

Specifics On One Page Narratives

To ensure that your application is complete, please provide a one page narrative (or cover letter) that specifically outlines your participation in at least TWO of the following three categories (research, education, volunteerism/leadership). Providing this information to the individuals writing your letters of recommendation would assist them to confirm your activities (include specific examples).

RESEARCH

Scientific publications in topics related to cardiovascular ultrasound.

In order to fulfill this category, participation in the research must have occurred within the last five years. For physicians, authorship in at least one publication is required. For sonographers, active participation in the research is required, however authorship is encouraged but not required.

The following types of activities are acceptable:

- Echo related scientific publications in peer-reviewed journals (please provide citation in your curriculum vitae and explain in your personal narrative)
- A section of a text or book in topics related to cardiovascular ultrasound (please provide citation in your curriculum vitae and explain in your personal narrative)
- Special cases: You are not listed in the author information but have been integral to the research process (please provide details in your personal narrative, curriculum vitae and in the letters of recommendation)

The following types of activities are not acceptable:

- Publication of abstracts or cases alone do not fulfill this category
- Publication in the *New York Times*

Sample statement for letter of recommendation:

“In the last five years, Dr. _____ has been first author on three echo related research articles published in JASE.”

EDUCATION

Commitment to education in cardiovascular ultrasound as demonstrated on a regular basis by teaching.

Active, ongoing participation in education of students, residents, fellows, other healthcare providers and/or sonographers is required. Please outline your teaching obligations and how many hours have been spent participating in teaching activities.

The following types of activities are acceptable:

- Regular training and education of students, fellows, residents, sonographers, etc.
- Writing curricula for a department/lab focused on cardiovascular ultrasound and instituting its use (provide examples and details in your personal narrative and the letters of recommendation)
- Serving as faculty (presenting) at a local/regional/international meeting on a cardiovascular ultrasound topic

The following types of activities are not acceptable:

- Participating in daily/grand rounds
- Speaking on non-cardiovascular ultrasound topics

Sample statement for letter of recommendation:

“Dr./Mr. _____ has spoken every year for our regional echo conference since 2005 and always sits down with the lab to update us on trends after attending a national echo conference.”

LEADERSHIP/VOLUNTEERISM

Active participation (outside of attendance) at ASE sponsored activities or other local/regional/international cardiovascular ultrasound societies.

Active participation in other echo related volunteer activities outside the applicant's primary employment fulfill these criteria.

The following types of activities are acceptable:

- Serving on ASE Committees, Task Forces, and/or Council Boards
 - Volunteering for a committee, board or group related to cardiovascular ultrasound. (Please provide name, purpose and time commitment in your personal narrative and the letters of recommendation.)
 - ASE micro-volunteering. Opportunities include: participating in surveys; serving as an ASE representative at a forum; abstract case reviewer; educational content reviewer; writing group author
- Volunteering for a local/regional/international cardiovascular ultrasound meeting to include organizing, speaking, securing meeting space, securing industry support, etc.
- Serving as an officer for a local/regional/international cardiovascular ultrasound organization
- Participating in cardiovascular ultrasound outreach or free screenings aimed at the public or underserved populations.

The following types of activities are not acceptable:

- Attending an ASE (or other) professional conference
- Volunteering for a rotary club
- Serving as an officer of the Make A Wish Foundation

Sample statement for letters of recommendation:

"Mr. _____ is a busy sonographer who still finds time to provide free screenings and educate the public on cardiovascular disease."

"Ms. _____ spearheaded the effort to start a local echo society and continues to be involved as an officer."

These guidelines and sample statements are provided to help you in the application process. Use these guidelines to determine the focus of your application. If you are unable to fulfill these criteria and would like help, please contact FASE@asecho.org. There are many activities that ASE provides to members that may help you qualify.

We look forward to welcoming you as a new FASE!