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**EDUCATIONAL AND RESEARCH FOUNDATION
OF THE
AMERICAN ACADEMY OF FACIAL PLASTIC AND
RECONSTRUCTIVE SURGERY**

**FELLOWSHIP
HANDBOOK**

October 2013

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Indicates new information

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AAFPRS: A PROFILE

American Academy of Facial Plastic and Reconstructive Surgery

The American Academy of Facial Plastic and Reconstructive Surgery (AAFPRS) was founded in 1964 and represents more than **2,800** facial plastic and reconstructive surgeons throughout the world. The AAFPRS is a National Medical Specialty Society of the American Medical Association (AMA). The AAFPRS holds an official seat in the AMA House of Delegates and on the American College of Surgeons board of governors.

The Academy is the world's largest international association of facial plastic surgeons and the only organization dedicated solely to the advancement of facial plastic and reconstructive surgery. The majority of the AAFPRS Members and Fellows are certified by the American Board of Otolaryngology, which includes examination in facial plastic and reconstructive procedures. Other AAFPRS members are surgeons certified in facial plastic surgery, ophthalmology, plastic surgery, and dermatology.

The AAFPRS was founded as an autonomous professional society representing the specialty of facial plastic surgery. The mission of the AAFPRS is:

- To promote the highest quality of facial plastic surgery through education, dissemination of professional information, and the establishment of professional standards;
- To achieve understanding and recognition of the specialty of facial plastic surgery by the medical profession, hospitals, and other medical care entities, legislative and regulatory bodies, and the public at large;
- To define facial plastic surgery as a specialty that requires intensive training and competence, embodies high ethical standards, artistic ideals, commitment to humanitarian service, and a desire to enhance the quality of human life;
- To serve as the public's information source on facial plastic surgery; and
- To assist members in the practice of facial plastic and reconstructive surgery, guiding them in the delivery of high quality, cost-effective medicine and surgery.

AAFPRS FOUNDATION

The Educational and Research Foundation for the AAFPRS

In 1974, the Educational and Research Foundation for the AAFPRS (AAFPRS Foundation) was created to address the medical and scientific issues and challenges that confront facial plastic surgeons. Through support for training in residency programs, courses, workshops, and other scientific presentations, as well as a highly respected fellowship training program, the Foundation has consistently provided quality educational programs for the dissemination of knowledge and information among facial plastic surgeons. The AAFPRS Foundation funds research, makes awards to those who have made outstanding contributions to the specialty, and is active in pro-bono efforts in emerging countries as well as in the United States through its FACE-TO-FACE program.

THE FELLOWSHIP PROGRAM

The Educational and Research Foundation for the American Academy of Facial Plastic and Reconstructive Surgery fellowship program provides postgraduate training in facial plastic surgery. The objectives of the fellowship program are to:

- provide an outstanding academic opportunity for the acquisition of specialized knowledge and skills in facial plastic surgery;
- develop trained specialists who will contribute to the ongoing development of facial plastic and reconstructive surgery;
- foster development of facial plastic and reconstructive surgery educators, especially in residency programs; and
- encourage the development of new skills and knowledge in facial plastic and reconstructive surgery through basic research and clinical trials.

Residents in ACGME accredited programs in otolaryngology or plastic surgery are eligible to apply for the **48** positions available each year. The AAFPRS Foundation fellowship program is widely respected by the medical community and represents the finest postgraduate program in the world for the training of facial plastic and reconstructive surgeons. Since its beginning in 1969, the program has trained more than **1100** highly specialized experts to be educators and leaders in facial plastic and reconstructive surgery. These individuals and their directors have performed a tremendous service to the AAFPRS and the specialty through the development and dissemination of new procedures, improvement of patient care, refinement of surgical techniques and the promotion of confidence and respect in the specialty.

FELLOWSHIP APPLICANTS

PREREQUISITES

Applicants to the Fellowship Program must be physicians who are in or have completed an otolaryngology or plastic surgery US OR CANADIAN residency accredited by the ACGME or *Royal College of Physicians & Surgeons of Canada (RCPSC)* or board-certified in otolaryngology/head and neck surgery by the [American Board of Otolaryngology/Head and Neck Surgery](#) or board certified in plastic surgery by the [American Board of Plastic Surgery](#) by the fellowship start date. Applicants **must** be members of the AAFPRS before submitting an application.

Applicants should not be full-time faculty members holding the rank of assistant professor or higher at the institution where the fellowship will take place.

Applicants with DO degrees may be considered only if they are in an ACGME-or RCPSC-accredited residency in otolaryngology/head and neck surgery or plastic surgery. Applicants with DO degrees who have been accepted into the fellowship program as a fellow will take the end-fellowship examination administered by the American Board of Facial Plastic and Reconstructive Surgery (ABFPRS) as a requirement to be eligible to receive the fellowship certificate only. Passing the examination will not of itself meet eligibility requirements for certification in the future by the ABFPRS.

Canadian Applicants

As a graduate of a RCPSC program, you are eligible to apply for an AAFPRS Foundation fellowship. However, if you are a Canadian resident and interested in pursuing a U.S. fellowship, please check with the directors whose programs interest you to be certain that the fellowship carries a university appointment with it. **In order to get a J-1 or a TN professional visa, an ACGME-accredited University residency program must complete required paperwork –form IAP-66- for visa officials.** Please note that some Canadian applicants have matched with U.S. fellowship programs and have not been able to obtain the proper visa to come to the U.S. to train. Therefore, the proper paper work should be completed and visa must be obtained prior to the start date of the fellowship program.

Canadian applicants must also meet all other requirements for applying to the fellowship program, including membership of the AAFPRS. It is imperative that you cover these steps as you complete your application and schedule interviews with U.S. fellowship directors.

International Medical Graduates

International Medical Graduates (IMGs) who are eligible to pursue an AAFPRS Foundation fellowship must contact individual fellowship directors for specific requirements to enter their fellowship. Although IMG applicants will **not** complete a fellowship application for the interview process, they will be required to submit all other information as outlined under application process.

If a fellowship director decides to accept an IMG, the fellowship director must inform the Fellowship Committee of their decision to withdraw from the match that year, as soon as possible, but no later than the Spring Meeting each year.

Fellowship Directors are permitted to accept IMGs into their program for any fellowship year, however, an IMG will not participate in the match process.

IMGs will not sit for the end-fellowship examination administered by the American Board of Facial Plastic and Reconstructive Surgery. At the completion of the training, IMGs will be awarded an "International Training Certificate".

APPLICATION PROCESS

All applicants (except IMGs) must submit the following information electronically:

A completed Fellowship Application (found on the AAFPRS website),

A current Curriculum Vitae (CV),

A future plans statement, to include future goals, intentions and why you have chosen facial plastic surgery.

An official Medical School Transcript (official with registrar signature), and

Three letters of recommendation (one must be from the Chair of your Department). Please do not have Individual letters submitted for each Director as the same information is posted for all directors.

ALL information MUST be submitted electronically and applications MUST have a photograph (no exceptions).

A non-refundable **\$165 application fee is also required** in US funds (**must** be paid by check, money order, or credit card). The fee includes application to 10 programs. All programs listed over 10 require an additional \$15 over limit fee (per program). Please note that Drs. Thomas and Toriumi are separate programs although they are listed together at the University of Chicago – Illinois. They each will match with a fellow and require a separate fee. If paying by credit card please call (703) 299-9291 ext. 228 or e-mail, fporter-el@aafprs.org.

The \$50 match fee must be paid separately directly to the SF Match Office. All applicants must submit an application to the AAFPRS Foundation prior to registering with the SF Match office.

Applicants should complete their application with the AAFPRS Foundation office no later than **February 1st**. A \$125 late fee will be assessed for any application received after the February 1st deadline. The late deadline for applications received after February 1 is March 1st. No application will be processed after the February 1st deadline without the late fee and no application will be accepted after March 1. Only completed applications are posted for Fellowship Directors to review.

All applications are posted on the same day for each program to review (in mid February). All interviews should be completed by May 31st prior to the match. Applicants are encouraged to interview with Fellowship Directors whose practice and teaching best supplement their residency training and future practice plans and/or teaching interests. Check the Descriptions Handbook for detailed information for each program. The Descriptions Handbook can be found in the Members Only section on the AAFPRS website - www.aafprs.org. **Each applicant is encouraged to investigate the accuracy of each description as information may change over time since the last update which is indicated on the bottom of each description.**

Candidates are placed each year during the first or second week in June by a match process. A Fellowship Director who has selected an IMG for their position will not participate in the match and must notify the Fellowship Committee prior to the Spring Meeting of their decision. The selection will be presented to the Foundation Board for review and approval.

MATCH PROCESS

All applications must register with the AAFPRS Foundation to be recognized as an official applicant of the Facial Plastic Surgery Match. The submission of a fellowship application is an agreement to participate in the match. Applicant registration for the SF Match is made directly through SF Match. **Applicants must register directly with the SF Match office for the facial plastic surgery match and pay a separate \$50 match registration fee.** Detailed match information, including candidate number will be sent to all applicants from the SF Match Office. **Separate \$165 application fee** must be paid to the AAFPRS Foundation at the time of application submission. Match registration which is separate from application submission MUST be completed on the match website.

FELLOWSHIP PROGRAM REQUIREMENTS (For Fellows)

Requirements for successful completion of a fellowship under the auspices of the AAFPRS Foundation extend beyond the 12 months of training spent in a fellowship position. These requirements are outlined below. The AAFPRS Foundation office before, during and after the fellowship year sends information and reminders about these requirements. When all requirements have been successfully completed, certificates for display are awarded to each fellow in recognition of successful completion of his/her fellowship. ***These requirements include maintaining current membership status, at any level, in the AAFPRS.***

All fellowship requirements must be completed within 2 years of the fellowship end date in order for fellows to be eligible to receive a fellowship certificate. Fellows should contact the AAFPRS Foundation with questions or for additional information regarding completing fellowship requirements.

All due dates or dates of occurrence are listed on the Key Dates Calendar (pages 20-21).

BINDING AGREEMENT

All binding agreement and terms will be mailed after the receipt of official match results. The Binding Agreement and Terms are sent to the newly matched fellow. The fellow reviews, signs, and returns the documents to the AAFPRS Foundation office. The documents are then forwarded to the Fellowship Director for his signature and return to the AAFPRS Foundation office. If the newly matched fellow decides to send the Biding Agreement directly to the Fellowship Director for signature, he or she must request that the signed forms be returned to the AAFPRS Foundation Fellowship Office. **No fellowship is considered official until a signed Binding Agreement and Terms are on file with the AAFPRS Foundation office.**

Signed forms can be submitted via regular mail, facsimile – (703) 299-8898, or e-mail – Fporter-el@aafprs.org to Fatima in the Fellowship Office.

PROJECTS LIST

All fellows must submit a list of intended projects that may be completed during the fellowship year. The list is required and intended to notify the Fellowship Committee that each fellow has communicated with his/her fellowship director regarding the fellowship research requirement. The list is requested at the time the Binding Agreement is submitted but **MUST** be submitted by July 1st of the fellowship start year and signed by both fellow and Fellowship Director.

EVIDENCE BASED MEDICINE

A requirement for fellowship certification is completion of a review in Evidence Based Medicine (EBM). The required reading on EBM consists of 10 core papers that will be provided for the fellow. Each fellow must read the articles and then complete a short test based on the articles. The examination must be completed by **August 15th** of the fellowship year. Please note that each fellow must meet the submission deadline.

ADVANCED CARDIAC LIFE SUPPORT (ACLS) CERTIFICATION

ACLS **must** be submitted prior to the fellowship start date. Certification that the course has been taken should be submitted to the AAFPRS Foundation office by September 30th the year **before** the start of the fellowship training.

RESEARCH PAPER ABSTRACT

All fellows must submit an abstract as part of the fellowship research paper requirement, which is due September 1st (or the next business day thereafter) of the fellowship year. “Instructions for Preparing Structured Abstracts” are provided to assist fellows in writing and submitting their abstract. Fellows should note that these Instructions are from the *Archives of Otolaryngology* and are more or less provided as a guide for setting up your abstract. Since the fellowship paper is not completed at the time of Abstract submission, the Results and Conclusions sections may not provide much information for review. However, information of what is expected or possible conclusions should be indicated.

Fellows are encouraged to contact their Fellowship Director by the end of January prior to the fellowship start date to discuss a proposed research project. This is important in order to meet the September 1st deadline for submitting the research paper abstract and for meeting the requirement to submit a list of 3 possible projects upon entering the fellowship program July 1st.

Submission of abstracts will guide the fellow in his/her research. Feedback is provided from the Fellowship Research Review Subcommittee instructing fellows on how to proceed in submitting an acceptable research paper. **It is important to submit the abstract by the September 1st deadline in order to receive feedback from the review in a timely manner.**

All abstracts not signed by the Fellowship Director may be returned to the fellow, and may cause a significant delay in the review and evaluation of the abstract. Any abstract without the Director’s signature will not be reviewed.

RESEARCH/SCHOLARLY PAPER

All fellows must submit either a clinical or basic science research paper as part of the fellowship experience. Prior to submitting the paper fellows should have received feedback from the Fellowship Research Review Subcommittee (FRRS) on submitting an acceptable paper. Fellows should not proceed too far with their research without submitting an abstract in the event the title or research is not acceptable. All papers not signed by the Fellowship Director may be returned to the fellow, and may cause a significant delay in the review and evaluation of the paper. In the event a paper is reviewed the results may be held until the Director’s signature is obtained. Guidelines for writing research/scholarly papers and *Information for Authors* from the *Archives of Facial Plastic Surgery (Archives of FPS)* can be obtained from the AAFPRS Foundation fellowship office.

Papers are due in the AAFPRS Foundation office by June 1st of the fellowship year **or the year immediately following training completion to qualify for the Roe or Gillies Awards.** Any fellow not submitting a paper by the end of their fellowship year must submit a progress report. The progress report is not in lieu of a paper submission but in addition to. Any fellow not submitting a research paper or progress report form by June 30th **will not** be eligible to receive a fellowship certificate.

AWARDS DESCRIPTIONS

- The John Orlando Roe Award is named after the surgeon who accomplished the first rhinoplasty in 1887. This honor includes a certificate and a monetary award of \$1,000 and is presented each year to the fellow in the fellowship program who submits the best clinical research paper written during his/her fellowship.
- The Sir Harold Delf Gillies award is named for Sir Harold Delf Gillies who was a British Otolaryngologist who in September 1917 described the tubed pedicle flap. Dr. Gillies frequently visited the U.S. and lectured widely to surgeons of various specialties and was given the title “Father of Plastic

Surgery.” A certificate and a monetary award of \$1,000 is presented each year to the fellow in the fellowship program who submits the best basic science research paper written during his/her fellowship.

All papers are evaluated anonymously by the FRRS and must receive subcommittee approval in order to satisfy this requirement. The FRRS may include comments or suggestions for improvement, which will be noted on the letter of acceptance or rejection. Papers are evaluated on a scale of 1-5, 5 being excellent and 1 being poor, in the following *categories*:

- * *Value to Cosmetic Surgery and/or Reconstructive Surgery*
- * *Clinical Application*
- * *Contributions to Research*
- * *Style and Composition*
- * *Originality*
- * *Depth of Subject*
- * *Clarity*

Papers are not automatically submitted for publication. **Each award recipient must submit their paper to the Archives of FPS prior to the Fall Meeting in order to receive the \$1,000 monetary award.** Paper must be submitted directly to the Archives of FPS after the review process prior to submitting to another Journal for publication. Guidelines from the Archives of FPS should be used to submit papers for publication.

RESEARCH PAPER PROGRESS REPORT

Submission of the Progress Report form is a requirement that must be met if the fellowship paper is not submitted for review. Any fellow not submitting a research paper **or progress report** for review and evaluation by the FRRS by June 30th will not be eligible to receive a fellowship certificate. Progress reports are in addition to all other requirements, not in lieu of the fellowship abstract or paper requirement. Progress Reports **may** be requested every six-months until the paper has been submitted. Contact the AAFPRS Foundation for a progress report form.

REPORT OF FELLOWSHIP OPERATIVE EXPERIENCE

Fellows should keep track of operative cases being performed/assisted/observed throughout the fellowship year. The fellow is responsible for completing and submitting to the AAFPRS Foundation office a summary of his/her operative experience. The report is formatted to record numbers of cases performed as primary surgeon and first assistant, and cases observed. This report must be signed by the Fellowship Director and submitted to the AAFPRS Foundation office by July 15th of the year the fellowship ends. An excel spreadsheet of the Operative Report Form is also provided to fellows at the beginning of the fellowship year. Only one of these forms should be submitted (both forms are acceptable) and must be accompanied by the signature.

SIX-MONTH FELLOWSHIP PROGRAM EVALUATION QUESTIONNAIRE

The fellow’s six-month review of his/her fellowship experience is due in the AAFPRS Foundation office by December 31st of the fellowship year. This form gives the fellow an opportunity to comment on his/her experience after six months of being in the fellowship position. Material included on this questionnaire is very important in determining the Fellowship Director’s involvement and interaction with the fellow at the six-month period. It is also important in determining any progress that may need to be made prior to the end of the fellowship year. It is held in the strictest of confidence.

TWELVE-MONTH FELLOWSHIP PROGRAM EVALUATION QUESTIONNAIRE

The end-Fellowship Program Evaluation Questionnaire is due in the AAFPRS Foundation office by July 15th after the fellowship year ends. The questionnaire provides an opportunity for each fellow to comment on his/her entire fellowship experience. The material included on this questionnaire is important and may be used in conjunction with the review of the Fellowship Director's program. The information is held in the strictest confidence.

SIX- AND TWELVE-MONTH IN-TRAINING EVALUATION REPORTS

The Six-Month In-Training Evaluation Report is due in the AAFPRS Foundation office by December 31st of the fellowship year. The twelve-month report is due by July 15th of the year the fellowship ends. These reports give Fellowship Directors an opportunity to evaluate the performance and progress of their fellows at six- and twelve-months of the fellowship. Fellowship Directors are encouraged to review with the fellow the need for progress in areas where necessary prior to the end of the fellowship. Information included on these forms is held in the strictest confidence.

Although the Fellowship Director completes this form, it is the responsibility of the fellow to communicate with their Fellowship Director to ensure that the form is completed and returned to the AAFPRS Foundation office by the deadline.

END- FELLOWSHIP EXAMINATION

The end-fellowship examination, administered by the American Board of Facial Plastic and Reconstructive Surgery (ABFPRS) is eight hours in duration and given annually in June in Washington, DC. After receiving the examination registration card from the AAFPRS Foundation office at the 6-month period of the fellowship year, all applicants must communicate their intent to sit for the examination by January 15th directly with the ABFPRS office at 115C South Saint Asaph Street, Alexandria, Virginia 22314. A pre-registration packet containing scheduling information is sent directly from the ABFPRS office. Examination and certification inquiries should be directed to the ABFPRS office at the address above or by calling (703) 549-3223. Information can also be found on the ABFPRS website – www.abfprs.org. See the Key Dates Calendar for the dates of the next examinations.

All fellows must take the end-fellowship examination at the end of their fellowship year. If the fellow cannot take the examination, a request for deferral must be presented to the AAFPRS Foundation. Any fellow who does not complete 12-months of training **CANNOT** sit for the examination administered by the ABFPRS as part of the fellowship program.

The ABFPRS exam is drawn from the general literature in the field, not any one source; examinees are advised to stay current in their reading. Study materials can be found on the AAFPRS website, www.aafprs.org. The Curriculum Bibliography, published by the AAFPRS Foundation, is a good study source for the end-fellowship examination. The list of videos is a "Recommended Additional Resource" to the Bibliography and should be part of each program's library. The list can be obtained from the AAFPRS Foundation.

The ABFPRS website has its own Reading List, which is a bibliographic listing of articles upon which the prior year's examination was based. You can view this list by going to the ABFPRS website - www.abfprs.org.

All fellows must sit for and pass the end-fellowship examination as part of the requirements for successfully completing the fellowship program. Any fellow not taking the end-fellowship examination within the time allotted to complete the fellowship requirements (2 years) will not be eligible to receive a fellowship certificate. Any fellow who does not complete 12-months of training **CANNOT** sit for the examination administered by the ABFPRS as part of the fellowship program.

Fellows should be aware that passing the examination does not in itself mean they are certified by the ABFPRS. However, passing the examination may assist in obtaining points that count toward certification at a later time. All fellows must contact the ABFPRS directly to discuss their eligibility to apply for certification.

CURRENT MEMBERSHIP STATUS

Any fellow entering a fellowship must be a current member of the AAFPRS. A current membership status, at any level, must be maintained throughout the fellowship and throughout completion of all other requirements listed under the requirement section of this handbook. *If you are not a current member of the AAFPRS you must contact the AAFPRS immediately to obtain membership application information and procedures.*

Fellows completing the fellowship program are encouraged to maintain membership after receipt of a fellowship certificate and to participate in meetings, courses, and on committees. All members of the AAFPRS receive a copy of the Facial Plastic Times (FPT). If you do not receive a copy of the FPT within two months after joining the AAFPRS you should contact the membership department to ensure that your membership has been approved.

Also, if you have not received the Facial Plastic Times in the last couple of months please check with the AAFPRS membership department to ensure that your membership is current. To check your membership status call (703) 299-9291 ext. 225, or e-mail - info@aafprs.org.

“REPORT CARD” OF FELLOW COMPLETION

Fellowship Directors are provided a report of their fellows' completion of fellowship requirements. Reports are provided as much as twice a year to programs. The “Report Card” is provided for the Director's review and information on the progress of their fellow's completion. Directors are encouraged to remind fellows of their outstanding requirements for successful completion of the fellowship program, which must be done within 2 years of the training end date to be eligible for a fellowship certificate.

6/19/13

FELLOWSHIP PROGRAM REQUIREMENTS

(For Fellowship Director)

The fellowship directors in the fellowship program are recognized authorities in the teaching and practice of facial plastic surgery. They are formally affiliated with an accredited postgraduate medical training program. Fellowship Directors are required to provide access to the fellowship bibliography and videos as part of their training program. The bibliography and videos provide a common base for the program.

PREREQUISITES

Fellowship Director Applicants must complete an application process for review by the Fellowship Review Committee (FRC). The final approval of acceptance of a Fellowship Director rests with the AAFPRS Foundation Board of Directors.

A Fellowship Director is the one and only Director of the program who provides the majority of the fellow's training and is responsible for all administrative tasks and decisions. There may be up to 2 Co-Directors in a program, and combined, they can only contribute up to 49% of the training to the fellow, leaving the Director with the "majority" of the responsibilities. A Co-Director is defined as one who provides no more than 49% of a fellow's training, meets the same application criteria as the Director and cannot automatically assume directorship; an application is required for directorship.

The Fellowship Program Review and Policy Guidelines govern directors, and they follow Fellowship Requirements for Fellowship Education in Facial Plastic Surgery. These requirements detail the necessary requirements for applying for and maintaining directorship under the auspices of the AAFPRS Foundation and can be obtained from the AAFPRS Foundation – fporter-el@aafprs.org.

APPLICATION PROCESS

Fellowship Director Applicants must first be a Fellow member of the AAFPRS in order to apply for directorship or co-directorship. The application information for applying for Directorship includes an application, policy guidelines, and program requirements. Current medical license is required and must accompany the application. New applications can take 12-18 months to process. **New applications are reviewed and discussed for approval during the Fall Meeting each year.** An application can be obtained by e-mail request to Fatima Porter-EL – Fporter-el@aafprs.org. Current program directors will complete a Short Program Information Form (PIF) for renewal of their program. Programs may be renewed for 3 or 5 years.

AMBULATORY CARE FACILITY

Fellowship Directors who have ambulatory facilities must have their facilities accredited. This does not imply that every director requires an ambulatory care facility, but that those with such facilities should be seeking the highest standards of care in their facilities.

MAINTENANCE OF CERTIFICATION (MOC) in FPRS (SM)

Current Fellowship Directors must be certified by the ABFPRS. It is strongly encouraged by the Foundation Board for Fellowship Directors to take the Maintenance of Certification examination administered by the ABFPRS. Directors and Director Applicants can contact the ABFPRS for information on the 3 step ABFPRS MOC in FPS (SM) process.

MATCH PROCESS

Fellowship Directors must submit a rank list to the California Match office indicating their selection for the match. Any Fellowship Director not matching with an applicant during the match will have the opportunity to select a fellow for the year.

Fellowship Directors that do not match are required to interview applicants who also did not successfully match during the match process. The fellowship director must interview at least three interested applicants from the pool of applicants that did not match prior to selecting outside the match. Selections made outside the pool of applicants MUST be in a US or CANADIAN otolaryngology or plastic surgery residency or be board certified in otolaryngology or plastic surgery. Directors must verify the information before notifying the AAFPRS Foundation of their selection.

Any and all fees that Director's must pay for the match process are paid directly to the Match Office in California and are non-refundable. Directors should contact the SF Match Office for questions regarding fees, (415) 447-0350 ext. 0.

BINDING AGREEMENT

Binding agreement and terms are forwarded to Fellowship Directors after the fellow has reviewed, signed and returned both documents to the AAFPRS Foundation office. It is requested that the documents are returned to the AAFPRS Foundation once the fellow has signed the forms in order that the AAFPRS Foundation can track the signing of the documents. However, this process is not mandatory. The end result is to have the documents signed by both the Fellowship Director and the fellow and returned to the AAFPRS Foundation office **prior** to the start date of the fellowship.

EVIDENCE BASED MEDICINE

The Fellowship Committee has developed a new requirement approved by the Foundation Board for all fellows in the fellowship program in order to receive a fellowship certificate. This requirement is based on the need to educate our fellows on evidence based medicine. Ten core articles were selected by the Evidence Based Medicine Committee and are now required reading for each fellow. The articles will be provided to the fellow at the beginning of the fellowship year. In addition to reviewing the articles the fellow will be required to complete a short examination. The fellow will be informed of their passing the examination.

RESEARCH ABSTRACTS AND PAPERS

Fellowship Directors are required to have input on each fellow's fellowship research paper. The director must sign the abstract/paper prior to review by the Fellowship Research Review Subcommittee (FRRS). The director's signature must be provided on the abstract and cover page of the paper or other documentation indicating his involvement and/or approval of the project. Fellowship Directors should discuss possible project opportunities with the fellow prior to the start of the fellowship year.

REPORT OF FELLOWSHIP OPERATIVE EXPERIENCE

The fellow completes an Operative Report Form at the end of his/her fellowship year. It is the responsibility of the director to ensure that the fellow has correctly recorded numbers of cases in the proper columns of the report. Directors must sign the form prior to submission to the AAFPRS Foundation office, which indicates the approval of the report.

SIX-AND TWELVE-MONTH IN-TRAINING EVALUATION REPORTS

The Six-Month In-Training Evaluation Report is due in the AAFPRS Foundation office by December 31st of the fellowship year. It is designed to report the fellow's performance and include any necessary improvements that a fellow must make prior to the end of the fellowship year. Directors are encouraged to discuss information with the fellow in order that he/she is aware of any improvements that may be needed.

The Twelve-Month In-Training Evaluation Report is due in the AAFPRS Foundation office by July 15th of the year the fellowship ends. This report is designed to track the fellow's progress and performance by the completion of the twelfth month of training. Information included on this form is held in the strictest confidence.

CURRICULUM BIBLIOGRAPHY AND VIDEOS

The Curriculum Bibliography assists in making the fellow's educational experience complete, and helps in preparing for the end-fellowship examination. The Bibliography is updated every two years. **Fellowship Directors are required to have an *updated* copy of the Bibliography and provide access to the Bibliography on-line.** A Curriculum Compendium of articles is no longer provided or sold. Fellowship Directors are required to provide access to articles listed on the Bibliography in their libraries.

Fellowship Directors are required to have the collection of Curriculum Videos, which is part of the Bibliography listing. Fellowship Directors should contact the AAFPRS Foundation for the updated set of videos (The Residency Video Set).

The Bibliography can be found on the AAFPRS website – www.aafprs.org. The Videos can be ordered through the AAFPRS Foundation office by Fellowship Directors and Residency Programs **only**.

“REPORT CARD” OF FELLOW COMPLETION

Fellowship Directors are provided a report of their fellows' completion of fellowship requirements. Reports are provided as much as twice a year to each program. The “Report Card” is provided for the Director's review and information on the progress of their fellow's completion. Directors are encouraged to remind fellows of their outstanding requirements for successful completion of the fellowship program, which must be done within 2 years of the training end date to be eligible for a fellowship certificate.

PROJECTS LIST

The Fellowship Director should communicate with the fellow prior to the start of the fellowship year. All fellows must submit a list of intended projects that may be completed during the fellowship year. The list is required and intended to notify the Fellowship Committee that each fellow has communicated with his/her fellowship director regarding the fellowship research requirement. The list is requested at the time the Binding Agreement is submitted but **MUST** be submitted by July 1st of the fellowship start year and signed by both fellow and Fellowship Director.

PROGRAM REVIEW

All Fellowship Programs must undergo a review process by the Fellowship Review Committee (FRC). Each program is reviewed every 5 years. A Short Form PIF must be completed for the review process. The application and necessary information will be forwarded to the Director at the end of the year prior to the review. Reviews may be conducted using the following ***review guideline***:

- ***November/December***

Notify Directors of upcoming review

- *January 1-31*
New & recertification applications are accepted (applications should be submitted no later than January 30th)
- *February 1-March 31*
Staff preparing applications for Fellowship Review Committee (FRC) to review
- *March 31-April 15*
Applications posted for review by FRC
- *April 15-May 15*
FRC reviewing applications
- *May*
Review evaluations/correspondence due from FRC
- *May*
FRC holds Conference call for Board Report during Spring
- *June 1-July 31*
Outstanding issues handled prior to Fall Meeting
- *August 1-31*
FRC prepares for Fall Meeting review and discussion
- *September*
FRC reviews and discusses new/full director applications (and renewals) and presents recommendations to Board at Fall Meeting.
- *October*
Notify Directors/applicants of status
- *November*
Any outstanding information/additional correspondence requested from Director or Applicant from previous year due to FRC
NOTIFICATION OF NEXT YEAR'S REVIEW SENT OUT
- *December 30*
Final recommendations to Board for outstanding issues (Winter meeting discussion)

This information is provided as a guideline not a definite schedule for the review process.

New applicants may follow the same guideline depending on when the application is submitted. New applications can take 12-18 months to process. An application can be obtained by e-mail request to Fatima Porter-EL – Fporter-el@aafprs.org.

A copy of the Program Requirements for Fellowship Education in Facial Plastic Surgery can be obtained from the AAFPRS Foundation office.

MISCELLANEOUS INFORMATION

STIPENDS

Fellowship Directors award stipends to their fellows. All arrangements for stipends are made directly with the Fellowship Director, the AAFPRS Foundation office plays no role in payment arrangements made between the fellow and the Fellowship Director and/or institution. Stipend and insurance information is listed in detail in the Fellowship Descriptions Handbook (visit Members Only section to view descriptions handbook).

VERIFICATION OF FELLOWSHIP

Inquiries for verification of a fellowship will be processed in a timely manner upon receipt of a written request. Requests should be addressed to the AAFPRS Foundation Fellowship Program Manager. See information under “ADMINISTRATIVE ASSISTANCE (contacting AAFPRS)” below.

There are two separate verification letters that may be used. If a fellow has satisfied all fellowship requirements, the letter will state that the “fellow has successfully completed a fellowship”. However, if a fellow has not satisfied all fellowship requirements, the letter will state that “the fellow did hold a fellowship position” and “the awarding of a Fellowship Certificate is under administrative review”. Both letters will include the dates of the fellowship, name, address and telephone number of the Fellowship Director, which may be used if and when additional information is needed. Any request that needs verification of the fellow’s performance may be forwarded to the Fellowship Director for his review, completion and return to the appropriate person or organization.

Please note that the AAFPRS Foundation will consider that a physician’s Curriculum Vitae (CV) is inaccurate if it claims successful completion of the fellowship program where the physician has not completed all requirements for successful completion of the fellowship including passing the examination and fulfillment of the research paper requirement.

KEY DATES CALENDAR

The Key Dates Calendar is designed to be a reminder for fellows, directors and applicants of due dates for all requirements. Any due date found in this handbook or any correspondence, which conflicts with the due dates on the Key Dates Calendar, should be verified with the AAFPRS Foundation office by contacting the Fellowship Program Manager (see contact information below). **See Key Dates Calendar on pages 20-21.**

All fellows completing requirements of the Fellowship Program have two (2) years from the end of the fellowship training date to successfully complete all requirements of the program, which includes submission of evaluation forms from the fellow and Fellowship Director.

ADMINISTRATIVE ASSISTANCE (contacting AAFPRS)

For questions, concerns or requests regarding the fellowship program please contact:

Fatima Porter-EL
(703) 299-9291 ext. 228
Fporter-el@aafprs.org

2012-2013 DIRECTOR & FELLOW LIST

| DIRECTOR | FELLOW | | DIRECTOR | FELLOW |
|---------------------|-----------------|--|------------------|---------------------|
| Adamson | Alyn Kim | | Maas/Kabaker | Jason Dudas |
| Alam | John Chi | | Mangat | Brian Harmych |
| Branham | Andrew Compton | | Marentette | Kathleen Gallagher |
| Byrne/Papel | Linda Lee | | McCollough | Jordan Wallin |
| Constantinides | William Heckman | | Mittelman | Nathan Schreiber |
| Costantino/Pearlman | Praby Singh | | Most | Joshua Surowitz |
| Davis/Jewett | Haena Kim | | Nassif/Azizzadeh | Garrett Griffin |
| Ducic | Thomas Lee | | Moyer/Baker/Kim | John-Paul Pepper |
| Ellis | James Bonaparte | | Perkins | Heather Waters |
| Farrior | Lindsay Eisler | | Quatela | Marcelo Antunes |
| Frankel | Amy Hsu | | Rouso | Kimberly Rutherford |
| Glasgolds | David Gerth | | Silver/DeJoseph | Shivan Amin |
| Godin | Maher Younes | | Spiegel | Vartan Mardirossian |
| Hadlock | Marc Hohman | | Stucker/Lian | Jennings Boyette |
| Hilger | David Shaye | | Sykes | Hedyeh Javidnia |
| Jacono | Joseph Rouso | | Thomas | Tatiana Dixon |
| Johnson | Joshua Weissman | | Toriumi | Thomas Walker |
| Keller | Rahul Seth | | Wang | Sachin Pawar |
| Kellman/Tatum | Lisa Morris | | Wax | Amy Pittman |
| Kridel | David Bursetin | | Williams | Scott Chaiet |
| LaFerriere/Renner | Young Paik | | Wong | Ryan Manz |
| Larrabee/Murakami | Cody Koch | | | |
| Lawson | Robert Deeb | | | |
| | | | | |
| | | | | |

2013-2014 DIRECTOR & FELLOW LIST

| DIRECTOR | FELLOW | | DIRECTOR | FELLOW |
|---------------------|---------------------|--|------------------|----------------------------------|
| Adamson | Noah Sands | | Maas/Kabaker | Mike Sheu |
| Alam | Morgan Langille | | Mangat | Mark Been |
| Branham | Shane Gailushas | | Marentette | Aaron Fletcher |
| Byrne/Papel | Peter Revenaugh | | McCollough | Parker Velargo Inessa Fishman |
| Constantinides | Behrad Aynehchi | | Mittelman | Geoffrey Pitzer |
| Costantino/Pearlman | Patrick Simon | | Most | Virginia Teti |
| Davis/Jewett | Sanaz Harirchian | | Moyer/Baker/Kim | Justin Wudel |
| DeJoseph/Silver | Danny Soares | | Nassif/Azizzadeh | Satyen Undavia |
| Ducic | Eli Gordin | | Perkins | Scott Shadfar |
| Ellis | Lee Tin Sin | | Quatela | Jean Paul Azzi |
| Farrior | Harry Wright | | Rouso | Sang Kim |
| Frankel | David Reinstadler | | Smith /Sullivan | Yalon Dolev |
| Glasgolds | Lesley Rabach | | Spiegel | Andrew Kleinberger |
| Godin | Seema Pai | | Stucker/Lian | Melissa Hu |
| Hadlock | Prabhat Bhama | | Sykes | David Nolen |
| Hilger | Jessyka Lighthall | | Thomas | David Weeks |
| Jacono | Benjamin Talei | | Toriumi | Scott Asher |
| Johnson | David Rodwell | | Wang | Melynda Barnes |
| Keller/Rawnsley | Daniel Barker | | Wax | Jessica Peck |
| Kellman/Tatum | Ryan Winters | | Williams | Ahmed Sufyan |
| Kridel | Eric Yavrouian | | Wong | Joseph Boeckman |
| LaFerriere/Renner | Kristin Jones | | | |
| Larrabee/Murakami | Farhad Ardeshirpour | | | |
| Lawson | Michael Yerukhim | | | |
| | | | | |

3/11/13

KEY DATES CALENDAR

This calendar serves as a reminder of information due to the Foundation Office in the months listed. Dates that fall on a weekend are due the following Monday.

JULY

- * List of projects due from current fellows (July 1st)
- * Welcome packet mailed to incoming Fellows with ACLS & Paper Due Date Reminder
- * Mail Binding Agreement & Terms to **newly** matched fellows (ACLS due prior to start date)
- * End Fellowship Program Questionnaires due (July 15th)
- * Fellowship Operative Report Forms due (July 15th)
- * Twelve Month In-Training Evaluation due (July 15th)
- * Notification of results of Roe & Gillies selections sent

AUGUST

- * Evidence Based Medicine examination due (July 15th)

SEPTEMBER

- * Research paper abstracts due in Foundation office from current fellows (September 1st)
- * Binding Agreements due in Foundation office
- * Proof of ACLS due in Foundation office (**prior to the fellowship start date**)
- * Notification to update fellowship description is sent to Directors
- * **New/Full Director applications reviewed by FRC at Fall Meeting**

OCTOBER

- * Requirement reminder sent to all fellows who have not completed requirements of the Fellowship Program
- * Updated Descriptions Handbook is posted on website (visit Members Only section of website- www.aafprs.org)

NOVEMBER

- * Six-Month Evaluation Forms/Reports sent to fellows and directors **with exam notification**
- * Notification of program review sent to Fellowship Directors

DECEMBER

- * Six-Month Forms/Reports due (December 31st)
- * Report Cards of fellow requirements sent to Fellowship Directors

JANUARY

- * Progress reports due
- * Director Applications (current and new) accepted through January 31st

PAGE 2
KEY DATES CALENDAR

FEBRUARY

- * Applications for fellowship due in Foundation office (February 1st)
- * Late applications for fellowship accepted from February 2nd through March 1st
- * Applications received prior to February 2nd are posted for Fellowship Directors (by February 15th)

MARCH

- * Fellowship Directors begin interviewing fellowship applicants
- * Late *applications MUST be submitted (March 1st)*
- * Late *applications posted for* Fellowship Directors (by March 15th)

MAY

- * All fellowship interviews should be completed by May 31st

JUNE

- * Mail end-year forms to fellows & directors
- * Roe & Gillies submissions due (June 1st) from current and **immediate past fellows** (1 year out)
- * Progress reports due
- * Rank Lists due in Match Office (date subject to change each year)
- * Match results available (date subject to change each year)
- * *End Fellowship Examinations are held at the Ritz Carlton Pentagon City, Alexandria, VA (Washington, DC)*
 - June 22 & 23, 2013
 - June 14 & 15, 2014
- * Final date for past fellows out of training 2 years to complete requirements to be eligible to receive a fellowship certificate (June 30th)
- * Research Papers due
- * All Binding Agreements must be on file in AAFPRS Foundation office for fellows starting July 1st

6/19/13