ASDS/ITMP

International Dermatologic Surgery Fellowship

Application and Site Review Information
Application process Overview

1) Application Form

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

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

2) Application Fee

3) Initial Application Review

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

4) Site Review

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

5) Certification

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

6) Continuous Review

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

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

Please submit to Hana Herron, ASDS Education Programs Manager at hherron@asds.net or fax to 847.956.0999.

Mentoring

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

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

Documents* to be available to the Site Reviewer:

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

* English translation required for all documents.
**Fellowship Program Site Review Overview**

**Program Director Interview**

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

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

**Case Observation**

- Schedule 3 diversified observable cases from the program curriculum

**Chart Review**

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