



310 South Henry Street; Alexandria, Virginia 22314; Phone: (703) 299-9291; Fax: (703) 299-8898

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

**FELLOWSHIP  
HANDBOOK**

**March 2019**

## CONTENTS /INFORMATION LOCATION GUIDE

AAFPRS Profile	-	-	-	-	-	-	-	-	Page 3
AAFPRS Foundation	-	-	-	-	-	-	-	-	Page 4
ACLS	-	-	-	-	-	-	-	-	Pages 8, 22
ACPSE	-	-	-	-	-	-	-	-	Pages 15, 18
Application Process Fellows / (Directors)	-	-	-	-	-	-	-	-	Pages 5-6, (15)
Binding Agreement	-	-	-	-	-	-	-	-	Pages 8, 16, 18, 22-23
Canadian Applicants	-	-	-	-	-	-	-	-	Pages 5, 16
Competency Evaluations	-	-	-	-	-	-	-	-	Pages 11, 17
Contacting the AAFPRS	-	-	-	-	-	-	-	-	Pages 10, 16, 19
Curriculum Bibliography	-	-	-	-	-	-	-	-	Pages 13, 17
Curriculum Videos List ( <i>Recommended Additional Resources</i> )	-	-	-	-	-	-	-	-	Pages 13, 15, 17-18
Descriptions Handbook	-	-	-	-	-	-	-	-	Pages 7, 19
Director Program Requirements	-	-	-	-	-	-	-	-	Pages 15, 18
End-Fellowship Examination	-	-	-	-	-	-	-	-	Pages 3, 5-6, 12-13, 17, 19, 23
Evaluation Questionnaires	-	-	-	-	-	-	-	-	Page 11
Fellowship Applicant Requirements	-	-	-	-	-	-	-	-	Page 5
Fellowship Database	-	-	-	-	-	-	-	-	Page 5
Fellowship Program	-	-	-	-	-	-	-	-	Page 4
In-Training Evaluation Reports	-	-	-	-	-	-	-	-	Pages 11, 17, 22
International Medical Graduates	-	-	-	-	-	-	-	-	Pages 6-7, 13, 16
Key Dates Calendar	-	-	-	-	-	-	-	-	Pages 6-7, 13, 16
List of Fellows	-	-	-	-	-	-	-	-	Pages 20-21
Match Process	-	-	-	-	-	-	-	-	Pages 6-7, 16
Membership Status	-	-	-	-	-	-	-	-	Pages 8, 13-14
Milestones	-	-	-	-	-	-	-	-	Page 12, 17
Miscellaneous Information	-	-	-	-	-	-	-	-	Page 19
Operative Experience	-	-	-	-	-	-	-	-	Pages 11, 17
Projects List	-	-	-	-	-	-	-	-	Pages 8, 18
Report of Fellow Completion (Report Card)	-	-	-	-	-	-	-	-	Pages 14, 18
Research Abstract	-	-	-	-	-	-	-	-	Pages 8-10, 17, 22
Research Awards Descriptions	-	-	-	-	-	-	-	-	Pages 9-10
Research Paper Progress Report	-	-	-	-	-	-	-	-	Pages 9-10, 22-23
Research Scholarly Paper	-	-	-	-	-	-	-	-	Pages 8-10, 17, 19, 22-23
Research Survey	-	-	-	-	-	-	-	-	Page 9
SF Match	-	-	-	-	-	-	-	-	Pages 7, 16
Stipends	-	-	-	-	-	-	-	-	Page 19
Verification of Fellowship	-	-	-	-	-	-	-	-	Page 19

## **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 2,500 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.

***Unless a candidate with a DO has completed the entirety of their postgraduate training in an ACGME approved residency in Otolaryngology-Head and Neck surgery or Plastic Surgery they will not be eligible to become certified by the ABFPRS after fellowship training. This is based on ABFPRS by-laws which require completion of an ACGME accredited residency in Otolaryngology-Head and Neck Surgery or Plastic Surgery.***

### FELLOWSHIP DATABASE

The Fellowship Database is a requirement for applicants, fellows, and fellowship directors. All requirements of the application process and fellowship MUST be submitted / completed through the Fellowship Database. Applicants must request a login and password to participate in the application process.

To request a login ID and password for access to Fellowship Data Base, [click here](#), or email – [fporter-el@aafprs.org](mailto:fporter-el@aafprs.org). Please be sure you have met all prerequisites for applying for an AAFPRS Foundation fellowship prior to requesting access to the application which includes membership in the AAFPRS.

### 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 paperwork should be completed and visa must be obtained prior to the start date of the fellowship program. Visit the Fellowship Program Community on LEARN for Visa information – [www.aafprs.org](http://www.aafprs.org) (LEARN).

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 complete the application through the Fellowship Database IMGs will not participate in the Match.

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 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. Fellowship programs that participate in the match but do not match or select a fellow for 2 consecutive years will be required to submit an application to reapply for fellowship program accreditation.

Fellowship Directors are permitted to accept IMGs into their program for any fellowship year, however, programs that accept IMGs for two consecutive years and do not participate in the match process may be required to reapply for an approved fellowship program.

IMGs will not sit for the end-fellowship examination administered by the American Board of Facial Plastic and Reconstructive Surgery. They may be eligible to sit for the International Board for Certification in Facial Plastic and Reconstructive Surgery (IBCFPRS) examination. The IMG must review the IBCFPRS application on the IFFPSS website ([www.iffpss.org](http://www.iffpss.org)). At the completion of the training, IMGs will be awarded an "International Training Certificate".

## APPLICATION PROCESS

All applicants including IMGs **MUST** receive a login and password to submit all fellowship application requirements through the Fellowship Database. To request a login ID and password for access to Fellowship Data Base, [click here](#), or email – [fporter-el@aafprs.org](mailto:fporter-el@aafprs.org). Please be sure you have met all prerequisites for applying for an AAFPRS Foundation fellowship prior to requesting access to the application which includes membership in the AAFPRS.

Completion of the following information through the Fellowship Database is required:

- Fellowship Application (must include photograph)

- A current Curriculum Vitae (CV),

- Operative Report Form to include all years of residency

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

- An official Medical School Transcript; the transcript is official with the registrar's signature in the absence of a seal, and

- Three letters of recommendation (one must be from the Chair of your Department). Only one letter from each reference writer must be e-mailed directly to the AAFPRS Foundation office from the letter writer. Letters are not accepted from applicants. A fourth letter is acceptable.

A non-refundable \$175 application fee is also required in US funds (must be paid by 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. Dayan/Toriumi & Toriumi programs are two separate programs and applicants wanting to***

*interview with both must apply to each program separately.* They each will match with a fellow and require a separate fee. Please call (703) 650-9236 or e-mail, [fporter-el@aafprs.org](mailto:fporter-el@aafprs.org) to submit payment.

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

Applicants should complete their application through the fellowship database no later than **February 1<sup>st</sup>**. A \$125 late fee will be assessed for any application completed after the February 1<sup>st</sup> deadline. The late deadline for applications completed after February 1 is March 1<sup>st</sup>. No application can be completed after the February 1<sup>st</sup> 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 31<sup>st</sup> 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. Programs may update the description yearly. To access the Handbook, [click here](#).

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.

All candidates except IMGs 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.

Rank lists are due in the SF Match office in early June. Refer to the SF Match website for the exact date and time of when rank lists are due. *Applicants and directors with specific questions regarding the match can contact the match office directly, [help@sfmitch.org](mailto:help@sfmitch.org).*

### **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 \$175 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 programs that do not participate in the match but select a fellow for 2 consecutive years will be required to submit an application to reapply for fellowship program approval/accreditation.

## 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 22-23).

### BINDING AGREEMENT

All binding agreement and terms notification will be emailed after the receipt of official match results. The agreement must be signed by both the Fellow and Fellowship Director prior to being uploaded onto the Fellowship Database. The agreement can be uploaded onto the database by the Fellow or Director. No fellowship is considered official until a signed Binding Agreement and Terms are on file with the AAFPRS Foundation 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 through the Fellowship Database. The List of Projects MUST be uploaded through the Fellowship Database by July 1<sup>st</sup> of the fellowship start year.

### ADVANCED CARDIAC LIFE SUPPORT (ACLS) CERTIFICATION

Proof of ACLS must be uploaded through the Fellowship Database prior to the fellowship start date. Certification that the course has been taken should be uploaded by September 30<sup>th</sup> the year before the start of the fellowship training.

### RESEARCH PAPER ABSTRACT

All fellows must upload an abstract as part of the fellowship research paper requirement, which is due September 1<sup>st</sup> (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 JAMA Facial Plastic Surgery 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 1<sup>st</sup> 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 1<sup>st</sup>.

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 1<sup>st</sup> deadline in order to receive feedback from the review in a timely manner.

***Any fellowship paper requiring the use of a survey as support for the paper must be reviewed as part of the abstract. Any survey not submitted with the abstract for review may not be approved for distribution to the membership or use as paper support.***

### RESEARCH/SCHOLARLY PAPER

All fellows must submit a research paper as part of the fellowship experience. Clinical, basic science, meta-analysis and systematic review papers are acceptable. Prior to submitting the paper through the Fellowship Database 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. Papers must be reviewed and approved for submission by the Fellowship Director, through the Fellowship Database. Guidelines for writing research/scholarly papers and ***Information for Authors*** from the [JAMA Facial Plastic Surgery](#) can be obtained from the AAFPRS Foundation fellowship office.

Papers should be submitted through the Fellowship Database June 1<sup>st</sup> of the fellowship year or the year immediately following training completion to qualify for the Roe or Gillies Awards. Any fellow not uploading a paper by the end of their fellowship year must submit a progress report through the Fellowship Database. 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 30<sup>th</sup> **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*
- \* *Originality*
- \* *Depth of Subject*
- \* *Clarity*

## \*Style and Composition

### **RESEARCH PAPER – NEW CATEGORIES**

There are two new categories of acceptable research papers that fellows can submit to satisfy the fellowship requirement; meta-analysis and systematic reviews. Systematic reviews and meta-analyses inform clinical practice guidelines that make treatment recommendations based on evidence. Systematic reviews of randomized controlled trials, for example, are considered the highest level of evidence. Given their importance to knowledge translation, we appreciate the need to promote this type of research by our academy membership.

“Meta-analysis” is a statistical technique for combining findings from two or more independent studies. It can be performed on the aggregate data from a group of reviews if the outcome data are similar enough to perform formal, quantitative statistical analysis. Meta-analysis is most often used to determine the effectiveness of clinical interventions, providing an estimate of the treatment effect while taking into consideration the weight of individual studies. Complete meta-analyses evaluate for heterogeneity of studies and perform a sensitivity analysis on the results. When a meta-analysis of aggregate data is performed results may appear that were not identified in the individual analyses alone.

A systematic review is a complete literature review based on a clearly formatted research question. In the performance of the systematic review all relevant studies are identified, and appraised for their quality. The data from all of the selected studies are then summarized. The *systematic, explicit, and transparent* approach distinguishes them from other reviews, and minimizes bias. This type of framework also produces findings that have significant impact on clinical questions and practices. This type of research is critical to the future of evidence based facial plastic surgery.

Visit the AAFPRS website for the meta-analysis and systematic review guidelines, [www.aafprs.org](http://www.aafprs.org) or contact the Fellowship Program Manager, [fporter-el@aafprs.org](mailto:fporter-el@aafprs.org).

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

### **RESEARCH PAPER PROGRESS REPORT**

Submission of the Progress Report through the Fellowship Database is a requirement that must be met if the fellowship paper is not submitted for review by June 30<sup>th</sup> of the fellowship year or the two-year completion timeline. Any fellow not adhering to the research paper or progress report requirements 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 should be provided every year until the paper has been uploaded onto the Fellowship Database. The Progress Report can be found on the Fellowship Database.

## **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 the operative report and submitting the signed form through the Fellowship Database. The report is formatted to record numbers of cases performed as primary surgeon and first assistant, and cases observed. This report must be reviewed by the Fellowship Director and signed by both the fellow and the director prior to uploading onto the Fellowship Database by July 15<sup>th</sup> 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 uploaded onto the fellowship database.

## **SIX-MONTH FELLOWSHIP PROGRAM EVALUATION QUESTIONNAIRE**

The fellow's six-month review of his/her fellowship experience must be completed through the Fellowship Database by December 31<sup>st</sup> 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 must be completed through the Fellowship Database July 15<sup>th</sup> 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 must be completed by the Fellowship Director through the Fellowship Database by December 31<sup>st</sup> of the fellowship year. The twelve-month report must be completed by July 15<sup>th</sup> 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 through the Fellowship Database by the deadlines.

## **SIX- AND TWELVE-MONTH COMPETENCY EVALUATIONS**

This document presents Milestones designed for programs to use in review of fellow performance in the core competencies. These evaluations must be completed through the Fellowship Database. Milestones are knowledge, skills, attitudes, and other attributes for the core competencies. The 6 core competencies are:

1. Interpersonal and Communication Skills
2. Systems-based Practice
3. Practice-based Learning and Improvement
4. Professionalism
5. Patient Care

## 6. Medical Knowledge

The following is an example and explanation of selection levels. Term definitions are below.

Surgical Care – Medical Knowledge									
<ul style="list-style-type: none"> <li>Understands normal physiology fluid and Electrolyte balance, hemostasis, sepsis, &amp; wound healing</li> <li>Understands the principles of safe surgical performance (e.g. checklist, surgical consent, aseptic technique, patient positioning, skin preparation, draping, use of appropriate instruments, universal precautions)</li> </ul>		<ul style="list-style-type: none"> <li>Understands the effect of age, pregnancy, &amp; obesity on the surgical patient</li> <li>Understands alterations in nutrition including, obesity &amp; cachexia; understands the indications for enteral &amp; parenteral feeding</li> <li>Understands the effects of alcohol, tobacco, &amp; substance abuse.</li> </ul>		<ul style="list-style-type: none"> <li>Understands the effect of comorbidities on the surgical patient (e.g., cardiac, pulmonary, renal, hepatic failure)</li> <li>Understands psychosocial disorders (e.g., depression, body dysmorphic disorder)</li> <li>Understands the effects of chemotherapy, radiation, immunosuppression &amp; medications including homeopathic regimens</li> </ul>		<ul style="list-style-type: none"> <li>Understands the management of complex multisystem surgical pathophysiology including intensive care &amp; organ system support (e.g., dialysis, ventilator use)</li> <li>Understands potential reasons to decline offering surgical services</li> <li>Understands the process of professional &amp; legal discharge of a patient from practice</li> </ul>		<ul style="list-style-type: none"> <li>Systematically reviews outcomes &amp; publishes in peer-reviewed journal</li> </ul>	
Level 1		Level 2		Level 3		Level 4		Level 5	
6-M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12-M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Selecting a response box in the middle of a level implies that milestones in that level and in lower levels have been substantially demonstrated.</p>				<p>Selecting a response box on the line in between levels indicates that milestones in lower levels have been substantially demonstrated as well as some milestones in the higher level(s).</p>					
<p>Level 1 Fellow demonstrates Milestones expected of an incoming fellow.</p>		<p>Level 2 The fellow is advancing &amp; demonstrates additional milestones, but is not yet performing at a mid-fellowship level.</p>		<p>Level 3 The fellow continues to advance &amp; demonstrate additional milestones, consistently including the majority of milestones targeted for fellowship.</p>		<p>Level 4 The fellow has advanced so that he/she now substantially demonstrates the milestones targeted for fellowship. This level is designed as the graduation target. (Note that Level 4 is designed as the graduation target &amp; does not represent a graduation requirement. Making decisions about Readiness for graduation is the purview of the fellowship program director.</p>		<p>Level 5 The fellow has advanced beyond performance targets set for fellowship &amp; is demonstrating “aspirational” goals which might describe the performance of someone who has been in practice for several years. It is expected that only a few exceptional fellows will reach this level.</p>	
Comments:									

### 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 15<sup>th</sup> 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](http://www.abfprs.org). See the Key Dates Calendar for the dates of the next examinations; pages 22-23.

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](http://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. To view or download a pdf file of each section of the updated Bibliography that is divided into Basic and Advanced sections with a list of references for each portion, click here.

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](http://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. In addition to being notified by the ABFPRS of the exam passing status the oral and written exam scores will be uploaded onto the Fellowship Database.

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.**

International Medical Graduates (IMG) who have completed a 12-month fellowship may not be eligible to sit for the end-fellowship examination administered by the ABFPRS however they may be eligible to sit for the IBCFPRS examination. IMGs must review the IBCFPRS application guidelines through the IFFPSS website – [www.iffpss.org](http://www.iffpss.org).

### **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.* 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.

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. Fellows obtaining ABOto certification are encouraged to submit proof of certification to upgrade their membership level in the AAFPRS.

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](mailto:info@aafprs.org).

#### **“REPORT CARD” OF FELLOW COMPLETION**

Fellowship Directors are provided a report of their fellows’ completion of fellowship requirements. 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.

Starting with the 2014-2015 fellowship year Fellowship Directors will have access to their fellows’ requirements and the status of completion of the fellowship program by each of their fellows through the fellowship database.

## **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.

### **ACCREDITATION COUNCIL FOR POST-RESIDENCY SPECIALTY EDUCATION (ACPSE)**

The mission of the ACPSE is to promote the highest level of patient safety and superior post-residency specialty physician education through the review and accreditation of training programs in accordance with the high-quality Facial Plastic Surgery Program requirements. Facial Plastic Surgery is a valued and well recognized surgical specialty and requires an oversight accreditation organization to evaluate and accredit the training and competency of its fellowship trainees. The ACPSE will enhance this important component of expertise for the benefit of population healthcare through assessment and accreditation of fellowship level physician education. The ACPSE embraces the standards exemplified by the ACGME and the AMA and has been established to provide appropriate oversight of advanced Facial Plastic Surgery training of physicians who have successfully completed ACGME approved residencies in Plastic Surgery or Otolaryngology.

### **PREREQUISITES**

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 ACPSE accreditation includes an application, program requirements and other required forms. Current medical license is required and must accompany the application.

All fellowship programs will be reviewed for accreditation by the ACPSE. Fellowship Director Applicants must complete an accreditation application for review by the ACPSE Fellowship Review Committee (ACPSE FRC). The final approval for accreditation of a Fellowship Program rests with the ACPSE Board. The ACPSE Fellowship Requirements govern the program and directors. These requirements detail the necessary requirements for applying for and maintaining an accredited fellowship program. ACPSE Fellowship Requirements can be obtained upon request to the AAFPRS Foundation via e-mail, [fporter-el@aafprs.org](mailto:fporter-el@aafprs.org).

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. New programs receive a one year provisional approval while programs being reviewed for re-accreditation may receive 3-5 year approvals.

### **APPLICATION PROCESS**

New applications for accreditation can take 12-18 months to process. New applications are reviewed and discussed for approval during the Annual Meeting each year. An application can be obtained by e-mail request to Fatima Porter-EL – [Fporter-el@aafprs.org](mailto:Fporter-el@aafprs.org). All current fellowship program directors and new director applicants will be required to apply for accreditation through the ACPSE.

The ACPSE application can be mailed to the AAFPRS Foundation office at 310 South Henry Street, Alexandria, VA 22314. Other options for submitting the application are available such as submitting electronically via email to

[fporter-el@aafprs.org](mailto:fporter-el@aafprs.org). Please contact the AAFPRS Foundation office for other submission options – (703) 299-9291 ext. 228.

*Applicants will be notified in writing of their assigned reviewer. Reviewers are available to provide guidance with completing the accreditation application. Applicants are permitted to contact the reviewer for assistance with completing the application.*

#### 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. **Fellowship programs that participate in the match but do not match or select a fellow for 2 consecutive years will be required to submit an application to reapply for fellowship program accreditation.***

Fellowship Directors are permitted to accept IMGs into their program for any fellowship year, however, programs that accept IMGs for two consecutive years and do not participate in the match process may be required to reapply for an approved fellowship program.

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 for signature. The signed binding agreement **MUST** be uploaded onto the Fellowship Database. The signed agreement can be submitted through the Fellowship Database by the fellow or the director.



## RESEARCH ABSTRACTS AND PAPERS

Fellowship Directors are required to have input on each fellow's fellowship research paper. The director must review and approve the abstract/paper through the Fellowship Database prior to review by the Fellowship Research Review Subcommittee (FRRS). The director's approval through the Fellowship Database must be provided before the abstract or paper can be reviewed. Fellowship Directors should discuss possible project opportunities with the fellow prior to the start of the fellowship year. This interaction will assist the fellow in providing the list of potential research projects through the Fellowship Database.

## 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 the form being uploaded onto the Fellowship Database. The Director's signature on the form indicates the approval of the report.

## SIX-AND TWELVE-MONTH IN-TRAINING EVALUATION REPORTS

The Six-Month In-Training Evaluation Report **MUST** be completed through the Fellowship Database by December 31<sup>st</sup> 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 **MUST** be completed through the Fellowship Database by July 15<sup>th</sup> 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 in this evaluation is held in the strictest confidence.

## SIX- AND TWELVE-MONTH COMPETENCY EVALUATIONS

This document presents Milestones designed for programs to use in review of fellow performance in the core competencies. Milestones are knowledge, skills, attitudes, and other attributes for the core competencies. These evaluations **MUST** be completed through the Fellowship Database. The 6 core competencies are:

7. Interpersonal and Communication Skills
8. Systems-based Practice
9. Practice-based Learning and Improvement
10. Professionalism
11. Patient Care
12. Medical Knowledge

For an example and explanation of selection levels and definition of terms see "Six- & Twelve-Month Competency Evaluation under Program Requirements (for Fellow) above.

## 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. Links to the abstracts are provided through the Bibliography. ***Fellowship Directors are required to provide access to the updated Bibliography and full link to the article as well as the Residency Videos on-line.***

To view or download a pdf file of each section of the updated Bibliography that is divided into Basic and Advanced sections with a list of references for each portion, click [here](#).

Current fellows in any year may access the Residency Videos free of charge through LEARN. Contact the Fellowship Program Manager for additional information to access the videos or visit the AAFPRS website – [www.aafprs.org](http://www.aafprs.org), then click the LEARN banner.

### “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 1<sup>st</sup> of the fellowship start year and signed by both fellow and Fellowship Director.

### PROGRAM ACCREDITATION REVIEW

All Fellowship Programs must undergo a review process by the ACPSE FRC and the end of their approval year. Each program is reviewed every 3-5 years. The application and necessary information for re-accreditation will be forwarded to the program at the end of the year prior to the review year. **Any information provided regarding the review process is a guideline and not meant to supersede application accreditation information.**

*Fellowship Program Requirements can be obtained from the AAFPRS Foundation office, [fporter-el@aafprs.org](mailto:fporter-el@aafprs.org).*

## 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. To access the Descriptions Handbook, [click here](#).

### 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 22-23.

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 ELMitchell  
(703) 650-9236 (direct line)

[Fporter-el@aafprs.org](mailto:Fporter-el@aafprs.org)

**2018-2019 DIRECTOR & FELLOW LIST**

<b>DIRECTOR</b>	<b>FELLOW</b>		<b>DIRECTOR</b>	<b>FELLOW</b>
Asaria	Michael Roskies		Langsdon	Ronald Schroeder
Barrera	Derrick Gale		Larrabee	Kathelyn Brandstetter
Becker/Bloom/Friedman	Adam Honeybrook		Lawson	Lee Kaplowitz
Branham/Chi	Christopher Rizzi		Maas	Christian Barnes
Buckingham	Scott Smith		Mangat	Sidney Starkman
Bundrick/Stucker	Carson Williams		McCollough	Joseph Moak
Byrne/Papel	Guanning Nina Lu		Miller	Amar Gupta
Clark/Shockley	Candace Mitchell Waters		Mittelman	Christopher Kieliszak
Costantino/Pearlman	Alexandros Georgolios Lauren Moneta		Most	Akshay Sanan
Davis/Jewett	Wee Tin Katherine Kao		Moyer/Kim	Shiayin Yang
DeJoseph	Jason Pou		Nassif/Azizzadeh	John Frederick
Ducic	Mofiyinfolu Sokoya		Perkins	Deniz Gerecci
Farrior	Julian Toman		Quatela	Phillip Montague
Frankel	Demetri Arnaoutakis		Ries	Justin Sowder
Glasgolds	Justin Cohen		Rouso	Jeffrey Cranford
Godin	Melissa Hancock		Smith, Oakley	Rosa Lipin
Hadlock	Jacqueline Greene		Spiegel	Jacob Kuperstock
Heffelfinger/Pribitkin/Krein	Peter Ciolek		Tatum/Suryadevara	Joseph Vella
Hilger/Dresner	Jennifer Fuller		Toriumi	Ari Hyman
Jacono	Aurash Alemi		Wang	William Dougherty
Keller/Rawsley	Angelique Berens		Wax	William Thomas
Knott/Seth	Zachary Fridirici		Williams	John McIntire
Kridel	Neela Rao		Wong	Robert Peters
Kriet/Humphrey	Sunthosh Sivam			

**2019-2020 DIRECTOR & FELLOW LIST**

<b>DIRECTOR</b>	<b>FELLOW</b>		<b>DIRECTOR</b>	<b>FELLOW</b>
Asaria	Blake Raggio		Langsdon	Hani Rayess
Barrera	Danny Jandali		Larrabee	Jonnae Barry
Becker/Bloom/Friedman	Kirk Lozada		Lawson	Malika Atmakuri
Branham/Chi	Collin Chen		Maas	Marc Polacco
Buckingham	Melissa Bender		Mangat/Holzapfel	Saba Ghorab
Bundrick/Stucker	Diptarka Bhattacharyya		McCollough	Kent Burton
Byrne/Papel	Cyrus Rabbani		Miller	Dominick Gadaleta
Clark/Shockley	Mark Mims		Mittelman/Lieberman/Parikh	Prem Tripathi
Costantino/Pearlman	Rakhna Araslanova George Ferzli		Most	Priyesh Patel
Davis/Jewett	Erin Ostby.		Moyer/Kim	Shannon Rudy
Dayan/Toriumi	Daniel Demesh		Nassif/Azizzadeh	Julie Shtraks Erin Smith
DeJoseph	Nikunj Rana		Perkins	Victoria Givens
Ducic	Weitao Wang		Quatela	Bryan Brandon
Farrior	Chelsea Troiano		Ries	Raj Dedhia
Frankel	Sheena Samra		Rousso	Pedram Daraei
Glasgolds	Les Alloju		Smith, Oakley	Sean Hashemi
Godin	Nicole Colgrove		Spiegel	Elizabeth Blasberg-Hobbs
Hadlock	Matthew Miller		Tatum/Suryadevara	Susan Yanik
Heffelfinger/Pribitkin/Krein	Roxana Moayer		Toriumi	David Kowalczyk
Hilger/Dresner	Tsung Hsieh		Wang	David Chen
Jacono	Jeffrey Harmon		Wax	Adam Bender-Heine
Keller/Rawnsley	Rhorie Kerr		Williams	Jigar Sitapara
Knott/Seth	Karam Badran		Wong	Harry Ching
Kridel	Kevin Caceres			
Kriet/Humphrey	Richard Davila			

## KEY DATES CALENDAR

*This calendar serves as a reminder of information to be uploaded through the Fellowship Database in the months listed. Any date that falls on a weekend should be uploaded by the following Monday.*

### JULY

- \* List of projects should be uploaded through database by current fellows (July 1<sup>st</sup>)
- \* Welcome letter sent to incoming Fellows with ACLS & Paper Due Date Reminder
- \* Binding Agreement & Terms due date sent to **newly** matched fellows
- \* End Fellowship Program Questionnaire should be completed through the database (July 15<sup>th</sup>)
- \* Fellowship Operative Report Form should be uploaded through the database (July 15<sup>th</sup>)
- \* Twelve Month In-Training Evaluation should be completed through the database (July 15<sup>th</sup>)
- \* Notification of results of Roe & Gillies selections sent

### SEPTEMBER

- \* Research paper abstracts should be uploaded through the database from current fellows (September 1<sup>st</sup>)
- \* Binding Agreements should be uploaded through the database
- \* Proof of ACLS should be uploaded through the database (**prior to the fellowship start date**)
- \* Notification to update fellowship description is sent to Directors

### OCTOBER

- \* ACPSE accreditation applications reviewed by FRC for recommendation to ACPSE Board

### NOVEMBER

- \* Six-Month reminder sent to fellows and directors to complete evaluations

### DECEMBER

- \* Six-Month Forms/Evaluations should be completed through the database (December 31<sup>st</sup>)

### JANUARY

- \* Progress reports due
- \* ACPSE accreditation applications are sent to programs for reaccreditation process

### FEBRUARY

- \* Applications for fellowship must be completed through Fellowship Database (February 1<sup>st</sup>)
- \* Late applications for fellowship accepted through the database from February 2<sup>nd</sup> through March 1<sup>st</sup>
- \* Applications received prior to February 2<sup>nd</sup> are posted for Fellowship Directors (by February 15<sup>th</sup>)
- \* Reminder sent to programs up for review (due date April 1<sup>st</sup>)

**PAGE 2**  
**KEY DATES CALENDAR**

**MARCH**

- \* Fellowship Directors begin interviewing fellowship applicants
- \* Late **applications MUST be completed (March 1<sup>st</sup>)**
- \* Late *applications posted for* Fellowship Directors through database (by March 15<sup>th</sup>)
- \* Reminder sent to programs up for review (due date April 1<sup>st</sup>)

**APRIL 1<sup>st</sup>**

- \* ACPSE applications due

**MAY**

- \* All fellowship interviews should be completed by May 31<sup>st</sup>

**JUNE**

- \* Mail end-year requirement correspondence to fellows & directors
- \* Roe & Gillies submissions due (June 1<sup>st</sup>) from current and **immediate past fellows** (1 year out); through database
- \* Progress reports uploaded through database
- \* 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, 2019* *June 27 & 28, 2020*
- \* Final date for past fellows out of training 2 years to complete requirements through the database to be eligible to receive a fellowship certificate (June 30<sup>th</sup>)
- \* Research Papers uploaded through the database
- \* All Binding Agreements must be uploaded through the database for fellows starting July 1<sup>st</sup>