



Requirements/Reference Information for Approved ITMP Hosts

Host Obligations to the Objective of the Program:

To enhance the exchange of information and body of knowledge of dermatologic surgery amongst the International community of dermatologic surgeons

- ❖ Hosts must sign and submit to ASDS the [ASDS Host Agreement and Release of Liability form](#) prior to visit when the Mentor will performing ANY services outside of lectures and interaction with physician learners, i.e. interaction with patients/provision of recommendations, surgery, etc.
- ❖ 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.
- ❖ Establish a Visiting Professorship(s) to appropriately honor the attending Mentor.

Host to Complete Prior to Visit:

- ❖ Inform Mentor what they would like to be covered by the Mentor during visit if possible.
- ❖ 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 special instrumentation is needed by the Mentor, 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.

Host to do During Visit:

- ❖ Assist the Mentor in observing any local customs or protocols.
- ❖ Introduce the Mentor to all physician learners and others they will interact with; any or all may become life-long colleagues.

Host to do Following Visit:

- ❖ Send thank you note to Mentor.
- ❖ Complete [ASDS post-visit evaluation](#). Write a brief recap of the visit including the observed benefit derived from Mentor to be used for ITMP communications and publications. It is vital to hear from you about your experience to benefit others in the program and for the future promotion of the program.
- ❖ Send one to three photos of your visit to ASDS for ITMP communications and publications.