



COSMETIC AND RECONSTRUCTIVE **EXPERTISE**  
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**American Society for Dermatologic Surgery**

**International Traveling Mentorship Program**

International Dermatologic Surgery Fellowship  
Recognition Guidelines

Last updated 11/18/16

## Table of Contents

Foreword	2
International Traveling Mentorship Program	3
About ASDS	4
Program Vision and Goals	5
Fellowship Training Program Requirements	6
Fellowship Director and Faculty	7
Fellows	8
Fellowship Curriculum	9
Procedures	11
Application Process	13
Fees	14
Site Review	15
Attaining Certificate	16
Continuous Review	17
Program Changes	18
Adverse Action	19
Appeals	20
Appendices	
<b>Appendix A</b> – Fellowship Curriculum	
<b>Appendix B</b> – Core Competencies	
<b>Appendix C</b> – Program Application Form	

**Foreword**

The program guidelines are intended to serve as a resource for Fellowship Directors seeking to develop dermatologic surgery fellowship training programs in the countries outside of the U.S.

The program guidelines will be updated on a regular basis as policies and procedures are modified.

### **International Traveling Mentorship Program**

The American Society for Dermatologic Surgery International Traveling Mentorship Program (ITMP) has been established through the Lawrence M. Field, MD, International Dermatologic Surgery Education Exchange Fund. The primary goal is to enhance the exchange of information and body of knowledge of dermatologic surgery among international community of dermatologic surgeons. ASDS allows dermatologic surgeons to visit a host institution in another country or host a dermatologic surgeon from another country for a defined period of teaching, surgical demonstration and table-side exchange. Approved traveling mentors from 35 countries volunteer their time and expertise to participate in this program.

## **About ASDS**

The American Society for Dermatologic Surgery (ASDS) was organized in 1970 and incorporated in 1973. ASDS is the largest specialty organization in the world, exclusively representing dermatologic surgeons. Over 6,100 members of the ASDS meet not only standards in recognized certification of medical specialists, but also standards of skill, experience and merit.

Its core members are board-certified physicians who are specifically trained to treat the health, function and appearance of the skin and soft tissue, with both medically necessary and cosmetic procedures, using both surgical and non-surgical methods. They also are pioneers in the field; many are involved in the clinical studies that bring popular treatments to the forefront. Dermatologic surgeons also are experts in skin cancer prevention, detection and treatment. As the incidence of skin cancer rises, dermatologic surgeons are committed to taking steps to minimize the life-threatening effects of this disease.

The mission of ASDS is to foster, promote, support, augment, develop and encourage investigative knowledge in dermatologic surgery; to promote the highest possible standards in clinical practice, continuing education, and research in dermatologic surgery; to promote the highest standards of patient care and promote the public interest relating to dermatologic surgery; and to provide a forum for the exchange of ideas and methodology for dermatologic surgery and related basic sciences.

The Board of Directors of the American Society for Dermatologic Surgery is responsible to the organization and its membership for all Society activities. The Board oversees the International Traveling Mentorship (ITMP) Fellowship Recognition Work Group to structure the recognition program that supports fair policies and procedures, promotes standards for education and training, and is adequately funded. The International Fellowship Recognition Work Group will administer the recognition program and will be solely responsible for overseeing the site reviews and identifying individuals to serve as site reviewers.

ASDS and the Dermatologic Aesthetic Surgery International League (DASIL) signed a collaborative agreement in 2014 to continue educational efforts and improvement of the sub-specialty of dermatologic surgery. Both organizations agreed to work together to raise the level and quality of dermatologic surgery education and the visibility of ASDS and DASIL internationally. The International Fellowship Recognition Work Group includes two members of DASIL.

## **Program Vision and Goals**

The American Society for Dermatologic Surgery (ASDS) is recognized as a leader in the advancement of educational excellence in dermatologic surgery. The program goal is to utilize ASDS resources, the abilities of ASDS dermatologic surgeons and the willingness of those surgeons to give their time, and the capabilities and energies of our international ITMP members to assist international physicians in developing and implementing dermatologic surgery fellowships. Specifically, we wish to provide them with guidance and credentials, which may assist them in approaching their countries' medical regulators for appropriate recognition and documents to start and maintain a training program.

The goal of the review process is to recognize those Fellowship Programs that meet the standards established by the International Fellowship Recognition Work Group.

What ASDS provides includes the following:

- A curriculum of dermatologic surgery available to prospective training program directors, now on *Quest* and updated annually;
- A case log system;
- An initial site visit and instruction by an ITMP mentor from ASDS;
- A review of the applicant's compliance with the recognition requirements, including the fellowship director's credentials, demonstration of facility readiness, and ability to support the educational needs of each Fellow; and
- A method of ongoing, specific oversight – preferably from within the country of origin.

## **Fellowship Training Program Requirements**

The principal objective is to educate dermatologists in dermatologic surgery procedures. All programs will be one or two years in duration. Start and end dates are defined by the academic year in the country in which the fellowship resides. The office and or institution sponsoring the fellowship shall be a licensed facility and must have appropriate safety equipment and planning commensurate with country, state and local regulations.

The facility must demonstrate proper sterile surgical technique, proper instrument sterilization and appropriate documentation thereof. The facility must also have adequate computer access and connectivity to participate in *Quest* and to maintain access to the core curriculum.

It is contemplated that each Fellowship Program will initially train one fellow. In all cases, the number of Fellows accepted into a given Fellowship Program will be limited by the program's ability to adequately support the educational needs of each Fellow. Any Program seeking to train multiple Fellows must have adequate faculty members in place and demonstrate sufficient numbers of cases to meet the annual minimum case load.

The Fellowship Program will have a policy in place to assess the performance of its Fellow(s).

Programs recognized by the ASDS ITMP are expected to compensate their Fellows. This may consist of room and board, salary or both. At a minimum, housing and living expenses must be covered.

All Fellows are encouraged to submit an abstract for presentation at the ASDS annual meeting and will be eligible to present a case at the ITMP session or within the body of the ASDS scientific program.

## **Fellowship Director and Faculty**

The Fellowship Director shall be a duly licensed physician in good standing and a board certified dermatologist (or its equivalent in the country of origin) with more than five years of patient care experience in dermatologic surgery at the time of application. Special consideration can be made for a plastic surgeon or otolaryngologist within an existing and established department of dermatology.

The Fellowship Director should be a role model who upholds the highest standards of the profession. Reputation and both regional and national standing in the field will be taken into account when conferring the status of Fellowship Director. Fellowship Directors should be published in peer-reviewed journals and have experience speaking at national or local dermatology meetings. Educational and administrative experience must be documented at the time of application. At least three years of experience as a teacher in graduate medical education in dermatologic surgery is preferred.

The Fellowship Programs are established to be academically rigorous training programs presided over by individuals who have demonstrated their commitment to dermatologic surgery as evidenced by consistent and ongoing teaching, including participation in journal clubs, curriculum review, external educational opportunities, etc. The Fellowship Director should present at national meetings and publish in a peer-reviewed literature or a textbook at least every five years. Fellowship Directors must continue to be academically oriented throughout the life of the program, not just at the time of initial program approval. Attendance at ASDS meetings is encouraged.

The Fellowship Director has full responsibility for the program, including the faculty and all of the cases performed. The Fellowship Director must represent that the training program is fulfilling all of the requirements of recognition. This includes oversight of the Fellow's training, the faculty and the facility at which the Fellow is trained. There must be adequate case volume available to train the Fellow. Fellowships may be shared by several providers in order to achieve adequate case volume at separate institutions.

Faculty may include dermatopathologists, plastic surgeons, oculoplastic surgeons and/or otolaryngologists. All approved programs must have access to dermatopathology.

The Fellowship Director will have appropriate agreements for surgical backup for all procedures. This will include hospital admitting privileges or an arrangement with another provider who does. A detailed procedural plan for handling medical emergencies should be available during the site review visit.



## **Fellows**

Any physician accepted into the Fellowship Program shall be licensed and trained in dermatology via residency program which meets the criteria for the country of origin.

Fellows in training must maintain a case log of completed procedures. The Fellowship Director will then certify the case log at the end of training.

To evaluate the quality and level of education attained, Fellows will be asked to review their Fellowship experience. A written evaluation form will be provided to complete the final review.

Fellows should receive evaluations based on the ACGME core competencies (see Appendix B) twice per year and must receive a formal final evaluation delineating suitability for independent practice.

## Fellowship Curriculum

The curriculum of dermatologic surgery (Appendix A) is available to all training program directors on Quest platform provided by ASDS. The curriculum is updated on regular basis. The curriculum should be used as a guide when developing the teaching plan for Fellows. Not all aspects of this curriculum will necessarily be included in each surgical fellowship.

- Local anesthetics, surgical preparation, surgical instrumentation
- Anatomy and physiology
- Wound healing and wound management
- Actinic keratosis, carcinogenesis and topical therapy
- Basal cell carcinoma: Clinical, basic science and histology
- Squamous cell carcinoma: Clinical, basic science and histology
- Melanoma and in situ melanoma: Clinical, basic science and histology
- DFSP, adnexal carcinoma, atypical fibroxanthoma and other rare tumors
- Actinic keratosis and actinic cheilitis
- Fundamentals of Mohs surgery
- Slide preparation and staining in Mohs surgery
- Histopathology pitfalls in Mohs surgery
- Dermoscopy
- Concepts of tissue movement
- Linear Repairs, biopsy and suture technique
- Advancement flaps and linear repairs
- Rotation flaps and pivotal restraint
- Transposition flaps
- Bilobed flaps
- Nasolabial flap
- Z plasty
- Island pedicle flaps
- Pedicle and interpolated flaps
- Skin grafts and cartilage grafts
- Reconstruction of the lip
- Reconstruction of the eyelid and periocular region
- Reconstruction of the cheek
- Reconstruction of the forehead and temple
- Reconstruction of the ear
- Reconstruction of the scalp
- Reconstruction of the chin
- Reconstruction of the extremities
- Reconstruction of the genitals and genital tumors
- Reconstruction of the nose
- Nails
- Complications and revisions
- Antibiotic prophylaxis and wound Infection
- Electrosurgery

- Lasers and their complications (subdivided into folders)
- Chemical peels
- Transplant dermatology and tumors
- Perineural disease in cutaneous tumors
- Imaging with CT, MRI, X-ray and PET
- Adjuvant radiation therapy and immunotherapy
- Metastatic skin cancer
- Utilization and ethics of Mohs surgery
- Botulinum toxins basic science and clinical application
- Filler agents in dermatologic surgery
- Fractional resurfacing and chemical peels
- Tumescence anesthesia
- Venous disease and sclerotherapy
- Hair transplantation
- Treatment of scars
- Treatment of acne scarring
- Liposuction and fat transplantation

## **Procedures**

The Fellowship Program must provide a minimum number of procedures to receive recognition from ASDS. There are three recognition options available for each program. Each recognition option has a minimum number of cases based on but not directly reflective of similar fellowships from around the world.

- **General Dermatologic Surgery Certificate**
- **Mohs Surgery Certificate**
- **Cosmetic Dermatology Certificate**

An ability to perform skin biopsy, cryosurgery and destruction of skin lesions is assumed and required.

**Minimum Number of Surgical Cases Performed in the Last Calendar Year:**  
(Program director and supporting faculty)

PROCEDURE	Fellow Assist	Fellow Surgeon
<b>Excision and repair (Total)</b>	<b>250</b>	<b>140</b>
Excision of skin lesion	100	50
Layered closure of wound	100	50
Adjacent tissue transfer	25	20
Skin graft	25	20
<b>Mohs surgery</b>	<b>250</b>	<b>50</b>
*Mohs Surgery	250	50
<b>Injectables</b>	<b>75</b>	<b>40</b>
Neuromodulators	50	20
Soft-tissue augmentation	25	20
<b>Veins</b>	<b>35</b>	<b>15</b>
Ambulatory phlebectomy	10	5
Sclerotherapy	25	10
<b>Laser and/or IPL</b>	<b>210</b>	<b>105</b>
Vascular lesion laser	50	25
Pigmented lesion laser	50	25
Hair removal laser	50	25
Fractional resurfacing laser	25	10
Ablative resurfacing laser	10	5
Intense pulse light	25	15
<b>Scar revision</b>	<b>30</b>	<b>12</b>
Acne scar fractional laser	15	5
Acne scar subcision	5	2
Scar revision (surgical)	10	5
<b>Body contouring</b>	<b>50</b>	<b>22</b>
Liposuction	25	10
Rhinophyma	5	2
Kybella, cryolipolysis, similar	10	5
Radiofrequency tightening, similar	10	5
<b>Other procedures</b>	<b>25</b>	<b>10</b>
Hair transplant	10	5
Chemical peel	15	5

\* Mohs surgery case load should be 250. This is either accomplished at the primary site or the fellow may perform a minimum of 150 cases at the primary site, the remainder to be completed as an observer at a separate ITMP site.

## **Application Process**

Fellowship Directors seeking program recognition must complete ITMP Fellowship Application Form, include all required documentation and fees, and submit to the International Fellowship Recognition Work Group by the application deadline.

### **Application Checklist**

- Complete Fellowship Application Form (Appendix C)
  - o Select program start date
  - o Current Curriculum Vitae for program director
  - o Curriculum Vitae for ancillary faculty
  - o Proof of training of program director and faculty
  - o Certificate of Licensure and good standing of program director
  - o Letter of support from sponsoring institution if in academia
  - o Letter from dermatopathologist demonstrating backup as needed for histology
  - o Case Log template
  - o Agreement to provide salary to the fellow to cover at least room and board for the year of fellowship
- Application fee

Once the International Fellowship Recognition Work Group reviews the Fellowship Program's application documents, the Fellowship Director is notified in writing if the program can be scheduled for a site review visit.

**Fees**

\$1,250 fee for ASDS members

\$1,875 for non-members

(\$1,000 grant from the Lawrence M. Field, MD, International Dermatologic Surgery Educational Exchange Fund. There are only five grants available per year.)

Applicant Fellowship Program must arrange airfare, lodging and all necessary local transportation (to/from airport; to/from lodging to candidate Fellowship Program) and confirm with ITMP Site Reviewer.

## **Site Review**

The purpose of the site review is to confirm that applicant has provided complete information regarding their Fellowship Program. The site will be reviewed on the basis of suitability for ongoing the dermatologic surgery training and to ensure that the Fellowship Director has appropriate practice, training and experience to be an instructor in the field.

The site reviewer will be one of the ITMP volunteers selected by the International Fellowship Recognition Work Group. After the site reviewer completes his/her visit, prepares a report, and submits a recommendation regarding the program, the ITMP will review the recommendations and make the decision regarding a program certificate at that time.

It is specifically not the purpose of this program to be a certifying agency for fellowships in any given country. That will be the obligation of the fellowship director in working with his or her country's governing medical agency. What we will provide the Fellowship Program is a certificate recognizing that the program meets the requirements established by the International Fellowship Recognition Work Group.

The applicant program should facilitate arrangements for necessary documentation (temporary licensure, insurance coverage, staff privileges, etc.), arrange all supplies required for any surgical demonstrations done onsite by the Site Reviewer as ITMP Mentor and execute the ITMP Host Agreement if surgical demonstrations are requested at the time of the site review.



## **Attaining Certificate**

ASDS recognition will be granted to all international fellowship training programs meeting the program requirements. Once a successful site review has been completed and the site reviewer completes his/her report and makes a recommendation, the ITMP work group will make its decision. A Certificate of Recognition will be mailed to all approved programs. Those programs will be listed on the ASDS website.

The Certification options are the following:

- International General Dermatologic Surgery Fellowship Certificate
- International Mohs Surgery Fellowship Certificate
- International Cosmetic Dermatology Fellowship Certificate

### **Continuous Review**

The purpose of the continuous review is to confirm that Fellowship Programs continue to meet the program standards. The site will be evaluated on annual basis for three years. To evaluate the quality and level of education attained, both Fellowship Directors and their Fellows will be asked to provide documentation of case numbers, quality measures and compilations.

### **Program Changes**

In the event that a Fellowship Director leaves the institution/program, the International Fellowship Recognition Work Group must be notified immediately of the change of status.

**Adverse Action**

If a Fellowship Program is found by the International Fellowship Recognition Work Group to be deficient based on the results of a site review and/or on the basis of other information received, the Fellowship Program may be placed on probation and the Fellowship Director will be notified in writing of the deficiency and the length of the probation. During the probationary period, the Fellowship Program must correct any and all deficiencies to maintain its approval status. The corrections must be documented in writing to the satisfaction of the International Fellowship Recognition Work Group. If the deficiencies have not been corrected by the end of the probationary period, the Fellowship Program will lose its recognition.

A Fellowship Program may submit a written request to extend the probationary period to allow additional time to correct any deficiencies.

## **Appeals**

A Fellowship Program may request reconsideration and appeal of any adverse decision of the International Fellowship Recognition Work Group. To request reconsideration, the Fellowship Director must give notice in writing to the International Fellowship Recognition Work Group within thirty (30) days of receiving the decision. Within thirty (30) days after receipt of the request, the International Fellowship Recognition Work Group will reconsider its original decision based only on the record on which the original decision was based. Upon receipt of an adverse decision on reconsideration, a Fellowship Program may appeal the International Fellowship Recognition Work Group's decision. The International Fellowship Recognition Work Group's decision will be forwarded to an Appeals Panel composed of current Fellowship Directors who are not members of the International Fellowship Recognition Work Group and who do not practice within the same geographic area as the Fellowship Program initiating the appeal. The Appeals Panel will hold a hearing based on the underlying record. Upon the conclusion of the hearing, the Appeals Panel shall affirm, overturn or modify the International Fellowship Recognition Work Group's decision. The action of the Appeals Panel shall be final.

Once a Fellowship Program's approved status has been revoked, the Program must submit a new application to be reconsidered for recognition following a one-year waiting period.

# Appendix A

## Curriculum of Dermatologic Surgery

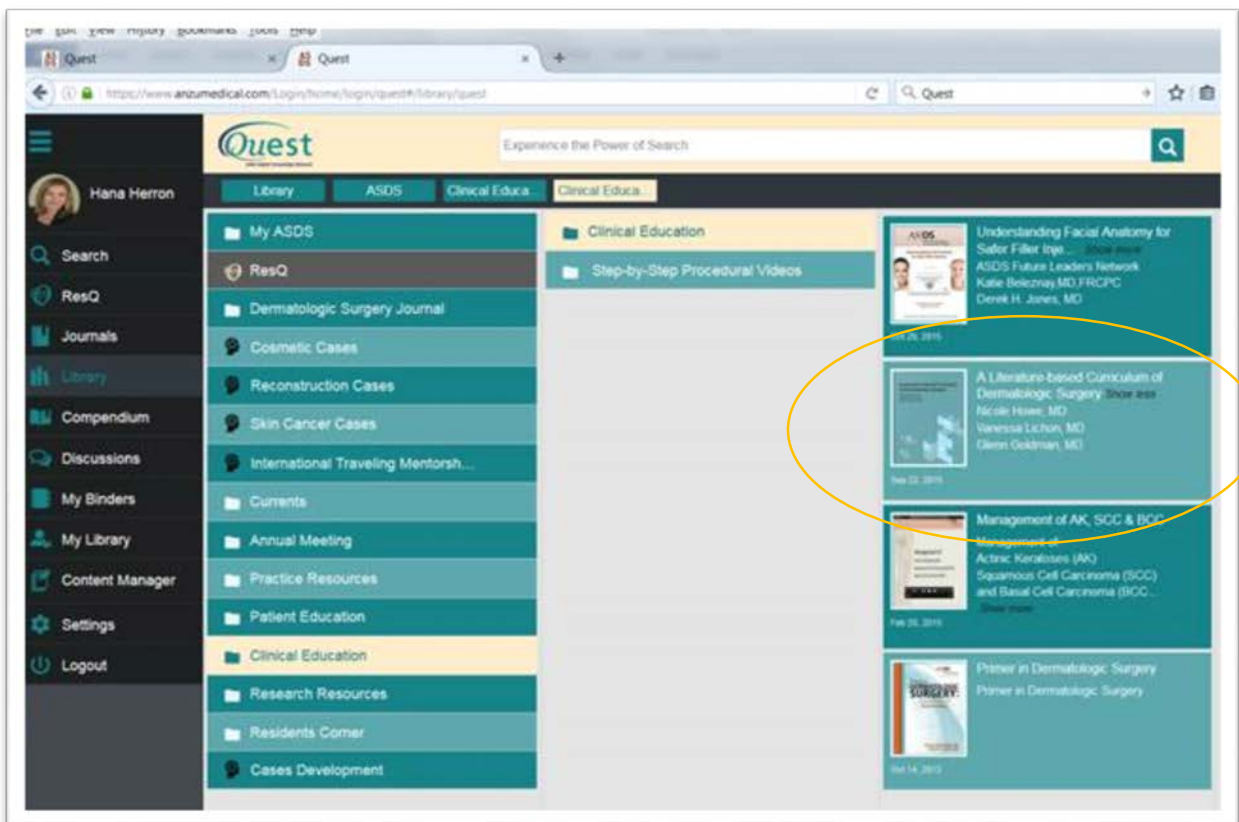
Visit Quest online: [www.quest-network.org](http://www.quest-network.org)

Log-in for **ASDS members**:

**User ID:** (ASDS Member ID#) + (lowercase first character of last name)

**Password:** (ASDS Member ID#) + (lowercase first 2 characters of last name)

Go To Library, Clinical Education, ***“A Literature-based Curriculum of Dermatologic Surgery.”***



# A Literature-based Curriculum of Dermatologic Surgery

Nicole Howe, MD  
Vanessa Lichon, MD  
Glenn Goldman, MD



EXPERTISE FOR THE *life* OF YOUR SKIN™



This project was developed through the **ASDS Future Leaders Network Program**.

The Future Leaders Network creates opportunities for young professionals to enhance their leadership skills and prepare them to become the next generation of leaders in dermatological surgery. The one-year curriculum includes programs for mentors and young leaders, and incorporates leadership and project management training exercises working with a professional facilitator. Hands-on learning through work on a focused project impacting ASDS and dermatological surgery helps put skills learned into action.

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# Table of Contents

## Surgical

Fundamentals of Mohs Surgery .....	7
Anatomy and Physiology .....	8
Local Anesthetics, Surgical Preparation, Surgical Instrumentation .....	9
Wound Healing and Wound Management .....	10
Slide Preparation and Staining in Mohs Surgery .....	11
Actinic Keratoses and Actinic Cheilitis .....	12-13
Basal Cell Carcinoma.....	14-15
Squamous Cell Carcinoma .....	16-17
Melanoma and Melanoma In Situ.....	19-21
Rare Tumors.....	22-23
Histopathology Pitfalls in Mohs surgery .....	24
Dermoscopy .....	25
Concepts of Tissue Movement.....	26
Linear Repairs, Biopsy, and Suture Technique .....	27
Advancement Flaps.....	28
Rotation Flaps and Pivotal Restraint.....	29
Transposition Flaps .....	30-31
Island Flaps .....	32-33
Pedicle and Interpolated Flaps.....	34
Skin and Cartilage Grafts .....	35-36
Reconstruction of the Lip .....	37-38
Reconstruction of the Eyelid and Periocular Region.....	39
Reconstruction of the Cheek.....	40
Reconstruction of the Forehead and Temple.....	41
Reconstruction of the Ear .....	42-43
Reconstruction of the Scalp .....	44
Reconstruction of the Chin.....	45
Reconstruction of the Extremities .....	46
Reconstruction of the Genitals and Genital Tumors.....	47
Reconstruction of the Nose.....	48-49
Nails .....	50
Complications and Revisions .....	51-52

# Table of Contents

Antibiotic Prophylaxis and Wound Infection.....	53
Electrosurgery .....	54
Transplant and Immunosuppression .....	55-56
Perineural Disease in Cutaneous Tumors .....	57
Imaging with CT, MRI, X-ray, and PET.....	58
Adjuvant Radiation Therapy and Immunotherapy .....	59
Metastatic Skin Cancer.....	60
Utilization and Ethics of Mohs Surgery .....	61

## Cosmetics

Lasers .....	63-65
Chemical Peel and Treatment of Rhinophyma.....	66
Botulinum Toxins Basic Science and Clinical Application .....	67-68
Filler Agents and Rhytidectomies.....	69-70
Venous Disease and Sclerotherapy.....	71
Hair Transplantation .....	72
Tumescent Anesthesia and Liposuction .....	73
Digital Photography.....	74

# Introduction

Learning dermatologic surgery from a book is useful, but original articles carry the greatest weight. Searching through the literature for a given subject is time consuming, and articles may or may not be available worldwide. We have undertaken the task of developing a literature-based curriculum of dermatologic surgery for a broad variety of topics. We have selected what we feel are the key and valuable articles on each subject, including, as feasible, the original articles for a number of groundbreaking approaches to tumor removal, reconstruction, and cosmesis. Where available, we will provide links to the articles, enabling a global reach for providers to choose a topic and then scan the selected literature. The articles herein are drawn widely from the dermatology literature, plastic and reconstructive surgery, otolaryngology, general surgery, and oculoplastic surgery. Some of the sections include links to additional ASDS resources on the topic. We do not consider this a static and complete document, and we will continue to edit and add articles to update our subjects.

## About the Authors



**Nicole Howe, MD** graduated from University of Florida and earned her medical degree from the University of South Florida College of Medicine. She completed her dermatology residency at the University of South Florida and then went on to complete her fellowship in Micrographic Surgery & Dermatologic Oncology at the University of Vermont under the direction of Glenn Goldman, MD and Todd Holmes, MD. Dr. Howe is currently a part of the Future Leaders Network of the American Society of Dermatologic Surgery.



**Vanessa Lichon, MD** completed her undergraduate degree at the University of Notre Dame where she received a bachelor's degree in Anthropology, graduating Summa Cum Laude. Dr. Lichon earned her medical degree from the University of Illinois at Chicago and completed her internship and dermatology residency at Loyola University Medical Center in Maywood, IL, where she was elected chief resident. After residency, Dr. Lichon completed a procedural dermatology fellowship at the University of Vermont, under the mentorship of Dr. Glenn Goldman. Dr. Lichon was the recipient of the prestigious Theodore Tromovitch Award in 2014, presented by the American College of Mohs Surgery for original research.



**Glenn Goldman, MD** is the chief of dermatology at the University of Vermont College of Medicine. He graduated from Dartmouth College and Cornell Medical School. He did his internship at The New York Hospital – Memorial Sloan Kettering Cancer Center and completed his dermatology residency at Yale University. This was followed by a fellowship in Mohs surgery and Reconstruction with Leonard Dzubow at the University of Pennsylvania. He has 40 refereed publications, 12 book chapters and reviews, and he has authored a text of facial reconstruction. He has given hundreds of lectures, has travelled to numerous countries to teach dermatologic surgery, and is currently the Chair of the International Traveling Mentorship Program of the American Society for Dermatologic Surgery.

## **Appendix B**

### Core Competencies (ACGME)

#### **Patient Care and Procedural Skills**

- Provide patient care that is compassionate, appropriate and effective for the treatment of health problems and the promotion of health.

#### **Medical Knowledge**

- Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social behavioral sciences, as well as the application of this knowledge to patient care.

#### **Practice-based Learning and Improvement**

- Demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning.

#### **Interpersonal and Communication Skills**

- Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and health professionals.

#### **Professionalism**

- Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.

#### **Systems-based Practice**

- Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care.

**INTERNATIONAL DERMATOLOGIC SURGERY FELLOWSHIP  
 FELLOWSHIP RECOGNITION PROGRAM APPLICATION FORM**

**Fellowship Director Applicant Information:**

Name of Fellowship Program (Institution)	
Fellowship Director Name	
Fellowship Director Date of Birth (DD/MM/YY)	
Fellowship Director Place of Birth	
Office Address (Exact, including postal code)	Office Name Street City Country/ Postal code
Secondary Office Address (Exact, including postal code) If applicable	Office Name Street City Country/ Postal Code
Telephone at office including country code	
Cell phone including country code	
Email	

**Fellowship Director Applicant Training:**

Fellowship Director <b>Medical Degree and Date</b>	Medical School: Date of Graduation:
Fellowship Director <b>Residency in Dermatology</b>	University: Completion date:
Fellowship Director <b>Post Residency Training</b>	Location: Completion date:

**Fellowship Director Applicant Credentials:**

Fellowship Director years of practice following training	
Fellowship Director Medical Licensure	Country and State of licensure:  Original year of licensure:  License valid until date (DD/MM /YY):
Fellowship Director Board Certification	Country of Board Certification:  Year:
Fellowship Director Memberships in Dermatologic Surgery Societies (ex: DASIL)	

Has any medical license been surrendered, suspended or revoked?                      Yes                      No

Have you ever been disciplined by any state or local medical board?                      Yes                      No

Have you ever been convicted of a felony?                      Yes                      No

Please list the start date of your fellowship: \_\_\_\_\_

Number of Fellows:

**Applicant Institution and other faculty:**

Names of Supporting faculty and specialty (List up to three)	
Name of supporting dermatopathologist	
Fellowship Director Academic Appointment	
Fellowship Director Hospital Privileges	
Fellowship Specialty Society Membership(s)	

**For what procedures do wish credentials / approval:  
 (Check all that apply)**

- General Dermatologic Surgery
- Mohs Surgery
- Cosmetic Dermatology

**Number of Surgical Cases Performed in the Last Calendar Year:** (Program director and supporting faculty)

PROCEDURE	# of Cases
<b>Excision and repair</b>	
Excision of skin lesion	
Layered closure of wound	
Adjacent tissue transfer	
Skin graft	
<b>Mohs surgery</b>	
Mohs surgery	
<b>Injectables</b>	
Neuromodulators	
Soft-tissue augmentation	
<b>Veins</b>	
Ambulatory phlebectomy	
Sclerotherapy	
<b>Laser and/or IPL</b>	
Vascular lesion laser	
Pigmented lesion laser	
Hair removal laser	
Fractional resurfacing laser	
Ablative resurfacing laser	
Intense pulse light	
<b>Scar revision</b>	
Acne scar fractional laser	
Acne scar subcision	
Scar revision (surgical)	
<b>Body contouring</b>	
Liposuction	
Rhinophyma	
Kybella, cryolipolysis, similar	
Radiofrequency tightening, similar	
<b>Other procedures</b>	
Hair transplant	
Chemical peel	

**Acknowledgement of Responsibilities:**

As Fellowship Director, I acknowledge that by accepting a Fellow(s) for training, I am entering into a binding written contract with that Fellow and will be responsible for fulfilling the terms thereof. I agree to provide salary to the Fellow to cover at least room and board for the year of fellowship.

I further acknowledge that I am solely responsible for each Fellow(s) completion of his/her/their training. I release the American Society for Dermatologic Surgery (ASDS), its officers, directors, members or agents from all responsibility relating to each Fellow's training. I indemnify and hold ASDS harmless for all damages resulting from the program in which I am a member of the faculty.

I agree to uphold the standards of the Accreditation Program and assume complete responsibility for Fellowship training by undertaking the following:

- Providing one calendar year of training in the office/facility of the Fellowship Director where the majority of time is spent training.
- Confirming participation of the minimum number of faculty required to teach the Fellow(s) as specified in the standards.
- Providing the Fellow(s) with the required number of cases
- Structuring a program that follows the Curriculum established by the program.
- Monitoring the Fellow(s)' demonstrated achievement in the six (6) Core Competencies.
- Providing the Fellow(s) with experience teaching residents.
- Augmenting the Fellow(s) educational experience by supporting his/her attendance at national educational meetings.
- Assigning the Fellows(s) with the responsibility of writing a scientific article.

I understand that during the site visit, I will be expected to provide a current CV for each faculty member, a teaching plan and case logs. I will schedule a variety of observable dermatologic surgery cases on the day of the site review and ensure that no other obligations conflict. I will make available any other documents and information requested by the Site Reviewer. In compliance with HIPAA regulations, I shall de-identify any patient records prior to disclosure to the program or any of its designees.

I agree to maintain confidence and not disclose to, or discuss with, any other party any statements or decisions made regarding the application, site visit or decision at any point in the application process.

I represent that the information provided in this application is truthful and accurate.

---

Signature

Date

---

Printed Name

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**Please provide a current copy of:**

- Program Director Curriculum Vitae including proof of training
- Curriculum Vitae for each ancillary faculty including proof of training
- Certificate of licensure and good standing of program director
- Letter of support from sponsoring institution (if applicable)
- Letter from dermatopathologist demonstrating backup as needed for histology

Please submit payment (if you are joining an already approved program) with complete application form to:

American Society for Dermatologic Surgery  
Attn: International Dermatologic Surgery Fellowship Recognition Program  
5550 Meadowbrook Drive, Suite 120  
Rolling Meadows, IL 60008  
USA  
Telephone: 847-956-0900 Fax - 847-956-0999  
*hherron@asds.net*