

***ASDS/ITMP***

***International Dermatologic Surgery Fellowship***

***Application and Site Review Information***

# **Application process Overview**

## **1) Application Form**

Complete Fellowship Application Form (Appendix C of the program guidelines) by application deadline.

- Select program start date
- Provide Current Curriculum Vitae for program director
- Provide Curriculum Vitae for ancillary faculty
- Provide a proof of training of program director and faculty
- Provide a certificate of licensure and good standing of program director
- Enclose a letter of support from sponsoring institution if in academia
- Enclose a letter from dermatopathologist demonstrating backup as needed for histology and ability to review every 50<sup>th</sup> Mohs case for quality control
- Provide a procedure case log (including program director and supporting faculty)
- Agreement to provide salary to the Fellow to cover at least room and board for the year of fellowship

## **2) Application Fee**

### **3) Initial Application Review**

After formal application review, the Fellowship Director is notified in writing if the program can be scheduled for a site visit.

### **4) Site Review**

ASDS will facilitate scheduling of the Site Review by a member of the ASDS International Fellowship Recognition Work Group.

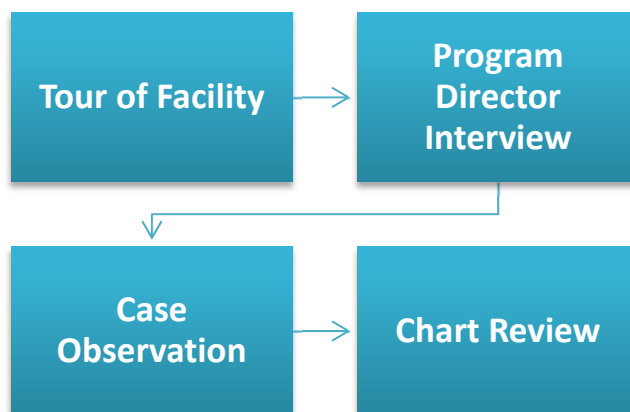
### **5) Certification**

After formal application and site visit report review, the Fellowship Director is notified in writing if the program is eligible for certification.

### **6) Continuous Review**

The site will be evaluated on annual basis for three years. This will not entail a separate visit from a site reviewer but will be done online and via communication with the ASDS.

## Fellowship Program Site Review Outline



- Submit prospective dates (days of the week, times, etc.) to ASDS. ASDS will coordinate the visit dates with the program based on site reviewer's availability.
- Submit a tentative Site Review Agenda one month prior to visit. Your site review may vary from the outline; however, it must include all the components. Once approved by the site reviewer, all travel must be arranged by the applicant program.
- Submit site review survey two weeks prior to the scheduled visit
- Submit final Agenda to ASDS two weeks prior to the scheduled visit.

Please submit to Hana Herron, ASDS Education Programs Manager at [hherron@asds.net](mailto:hherron@asds.net) or fax to 847.956.0999.

## Mentoring

**(May be discussed with the site reviewer prior to the visit)**



- *There is no exchange of funds from Host to Mentor in return for lectures, surgical demonstrations, reading suggestions or other information/expertise provided by Mentor.*
- *Submit list of procedures the Host is interested in having demonstrated if possible.*
- *Evolve the teaching schedule with the Mentor.*
- *Facilitate arrangements for necessary documentation (temporary licensure, insurance coverage, staff privileges, etc.).*
- *Arrange all local transportation (to/from airport; to/from lodging to host institution), lodging, and meals and confirm with Mentor.*
- *Arrange all supplies required for surgical demonstrations. If the Mentor needs special instrumentation, all expenses to be repaid by the Host (including shipping or transportation).*
- *Procure all patients and obtain appropriate consents for presentation or publication prior to any procedures performed.*
- *Execute ITMP Host Agreement and register the teaching activity with ITMP.*

# **Fellowship Program Site Review Document Check List**

## **Documents\* to be available to the Site Reviewer:**

- Copies of medical licenses for all faculty and Fellow(s)
- Copies of certificates of Board certification for all Faculty.
- Document verifying residency completion and location.
- Fifteen (15) de-identified patient records representing the scope of procedures performed by faculty.
- Schedule of the procedures for Case Observation during the Site Review.
- Last year of cases sorted by procedure by faculty.
- Projected number of cases for Fellows.
- Copy of the annual training plan for Fellows – including evaluation schedule and attendance at national/international education meetings.
- Copy of a sample weekly schedule for Fellows.

**\* English translation required for all documents.**

# **Fellowship Program Site Review Overview**

## **Program Director Interview**

*Program Director will be expected to discuss the following:*

- Vision for the fellowship program
- Discuss the desired certification options
- Teaching plan
- Contingency plan
- Fellow evaluations
- Annual Case Log
- Fellow documentation (salary, CV, office accommodations, etc...)
- Access to Curriculum

## **Case Observation**

- Schedule 3 diversified observable cases from the program curriculum

## **Chart Review**

- Provide fifteen (15) de-identified patient charts
- Provide before and after photos of patients
- Provide completed clinical records
- Charts represent a broad scope and depth of practice