical Care Society sponsored through the Neurocritical Care Society.

REQUIREMENTS

FNCS membership is predicated on a long history of dedicated program development, scholarship, leadership and professionalism within the field of neurocritical care. Examples within each category can be found below. Significant contributions to the field of neurocritical care must be solidly demonstrated in all four areas. Applicants must demonstrate achievements worthy of national or international recognition. If an applicant is not sure they are meeting the criteria, it is suggested that they discuss their qualifications with an FNCS-designated member who is not currently serving on the FNCS Credentialing Committee. Individuals who are considering FNCS application in the future may email fncs@neurocriticalcare.org for assistance with identifying an appropriate FNCS mentor or coach.

- ☐ Completed application form
- ☐ Current curriculum vitae. ***Please use the provided template.***
- ☐ A personal statement outlining specific examples of sustained excellence in the areas of program development, scholarly activities, neurocritical care leadership, and professionalism and collaboration. Please include a description of time (percent effort) spent in various aspects of practice, specifically direct clinical care practice, research/scholarship activities, and administrative responsibilities. ***Please use the provided template and limit your personal statement to a maximum of 4 pages.***
- ☐ A copy of the applicant’s primary certification (i.e., Board certification in medical, nursing, pharmacy, respiratory therapy specialty, etc.), which must be completed and up to date.
- ☐ Three written letters of recommendation from active NCS members outlining why the applicant should be accepted as a fellow.
 - ***Please Note:*** one letter must be from a colleague in a different profession, and one letter must come from a member previously awarded FNCS designation (however, current members of the FNCS Credentialing Committee are ineligible to provide letters of recommendation). In addition, at least one letter should come from an individual who practices outside of the applicant’s current institution/organization or previous training program. A single letter may be used to fulfill more than one of these criteria (for example, a letter from an FNCS colleague from a different profession fulfills two of the three requirements).
- ☐ Applicant must be an active member of the Neurocritical Care Society for a **minimum of five (5) continuous years (60 months) at the time of application.**
- ☐ Applicant must have participated in at least 5 national or international conferences with a neurocritical care focus, with a minimum of 2 of these being the Neurocritical Care Society Annual Meeting. Meetings attended must be detailed on the application.
- ☐ Applicant must have a minimum of five (5) years (60 months) of post-training professional practice/experience at the time of application. While 5 years (60 months) of post training professional practice is the minimum requirement, most candidates require 8 to 10 years to develop a career appropriate for FNCS inclusion.

PERSONAL STATEMENT REQUIREMENTS

FNCS membership is predicated on a long history of dedicated program development, scholarship, leadership and professionalism within the field of neurocritical care. Examples within each category can be found below. Significant contributions to the field of neurocritical care must be solidly demonstrated in all four areas. Applicants must demonstrate achievements worthy of national or international recognition. If an applicant is not sure they are meeting the criteria, it is suggested that they discuss their qualifications with an FNCS-designated member who is not currently serving on the FNCS Credentialing Committee. Individuals who are considering FNCS application in the future may email fncs@neurocriticalcare.org for assistance with identifying an appropriate FNCS mentor or coach.

Contributions to the field of neurocritical care must meet all 4 areas:

1. Program Development

The applicant must display active participation in the development of a neuro ICU or provide evidence that they have developed some structure of delivery of neurocritical care to the applicant's individual's institution. For those individuals that work at a pre-existing program, they must show improvements in these programs through the development of or improvement of any aspect of neurocritical care including clinical, educational, research, or administrative programs.

Examples for the above would include:

- Initiating or making substantive improvements in:
 - Neurocritical care units or programs
 - Neurocritical care related research programs
 - Neurocritical care fellowship program
 - Residency programs in neurocritical care for Pharmacists, Advanced Practice Providers (APPs), or Registered Nurse (RNs)
- Quality improvement initiatives in neurological critical care, which may include the development of protocols or guidelines
- Developing local, regional or national neurocritical care educational symposia
- Development or expansion of a TeleICU program in neurocritical care
- Initiating or substantially expanding roles of RNs, APPs or PharmDs within neurocritical care

2. Scholarly Activities Related to Neurocritical Care.

Scholarly activities include educational activities, research (either clinical or basic science), and scientific publications. Educational scholarly activities must involve neurocritical care education directed toward physicians, nurses, pharmacists, trainees, students, allied health professionals, or the general public. These activities should be beyond what is routinely expected in an applicants' job. For example, grand rounds or routine lectures given to residents or faculty would not be included. Research and publications should be directly related to the field of neurocritical care. Examples for the above would include:

- Regular lectures at a regional or national level
- Evidence of high-quality teaching and education as documented by teaching awards
- Teaching regional/state/national educational symposia
- Grants from local/regional/national agencies
- Original scientific peer reviewed publications
- Peer-reviewed or non-peer-reviewed educational publications such as book chapters or review articles
- Active participation in the development of evidence based clinical guidelines.
- Mentoring research projects

3. Leadership in the Field of Neurocritical Care

Activity in this area must include leadership in organizations that are devoted to education, practice, administration, and/or research in neurocritical care. This generally means regional or national elected leadership positions, although other examples will be considered if the applicant's leadership contributions are clearly articulated. Significant activity in the Neurocritical Care Society is required; however, active involvement in task forces or special contributions to committee work in other critical care, neurological, or neurosurgical societies may be recognized. A description of contributions made while in the leadership role must be included.

Examples for the above would include:

- Section Chair, Director, Council Member, Chancellor, or the equivalent of neurocritical care sections in an affiliated critical care, neurological, nursing, pharmacy or allied health societies
- Leader of a committee or task force related to neurocritical care
- Board membership in societies related to neurocritical care
- Division director or Service Chief
- Unit Director
- Department Chair
- Stroke Center Director

4. Professionalism and Collaborative Practice

Fellow applicants must provide evidence that they participate in and collaborate with a multidisciplinary team dedicated to the care and management of critically ill neurological patients.

Examples of the above would include:

- Multidisciplinary rounds
- Lecturing to other provider types
- Chairing/or member of multidisciplinary committees
- Working with groups of clinicians or researchers with diverse backgrounds
- Mentoring different provider types
- Speaking at interdisciplinary conferences
- Including different provider types in process improvement programs/guidelines/conferences

If the applicant is deemed by the FNCS Credentialing Committee to have met all requirements, then they would be awarded with the letters FNCS to denote being a Fellow of the Neurocritical Care Society. For an applicant to be awarded this designation, the FNCS Credentialing Committee must either vote that all criteria are met unanimously or with only one dissent (therefore, either "unanimous" or "unanimous-1").

Special Exemption Process

Individuals who cannot meet requirements in all four domains (e.g., bench researcher, retired clinician) may petition to be evaluated under special exemption. These individuals must show exceptional achievements in one or several of the four domains (Program Development, Scholarly Activities, Leadership in Neurocritical Care, and Professionalism and Collaboration). Petitions for Special Exemption must be submitted prior to the initial application and prior to the application deadline to be considered.

Appeal Process

If the applicant is deemed by the FNCS Credentialing Committee not to have met all requirements for fellowship, a denial of acceptance letter will be sent by the Chair of the Committee to the denied applicant. The letter will outline which criteria for admission were met and why a candidate did not meet all criteria.

An applicant may appeal the Committee's decision if they feel they can provide additional explanation that may change that decision. Any additional information submitted must be related to activities or outcomes that occurred prior to the time of the initial submission. Applicants must submit the appeal within 30 days of the date that the initial denial letter

was sent. The FNCS Credentialing Committee will re-evaluate the candidate's initial packet and any additional information provided. The applicant will be notified of the Committee's decision via letter.

Applicants who do not receive FNCS designation after appealing to the FNCS Committee may request review by the Board of Directors if the applicant feels they can demonstrate a process failure only. Appeal to the BOD will not overturn the FNCS Credentialing Committee decision unless a breach of process is demonstrated. To overturn the Committee's decision, a two-thirds majority of the Board must vote to support the applicant's process appeal.

Unsuccessful Applicants

Applicants who are determined not to meet the requirements for FNCS designation may reapply after a period of two years. Unsuccessful applicants may request a meeting for additional feedback from the Credentialing Committee by contacting the NCS Office.

FNCS Designee Responsibilities

FNCS designees should strive to maintain continuing service to NCS, including committee service and educational efforts. Designees should further seek opportunities to mentor NCS members as they see fit and are able. For example, FNCS designees should offer advice to potential applicants regarding the strengths and weaknesses of their application, and, if asked, should write a thorough, descriptive and honest assessment of the applicant's suitability for FNCS credentials. Designees should continue to represent NCS in a positive, ethical manner.

Rescinding and Non-renewal of FNCS Credentials

FNCS designees will forfeit their FNCS credentials if they: 1) forfeit NCS membership; 2) fail to pay FNCS dues after sufficient notice and payment opportunities are provided; or 3) are found in violation of the NCS Ethics policy.

APPLICATION PROCESS

Submissions should be sent electronically to fncs@neurocriticalcare.org. All the required materials, excluding the three letters of recommendation, must be submitted at one time to NCS. It is the responsibility of the applicant to ensure these letters of recommendation are emailed to the NCS Executive Office in a timely manner by the recommender.

DEADLINES

Monday, January 12: Applications Open

Friday, April 10: Application Deadline

Week of June 22nd: Applicants Notified of Decision

Sunday, July 26: Appeal Deadline

Week of August 10: Appeal Decision Notifications

October 20-23: NCS Annual Meeting - Induction during Awards Ceremony

APPLICATION FEES

A one-time application fee of \$100 for FNCS is required. Upon acceptance of the FNCS application, one will be required to pay \$50 annually in addition to the annual dues to maintain the "letters".