EDUCATIONAL AND RESEARCH FOUNDATION FOR THE AMERICAN ACADEMY OF FACIAL PLASTIC AND RECONSTRUCTIVE SURGERY, INC.
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

October 2026

CONTENT LIST

AAFPRS Profile - - - - - - - Page 3
AAFPRS Foundation - - - - - - - Page 3
ACLS - - - - - - - - - Pages 10
ACPSE - - - - - - - - - Pages 16-18, 22
Application Process Fellows / (Directors) - - - - Pages 6-7, (17-18)
Binding Agreement - - - - - - Pages 9, 21
Canadian Applicants - - - - - - - Pages 5, 20
Competency-In Training Evaluation - - - - - Pages 13, 21-22
Contacting the AAFPRS - - - - - - Pages 26
Contacting the ABFPRS - - - - - - Pages 18
Contacting the SF Match - - - - - - Pages 20
Curriculum Bibliography - - - - - - Pages 15, 22-23
Descriptions Handbook - - - - - - Pages 7
Director Program Requirements - - - - - Pages 20-23
End-Fellowship Examination - - - - - - Pages 14-15
Fellow Program Requirements - - - - - Pages 9-16
Fellowship Application Process (for fellow Applicant) - - Page 6-8
Fellowship Completion/Certificate - - - - - Page 15
Fellowship Database - - - - - - - Page 6
International Medical Graduates - - - - - Pages 5
Key Dates Calendar - - - - - - - Pages 30-31
List of Directors & Co-directors - - - - - Pages 27-29
Match Process - - - - - - - Pages 7-8, 18-19
Membership Status - - - - - - - Pages 16
Miscellaneous Information - - - - - - Page 24-25
Operative Experience - - - - - - Pages 21
Projects List - - - - - - Pages 23
Report of Fellow Completion (Report Card) - - - - Pages 25
Research Abstract - - - - - - - Pages 10, 21
Research Awards Descriptions - - - - - Pages 11
Research Paper Progress Report - - - - - Pages 12
Research Scholarly Paper - - - - - - Pages 10-11
Research Survey - - - - - - - Page 10-11, 21
Stipends - - - - - - - - Page 23
Verification of Fellowship - - - - - - Page 25
Videos (Residency Video List – ***Recommended Additional Resources***) Pages 15-16, 23

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. It is the world's largest specialty association for facial plastic surgery 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), and holds an official seat in both the AMA House of Delegates and the American College of Surgeons Board of Governors. AAFPRS members are board certified surgeons whose focus is surgery of the face, head, and neck. AAFPRS members subscribe to a code of ethics.

All AAFPRS members are board certified by a specialty board recognized by the American Board of Medical Specialties. A majority are certified by the American Board of Otolaryngology, which includes facial plastic surgery. Others are certified in plastic surgery, ophthalmology, and dermatology. Most members are also board certified by the American Board of Facial Plastic and Reconstructive Surgery.

The AAFPRS was founded as an autonomous professional society representing the specialty of facial plastic surgery. The mission of the AAFPRS is to Promote excellence in the art and science of Facial Plastic and Reconstructive Surgery and Facial Aesthetics through education, advocacy and innovation.

AAFPRS FOUNDATION

The Educational and Research Foundation for the AAFPRS

In 1974, the Educational and Research Foundation for the American Academy of Facial Plastic and Reconstructive Surgery (AAFPRS Foundation) was created to address the medical and scientific issues and challenges that confront facial plastic surgeons.

The AAFPRS Foundation established a proactive research program and educational resources for leaders in facial plastic surgery. Through courses, workshops, and other scientific presentations, as well as a highly respected fellowship training program, the AAFPRS Foundation has consistently provided quality educational programs for the dissemination of knowledge and information among facial plastic surgeons.

In the early 1990s, FACE TO FACE humanitarian programs were established so that AAFPRS members could use their skills and share their talent in helping the less fortunate individuals here and abroad:

FACE TO FACE: International brings AAFPRS members to third world countries where they treat children with facial birth defects and anomalies

FACE TO FACE: The National Domestic Violence Project allows AAFPRS members to perform surgeries on domestic abuse survivors in the United States who have received injuries and

FACES OF HONOR is a program that offers free surgical care for soldiers who have been injured in the line of duty.

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 65 or more 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 1200 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.

All fellowships are 12-months in duration which include vacation and leaves of absence. No exceptions are made to the 12-month training requirement. Any fellow not participating in 12-months of training will not be eligible for fellowship completion which will result in ineligibility to receive a fellowship certificate.

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 are 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. **No exceptions are granted to the above prerequisites.**

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 (Doctor of Osteopathic Medicine) 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

4

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 degree 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.

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 matched fellow must review and complete the proper paper work to obtain a visa prior to the start date of the fellowship year. Visit the US Department of State – Bureau of Consumer Affairs website for information on obtaining a Visa - https://travel.state.gov/content/travel/en/us-visas.html.

Canadian applicants must meet all requirements for applying to the fellowship program, including membership of the AAFPRS.

INTERNATIONAL MEDICAL GRADUATE APPLICANTS

An International Medical Graduate (IMG) is a physician whose otolaryngology or plastic surgery residency training is done outside the US. A physician who has completed medical school outside the US but completed an ACGME approved residency in the US is considered an eligible US fellowship candidate. Physicians who are completing or have completed an ACGME approved otolaryngology or plastic surgery residency **should not** answer "yes" to the question "are you an IMG" on the fellowship application.

IMGs who have completed an otolaryngology or plastic surgery residency outside the US may be eligible to apply for an AAFPRS Foundation fellowship however the potential applicant **must** contact individual fellowship programs/directors for specific requirements to enter their fellowship. An IMG will not participate in the actual match; if accepted for a fellowship position an IMGs will be accepted by a fellowship director outside the match.

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 are not required to sit for the end-fellowship examination administered by the American Board of Facial Plastic and Reconstructive Surgery to receive a training certificate at the completion of their fellowship year. They are however encouraged to contact the ABFPRS regarding their eligibility to sit for the examination administered either by the ABFPRS or the International Board for Certification in Facial Plastic and Reconstructive Surgery (IBCFPRS). The IMG must review the IBCFPRS application on the IFFPSS website (www.iffpss.org) and communicate with the ABFPRS on requirements and eligibility to sit for an examination.
At the completion of the training year, IMGs will be awarded an "International Training Certificate".

FELLOWSHIP APPLICATION PROCESS
(for Fellow Applicants)

FELLOWSHIP DATABASE

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

Click here to register for access to the fellowship application. 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.

APPLICATION

All applicants including IMGs MUST register to access the fellowship application and once approved complete the application through the database. The database application requirements include completing:

- Application Information tab which requires a photograph.
- Education tab.
- Operative Case Report tab
- Documents Upload tab which include uploading a Curriculum Vitae (CV), Medical School Transcript, and Future Plans Statement (is a brief but conclusive statement of the applicant's plans after the completion of the fellowship) all preferably in PDF format and submitting application fee by contacting the Fellowship Program Manager, fellowships@aafprs.org.
- References tab which requires the name and contact information (email address required) for 3 references. A fourth reference is allowed but not required. One of the references must be from the Program Director/Chair of your department. References must be **uploaded** by the reference writer*****. Applicants will not be allowed to submit or upload reference letters.
- Select Program Director tab which requires applicants to select programs to which their application will be distributed.

**** Letter writers will receive an invitation initiated by the applicant through the fellowship database. Reference letters must be submitted through the database by the letter writer or other representative. Letters cannot be uploaded by the applicant.***

FEES AND DEADLINES

A non-refundable $225 application fee in US funds is part of the application and paid by credit card. The $225 fee includes application to 10 programs. All programs listed over 10 require an additional $15 over limit fee per program. Applicants must call (703) 650-9236 to pay the application fee. Applicants who are comfortable submitting credit card payment via e-mail may email information directly to fellowships@aafprs.org.

There is an additional $75 match fee required for the application process. The $75 fee must be paid directly to the SF Match office at the time of match registration. Visit the SF Match website for additional match registration information – www.sfmatch.org. All applicants should submit an application to the AAFPRS Foundation prior to registering with the SF Match office. Obtaining login credentials for the fellowship database from the AAFPRS Foundation is the official registration for the facial plastic surgery fellowship program.

Applicants should complete their application through the fellowship database no later than **February 1st**. No application will be accepted after February 1. Only completed applications are included in the application process.

Deadlines for applications, interview scheduling, and rank list deadlines may be adjusted due to emergencies or issues affecting programs/directors, applicants, and staff. The AAFPRS Foundation will engage in due diligence to make prudent decisions as quickly as possible, to ensure the safety of all, while also preserving the integrity of the Fellowship process.

APPLICATION POSTING

All applications are posted on the same day by mid-February for programs to review after the February 1st deadline. Applicants will be contacted after their application has been posted.

INTERVIEWS

Programs should begin scheduling interviews no sooner than March 1st and no later than May 31st. Applicants should give programs the opportunity to review applications before contacting them regarding their suitability for an interview. Programs/Directors generally contact applicants regarding interview arrangements. Applicants are allowed to contact programs/directors after March 1st if they have not been contacted regarding their suitability for an interview.

The AAFPRS Foundation is not involved in the actual interview process. That is an employment process between the potential fellow applicant/potential employee and the Fellowship Program/employer. Many directors and programs must follow the mandates and decisions made by their university/facility for the interview process. Programs may consider using other methods for an interview besides an in person interview. The AAFPRS Foundation has no restrictions on conducting virtual interviews such as phone and/or skype interviews. Programs are not required to provide alternate interview methods however they may take advantage of these methods at their discretion.

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. Applicants should review the Descriptions Handbook for detailed information for each program. Programs/Directors are required to update their description yearly however each applicant is encouraged to investigate the accuracy of each description since the last update. The date of the description was last updated is indicated at the end of each description. As part of the research process applicants are encouraged and allowed to contact past fellows.

To access the Descriptions Handbook under the **Additional Resources** section, click here.

MATCH PROCESS

All applicants must register with the AAFPRS Foundation to be recognized as an official applicant of the Facial Plastic Surgery fellowship program. 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 $75 match registration fee. Detailed match information, including candidate number will be sent to all applicants from the SF Match Office. Detailed information for registering for the match can be reviewed through the SF Match website – www.sfmatch.org.

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@sfmatch.org.***

There are rules and a code of conduct for the match. These rules are acceptable to the AAFPRS Foundation and can be found on the SF Match website on the Rules page. If statements of intent are made, such statements must be unilateral, voluntary, and unconditional. Neither party may ask the other for a commitment. A statement like, "I will rank you first if you rank me first," is against the matching rules. A statement like, "You are among the best programs/applicants I have seen so far; I appreciate meeting you regardless of how you will rank me," is permitted. All ranking lists are confidential. The matching program will not reveal how any applicant ranked any program, nor how any program ranked any applicant. Both the program and the applicant formally commit to accepting a position with any one of the rank choices listed. Both parties are bound by the results of the match.

All candidates except IMGs are required to participate in the match and submit a rank list. Applicants are placed each year in June in a fellowship by the match process. A Fellowship Director who has selected an IMG for their position will not participate in the match. The director will pull out of the match and notify the Fellowship Committee prior to the match of their decision.

Fellowship Directors who 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 considering selecting someone 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.

MAKING THE MOST OF YOUR FELLOWSHIP

Fellows should be sure to review all the requirements as stated in this handbook for completing fellowship requirements and eligibility to receive a fellowship certificate. Understanding the requirements prior to starting the fellowship will help in staying on track to completing all requirements.

Fellows should take advantage of all learning opportunities provided by the fellowship. Be sure to ask about any opportunities that are of interest but may not yet be available. Asking questions and forming the best relationship with the director(s) and staff are key to ensuring you do not miss out on valuable information. Forming your own expectations and intentions can be an addition to the already established curriculum and competencies.

During the fellowship year there may be opportunities to meet with other fellows. Take advantage of those opportunities which may allow for additional learning and gathering of information that may be beneficial during and after your fellowship year.

Do everything possible to ensure you obtain the best experience during your fellowship year. You have many resources available to you during your fellowship which include your Fellowship Director, fellowship program staff, the Academy website, the AAFPRS Foundation, and AAFPRS Foundation staff. All of these resources can help you with your learning experience and gaining valuable information throughout the process.

FELLOWSHIP PROGRAM REQUIREMENTS
(For Fellows)

Requirements for successful completion of a fellowship under the auspices of the AAFPRS Foundation extend beyond the required 12 months of training spent in a fellowship position. These requirements are outlined below.

After the completion of the required 12-months of training, all fellowship requirements must be completed within 6 months 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.

Any fellow requiring an extension past the 6-month grace period is required to submit an extension request to the Fellowship Committee. These requests are reviewed on an individual basis and take into account the reason for the delay and the time expected to submit outstanding requirements. Extension request should be emailed to fellowships@aafprs.org.

There are various due dates and dates of occurrence for the fellowship program. These dates can be found on the Key Dates Calendar (pages 29-30).

EXTENSION REQUEST

Any fellow requiring an extension past the 6-month grace period to complete fellowship requirements is required to submit an extension request to the Fellowship Committee. These requests are reviewed on an individual basis and take into account the reason for the delay and the time expected to submit outstanding requirements. Extension request should be emailed to fellowships@aafprs.org.

FELLOWSHIP DATABASE

The Fellowship Database is a requirement for applicants, fellows, and fellowship directors. All requirements for the fellowship program must be completed/submitted through the Fellowship Database. The login credentials that were provided to applicants during the application process will be retained and used by those that are matched for a fellowship position.

Fellows and Directors are reminded to visit the fellowship database to remain aware of outstanding requirements to complete the fellowship. The AAFPRS Foundation office may send reminders before, during and after the fellowship year about outstanding requirements.

Any fellow that has been accepted outside the match and have not retained login credentials for the fellowship database are not recognized as official fellows of the AAFPRS Foundation fellowship program.

BINDING AGREEMENT

The Binding Agreement and Terms will be emailed to newly matched fellows after the official match results have been received in the AAFPRS Foundation office from the SF Match. The agreement must be signed by both the fellow and Fellowship Director prior to being uploaded onto the Fellowship Database. Both the Fellow and Director are authorized to upload the signed agreement. No fellowship is considered official until a signed Binding Agreement and Terms have been uploaded onto the database.

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 should be submitted through the database at the time the Binding Agreement is uploaded. The list of projects MUST be submitted through the Fellowship Database by July 1st of the fellowship start year. Noncompliance is a violation of the fellowship requirements.

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 prior to the start of the fellowship training. Noncompliance is a violation of the fellowship requirement.

RESEARCH PAPER ABSTRACT

All fellows must upload an abstract as part of the fellowship research paper requirement, which is due September 1st (or the next business day thereafter) of the fellowship year. The required outline of the abstract is as follows for **clinical** **and** **basic science research**:

1. Objective / Objective
2. Design / Design
3. Setting / Subjects
4. Patients or Other Participants / Intervention
5. Intervention / Results
6. Main Outcome Measure(s) / Conclusions
7. Results
8. Conclusions

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

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

Use of a survey as support for the fellowship paper must be submitted as part of the abstract. Any survey not submitted with the abstract for review may not be approved for distribution to the membership or used as part of the research project.

RESEARCH/SCHOLARLY PAPER

All fellows must submit a research paper as part of the fellowship experience. Clinical, basic science, and 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. The director can approve the paper through the Fellowship Database or by notifying Fellowship staff that the paper is approved. Guidelines for Writing and Submitting Research/Scholarly papers can be used as a guideline for research paper submissions. Guidelines can be obtained by contacting the AAFPRS Foundation fellowship office, fellowships@aafprs.org.

Papers should be submitted through the Fellowship Database by June 1st of the fellowship year or the year immediately following training completion to qualify for the Roe or Gillies Awards. Research papers are due June 30th, the end of the fellowship year. Any fellow who does not submit a research 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 is in addition to the required paper. Any fellow not submitting a research paper to satisfy fellowship requirements **will not** be eligible to receive a fellowship certificate.

All fellowship papers should be submitted to the *Journal of Facial Plastic Surgery and Aesthetic Medicine (FPSAM)* for publication prior to submitting to any other journal. If not approved for publication the fellow may submit the paper to any other journal. Any paper published in any other journal than *FPSAM* is not eligible to be considered for the Roe or Gillies Awards. Submitting the research paper to *FPSAM* is a requirement of the fellowship program. Visit the AAFPRS website for publishing information or click the link https://www.aafprs.org/Professionals/Resources/Journal/MD/Resources/FPSAM.aspx?hkey=8a0e9a90-1024-4e12-b7a0-d347adaf3d65.

META-ANALYSIS & SYSTEMATIC REVIEWS

Meta-Analysis and Systematic Reviews are acceptable research papers for the fellowship program. Met-Analysis and Systematic reviews provide 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.

"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 or contact fellowships@aafprs.org.

Submitting papers for publication is a separate process. Papers submitted through the Fellowship Database are used to satisfy the fellowship requirement. Papers being submitted for publication are submitted directly to *FPSAM.*

Papers submitted in consideration for the Roe or Gillies Awards should not be submitted for publication prior to the awards review. Papers selected for either award should be submitted to *FPSAM* for publication prior to being submitted to any other journal. Any award paper not chosen for publication in *FPSAM* can be submitted to another journal for publishing consideration.

ROE & GILLIES AWARDS DESCRIPTIONS

- The John Orlando Roe Award is named after the surgeon who accomplished the first rhinoplasty in 1887. This honor includes a certificate, recognition posted on the AAFPRS website and in the Facial Plastic Times, and 1-2 hours guidance from an experienced research member from the Fellowship Research Review Subcommittee. The award 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 British otolaryngologist Sir Harold Delf Gillies 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." The presentation of the award includes a certificate, recognition posted on the AAFPRS website and in the Facial Plastic Times, and 1-2 hours guidance from an experienced research member from the Fellowship Research Review Subcommittee. The award is presented each year to the fellow in the fellowship program who submits the best basic science research paper written during his/her fellowship.

RESEARCH PAPER EVALUATION

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

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

RESEARCH PAPER PROGRESS REPORT

A report on the progress of how the fellow is proceeding with the research project is a required part of the fellowship program. The report will provide specifics on where the fellow is in the process of completing a fellowship project, when the project will be completed and if the paper has been prepared for or submitted for publication. The Progress Report is submitted through the Fellowship Database. If the paper is not ready for submission by the awards deadline or the end of the fellowship a progress report is required. The report should be completed by June 30th of the fellowship year. A progress report may be required yearly until the paper is uploaded to satisfy the fellowship requirement.

The progress report is in addition to the fellowship paper requirement, not in lieu of the paper requirement. Fellows not adhering to the progress report requirements may not be eligible to receive a fellowship certificate. The progress report form can be found on the Fellowship Database for completion.

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 form and uploading 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 15th of the year the fellowship ends. Any form not signed by the fellowship director is not valid or acceptable. An Excel spreadsheet and Word file of the operative report form are provided to fellows at the beginning of the fellowship year. The fellow may use either form to track their fellowship cases. Only one or the other version of the form should be uploaded to fulfill the requirement.

SIX-MONTH FELLOWSHIP PROGRAM EVALUATION QUESTIONNAIRE

Fellows are required to complete evaluations at the six- and twelve-month points of the fellowship year. The fellow's six-month review of his/her fellowship experience must be completed through the Fellowship Database by December 31st of the fellowship year. This form gives the fellow an opportunity to comment on his/her experience after six months of fellowship training Information included on this questionnaire is very important in determining the Fellowship Director's involvement and interaction with the fellow during the fellowship up to this point. The questionnaire contents are used to determine any progress that may need to be made prior to the end of the fellowship year. Completed questionnaires are held in the strictest of confidence.

TWELVE-MONTH FELLOWSHIP PROGRAM EVALUATION QUESTIONNAIRE

Fellows will complete an end of year questionnaire for their fellowship training year. The Twelve-Month Fellowship Program Questionnaire must be completed through the Fellowship Database at the end of the fellowship training year June 30th. 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 COMPETENCY–IN TRAINING EVALUATION

The Six-Month Competency-In Training Evaluation must be completed by the Fellowship Director through the Fellowship Database by December 31st of the fellowship year. It provides information on the progress of the fellow's training and competency up to the six-month mark of the fellowship.

The twelve-month evaluation must be completed at the end of the fellowship year by July 15th. The twelve-month report gives Fellowship Directors an opportunity to evaluate the performance and progress of their fellow through the fellowship training year. 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.

The fellow's competency performance is reviewed by the director(s) in the 1-5 selection levels. As with all requirements the evaluation must be completed through the Fellowship Database. Fellowships are evaluated on knowledge, skills, attitudes, and other attributes for 6 core competencies and other specialty competencies.
The Core Competencies include 1. Interpersonal and Communication Skills, 2. Systems-based Practice, 3. Practice-based Learning and Improvement, 4. Professionalism, 5. Patient Care and 6. Medical Knowledge.

The following is an example and explanation of selection levels and term definitions.

Surgical Care – Medical Knowledge				
▪ Understands normal physiology fluid and Electrolyte balance, hemostasis, sepsis, & wound healing ▪ 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)	▪ Understands the effect of age, pregnancy, & obesity on the surgical patient ▪ Understands alterations in nutrition including, obesity & cachexia; understands the indications for eternal & parenteral feeding ▪ Understands the effects of alcohol, tobacco, & substance abuse.	▪ Understands the effect of comorbidities on the surgical patient (e.g., cardiac, pulmonary, renal, hepatic failure) ▪ Understands psychosocial disorders (e.g., depression, body dysmorphic disorder) ▪ Understands the effects of chemotherapy, radiation, immunosuppression & medications including homeopathic regimens	▪ Understands the management of complex multisystem surgical pathophysiology including intensive care & organ system support (e.g., dialysis, ventilator use) ▪ Understands potential reasons to decline offering surgical services ▪ Understands the process of professional & legal discharge of a patient from practice	▪ Systematically reviews outcomes & publishes in peer-reviewed journal
Level 1	Level 2	Level 3	Level 4	Level 5
6-M ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ 12-M ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐				
Level 1 Fellow demonstrates Milestones expected of an incoming fellow.	Level 2 The fellow is advancing & demonstrates additional milestones, but is not yet performing at a mid-Fellowship level .	Level 3 The fellow continues to advance & demonstrate additional milestones, consistently including the majority of milestones targeted for fellowship.	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.	Level 5 The fellow has advanced beyond performance targets set for fellowship & is demonstrating "aspirational" goals which might describe the performance of someone who has been In practice for several years.
Director(s) Comments:				

Selecting a response box in the middle of a level implies that milestones in that level and in lower levels have been substantially demonstrated.

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).

COMMENTS FOR SIX-MONTH EVALUATION:
Please give a narrative assessment of the fellow, emphasizing the reasons for your ratings at the six-month period.

COMMENTS FOR TWELVE-MONTH EVALUATION:
Please give a narrative assessment of the fellow, emphasizing the reasons for your ratings at the end of the fellowship training year.

Fellows must be aware that they are responsible for checking with the director/program to ensure this requirement has been completed. Although the Fellowship Director completes this requirement it is the responsibility of the fellow to communicate with their Fellowship Director to ensure that the requirement is completed. Fellowship requirements will not be considered complete without the completion of this requirement.

END- FELLOWSHIP EXAMINATION

The end-fellowship examination, administered by the American Board of Facial Plastic and Reconstructive Surgery (ABFPRS) is an oral and written nine hour examination given annually in June in the Washington, DC metropolitan area. The ABFPRS will be provided a list of fellows eligible to sit for the end-fellowship examination as of the date the list is prepared. Any physician not eligible to sit for the end-fellowship examination **must** not complete examination registration. If a physician once identified as a fellow has been suspended, released or identified as an International Medical Graduate that physician is not eligible to sit for the end-fellowship examination administered by the ABFPRS and will have misrepresented themselves as a current fellow if they register for the end-fellowship examination. Any fellow that registers for the end-fellowship examination and at some point is entered into one of the above in-eligible categories must inform the ABFPRS of their

ineligibility to sit for the end-fellowship examination. Any fellow that misrepresents themselves as a current fellow and sits for the end-fellowship examination **will not** be eligible to be considered for a fellowship certificate. In order to qualify for the ABFPRS examination, AAFPRS fellows who have completed an otolaryngology residency must have successfully passed the ABO/HNS written examination.
A schedule of the end-fellowship examination and registration information will be provided to the fellow by the ABFPRS. 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 115C South Saint Asaph Street, Alexandria, VA 22314 or by calling (703) 549-3223. Additional information can also be found on the ABFPRS website – www.abfprs.org. See the Key Dates Calendar on **pages 29-30** for the dates of the next examinations.

The ABFPRS exam is drawn from the general literature in the field and not from any one source. Examinees are advised to stay current in their reading, review study materials from the AAFPRS Foundation which include the Curriculum Bibliography and Residency videos. The ABFPRS has its own Reading List, which is a bibliographic listing of articles upon which the prior year's examination was based. You can view this list by going to the ABFPRS website - www.abfprs.org.

All fellows must sit for and pass the end-fellowship examination as part of the requirements to successfully complete the fellowship program. If the fellow cannot take the examination at the end of their fellowship year, a request for deferral should be presented to the ABFPRS. Any fellow who does not complete 12-months of training **CANNOT** sit for the end-fellowship examination administered by the ABFPRS as part of the fellowship program. Exam scores are sent to the fellows and the AAFPRS Foundation. Scores are uploaded onto the fellow's record on the AAFPRS Membership Database.
All 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 towards 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 are not 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 and/or contact the ABFPRS regarding their eligibility to sit for the examination.

FELLOWSHIP COMPLETION/CERTIFICATE

When all requirements have been successfully completed, certificates for display are awarded to each fellow in recognition of successful completion of his/her fellowship. Fellows are encouraged to maintain current membership status, at any level, in the AAFPRS for the purpose of being allowed to take advantage of member benefits and to avoid delay in processing fellowship certificate completion.

CURRICULUM BIBLIOGRAPHY

The Curriculum Bibliography, published by the AAFPRS Foundation, is a good study source for the end-fellowship examination. To access for viewing or downloading a pdf file of each section of the Bibliography **click here**. The Bibliography is divided into Basic and Advanced sections. It includes a list of references with links to abstracts. The Bibliography is updated by the Fellowship Curriculum Subcommittee every 2 years.

RESIDENCY VIDEOS

The Residency videos are provided to fellows to view free of charge. They include many of the videos in the Dickinson Library. The Residency list of videos is a "Re mmended Additional Resources" to the Bibliography. Fellows must visit the AAFPRS website and log in to gain access to the videos – www.aafprs.org. Click Medical Professionals and then CONNECT on the right at the top of the page to enter the section to view the videos.

CURRENT MEMBERSHIP STATUS

Any fellow entering a fellowship must be a current member of the AAFPRS at the Resident or Member level. A current membership status, at any level, must be maintained throughout the fellowship year and throughout completion of all fellowship requirements. Maintaining current membership status in the AAFPRS is considered a fellowship requirement when completing outstanding requirements to receive a fellowship certificate.

Any past fellow who has allowed their membership to lapse should contact the AAFPRS to obtain membership reinstatement or application information and procedures. All members of the AAFPRS receive a copy of the Facial Plastic Times (FPT), *Journal of Facial Plastic Surgery and Aesthetic Medicine (FPSAM*) and are eligible for committee appointment.

Fellows completing the fellowship program are encouraged to maintain membership after receipt of a fellowship certificate to continue to participate in meetings and courses at a discounted rate. Fellows are encouraged to submit their ABO-HNS certification once they receive it to apply to upgrade to Member level. Fellows that upgrade to Member level can go on to upgrade to Fellow member level, which will ensure eligibility to apply for a Chair position of various committees.

APPLICATION PROCESS
(for Director Applicants)

The fellowship directors in the AAFPRS Foundation 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 must provide internet access for all fellows. This access will allow fellows the opportunity to view the bibliography and videos which are part of their training program. The bibliography and videos provide a common base and core competency for the program.

AAFPRS Foundation Fellowship Programs are accredited by the Accreditation Council for Post-Residency Specialty Education (ACPSE).

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 oversite 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 and the following:

Attachment 1	Current Medical License for Director (Attachment 1a) & Co-Directors (Attachments 1b, 1c)
Attachment 2	Full CV for Program Director (Attachment 2a) & Co-Directors (Attachments 2b, 2c)
Attachment 3	Full CV for Physician Faculty (title attachments – Attachment 4A, Attachment 4B, etc.)
Attachment 4	Full CV for non-physician Faculty (title attachments – Attachment 6A, Attachment 6B, etc.)
Attachment 5	List of weekly fellow activity (Monday – Friday)
Attachment 6	Signed ABFPRS prerequisites checklist; **form provided**
Attachment 7	List of available scholarly activities
Attachment 8	Samples of evaluation forms; title multiple forms - Attachment 11A (for faculty), Attachment 11B (for director[s]), Attachment 11C (for fellow), Attachment D (for program)
Attachment 9	Completed description form; **form provided**
Attachment 10	Written statement of educational goals
Attachment 11	Proof of adequate office space, sufficient library, lab, and research facilities; photographs acceptable
Attachment 12A Attachment 12B	Sponsoring Institution Approval Letter; ***letter not required for Foundation sponsorship*** Program Site(s) "Letter of Agreement" (PLA); **sample provided**
Attachment 13	Program policies specific to program; must include work hours, suspension, dismissal, termination, physician impairment, harassment, disabilities, & leave policies
Attachment 14	Supporting letter from participating institution indicating medical staff appointment in good Standing
Attachment 15	Operative Report Form for Director (Attachment 18A) & Co-Director (Attachment 18B, Attachment 18C);
Attachment 16	Operative Notes; 30 cases total for 3 calendar years; must coincide with operative report form case reporting; **submission must be HIPAA compliant (all patient identifying information must be removed)**
Attachment 17	List of National and Regional professional meeting attendance for past 3 years
Attachment 18	Bibliography of publications, presentations, papers published in peer reviewed journals
Attachment 19	AAFPRS Fellow and ABFPRS Certification confirmation **(provided by AAFPRS Staff)**

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, fellowships@aafprs.org.

The primary Fellowship Director is responsible for providing 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 training responsibility. 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. A new accreditation application is required for the changing of fellowship directors. New programs receive a one year provisional approval while programs being reviewed for re-accreditation may receive 3-5 year approvals.

AMBULATORY CARE FACILITY

Fellowship Directors who have ambulatory care 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.

ABFPRS CERTIFICATION

Current Fellowship Directors and director applicants must be certified by the ABFPRS. Directors and director applicants can view maintenance of certification requirements through the ABRPRS website – www.abfprs.org or contact the ABFPRS for information on maintaining certification in facial plastic surgery – lwirth@abfprs.org.

ACCREDITATION FEE

All accreditation applications must be accompanied by the accreditation fee. Applications not accompanied by the required fee will be considered incomplete.

MATCH PROCESS

All Fellowship Directors are required to register and participate in the SF Match process. If a fellowship director chooses not to participate in the SF Match for a given year, then any trainees under their supervision for the respective year will not be recognized as official AAFPRS Fellows. Any fellowship director that does not participate in the match will be not be eligible to accept a fellow outside the match for any given fellowship year.

If a fellowship director does not participate in the match and submit a rank list for two consecutive years, then they may be required to reapply for accreditation.

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. ***If directors have specific questions regarding the match or fees they should contact the match office's help desk, help@sfmatch.org or call (415) 447-0350.***

ACCREDITATION REVIEW PROCESS

New accreditation applications submitted for accreditation can take 6-12 months for processing. Applications are due April 1st each year. Director applicants must contact the ACPSE to indicate their intent to apply for accreditation

in order to be added to the schedule of review. Any application received without prior notification of intent to apply may not be added to the current review schedule. Decisions to review an application are reviewed by the ACPSE FRC and are based on the current number of applications in the review cycle.

While the ACPSE FRC reviews applications prior to the ACPSE Annual Board meeting recommendations for accreditation approval are reviewed and decided by the ACPSE Board during the Annual meeting in October.

The ACPSE application **must** be submitted electronically by email to acpse@aafprs.org or through DropBox or other file hosting services that can be accessed by ACPSE administration for downloading.

An application can be obtained by e-mail request to acpse@aafprs.org.

FELLOWSHIP PROGRAM REQUIREMENTS

(For Fellowship Director)

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 responsible for completing requirements to assist fellows in the successful completion of all fellowship requirements to receive a fellowship certificate. Directors are reminded to visit the fellowship database to remain aware of the fellow's outstanding requirements. The AAFPRS Foundation office may send reminders to directors to complete the evaluations on behalf of their fellows.

Fellows may request an extension to complete fellowship requirements. Directors are notified when a fellow submits a request for an extension to complete requirements. These requests are reviewed on an individual basis and take into account the reason for the delay and the time expected to submit outstanding requirements. Extension request should be emailed to fellowships@aafprs.org.

There are various due dates and dates of occurrence for the fellowship program. These dates can be found on the Key Dates Calendar (pages 29-30).

FELLOWSHIP DATABASE

The Fellowship Database is a requirement for applicants, fellows, and fellowship directors. All requirements for the fellowship program must be completed/submitted through the Fellowship Database. Login credentials are provided to program directors and co-directors once their application for accreditation has been approved.

It is the responsibility of the Fellowship Director to visit the fellowship database to complete evaluations, review fellowship papers, and other requirements for approval submitted by the fellow. Any director/co-director requiring assistance accessing the fellowship database should contact fellowships@aafprs.org. Login credentials for the fellowship database are separate and different from login credentials for the Members Only section of the AAFPRS website.

MATCH PROCESS

All Fellowship Directors are required to register and participate in the SF Match process. If a fellowship director chooses not to participate in the SF Match for a given year, then any trainees under their supervision for the respective year will not be recognized as official AAFPRS Fellows

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. ***If directors have specific questions regarding the match or fees they should contact the match office's help desk, help@sfmatch.org or call (415) 447-0350.***

Fellowship Directors who participate in the match but do not match will have the opportunity to select a fellow outside the match for the year. Unmatched Fellowship Directors 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 who 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.**

Any fellowship director that does not participate in the match will be not be eligible to accept a fellow outside the match for any given fellowship year and subsequently if they do not participate in the match and submit a rank list for two consecutive years they may be required to reapply for accreditation.

Fellowship Directors are permitted to accept IMGs into their program for any fellowship year, however, programs that accept IMGs will be counted as selecting a fellow outside the match. **Those programs that select an IMG for two consecutive years and do not participate in the match process may be required to reapply for re-accreditation.**

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 eligibility of the applicant to be an approved AAFPRS Foundation fellow before notifying the AAFPRS Foundation of their selection.

There are rules and a code of conduct for the match. These rules are acceptable to the AAFPRS Foundation and can be found on the SF Match website on the Rules page. If statements of intent are made, such statements must be unilateral, voluntary, and unconditional. Neither party may ask the other for a commitment. A statement like, "I will rank you first if you rank me first," is against the matching rules. A statement like, "You are among the best programs/applicants I have seen so far; I appreciate meeting you regardless of how you will rank me," is permitted. All ranking lists are confidential. The matching program will not reveal how any applicant ranked any program, nor how any program ranked any applicant. Both the program and the applicant formally commit to accepting a position with any one of the rank choices listed. Both parties are bound by the results of the match.

BINDING AGREEMENT

Binding agreement and terms should be forwarded to Fellowship Directors for signature by the fellow. The signed binding agreement MUST be uploaded onto the Fellowship Database. Any form not signed by the fellow and the director is not valid and not acceptable. 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 and paper through the Fellowship Database. The approval should be made prior to review by the Fellowship Research Review Subcommittee (FRRS). Non-approval of the abstract and paper may cause a delay in the review of the abstract or paper.

The fellow may upload a signed abstract form which is accepted approval by the director. 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. The form can be downloaded from the Fellowship Database. Use of either the Word or Excel version are acceptable.

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. Forms not signed by the director(s) are not valid and are not acceptable.

SIX-AND TWELVE-MONTH COMPETENCY–IN TRAINING EVALUATION

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

The Twelve-Month Competency–In Training Evaluation MUST be completed through the Fellowship Database by July 15th of the year the fellowship ends. This report is designed to track the fellow's progress and performance by the completion of the twelfth month of training. Information included in this evaluation is held in the strictest confidence.

The fellow's competency performance is reviewed by the director(s) in the 1-5 selection levels. As with all requirements the evaluation must be completed through the Fellowship Database. Fellowship are evaluated on the knowledge, skills, attitudes, and other attributes for 6 core competencies and other specialty competencies.
The Core Competencies include 1. Interpersonal and Communication Skills, 2. Systems-based Practice, 3. Practice-based Learning and Improvement, 4. Professionalism, 5. Patient Care and 6. Medical Knowledge.

The following is an example and explanation of selection levels and term definitions.

Surgical Care – Medical Knowledge				
▪ Understands normal physiology fluid and Electrolyte balance, hemostasis, sepsis, & wound healing ▪ 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)	▪ Understands the effect of age, pregnancy, & obesity on the surgical patient ▪ Understands alterations in nutrition including, obesity & cachexia; understands the indications for eternal & parenteral feeding ▪ Understands the effects of alcohol, tobacco, & substance abuse.	▪ Understands the effect of comorbidities on the surgical patient (e.g., cardiac, pulmonary, renal, hepatic failure) ▪ Understands psychosocial disorders (e.g., depression, body dysmorphic disorder) ▪ Understands the effects of chemotherapy, radiation, immunosuppression & medications including homeopathic regimens	▪ Understands the management of complex multisystem surgical pathophysiology including intensive care & organ system support (e.g., dialysis, ventilator use) ▪ Understands potential reasons to decline offering surgical services ▪ Understands the process of professional & legal discharge of a patient from practice	▪ Systematically reviews outcomes & publishes in peer-reviewed journal
Level 1	Level 2	Level 3	Level 4	Level 5
6-M ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ 12-M ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐				

Selecting a response box in the middle of a level implies that milestones in that level and in lower levels have been substantially demonstrated.

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).

Level 1	Level 2	Level 3	Level 4	Level 5
Fellow demonstrates Milestones expected of an incoming fellow.	The fellow is advancing & demonstrates additional milestones, but is not yet performing at a mid-Fellowship level .	The fellow continues to advance & demonstrate additional milestones, consistently including the majority of milestones targeted for fellowship.	The fellow has advanced so that he/she now substantially demonstrates The milestones targeted for fellowship. This level is designed as the graduation.	The fellow has advanced beyond performance targets set for fellowship & is demonstrating "aspirational" goals which might describe the performance of someone who has been In practice for several years.

Director(s) Comments:

COMMENTS FOR SIX-MONTH EVALUATION:
Please give a narrative assessment of the fellow, emphasizing the reasons for your ratings at the six-month period.

COMMENTS FOR TWELVE-MONTH EVALUATION:
Please give a narrative assessment of the fellow, emphasizing the reasons for your ratings at the end of the fellowship training year.

Fellows must be aware that they are responsible for checking with the director/program to ensure this requirement has been completed. Although the Fellowship Director completes this requirement it is the responsibility of the fellow to communicate with their Fellowship Director to ensure that the requirement is completed. Fellowship requirements will not be considered complete without the completion of this requirement.

CURRICULUM BIBLIOGRAPHY AND RESIDENCY 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 internet access for fellows to access the updated bibliography and full link to the article as well as the residency videos on-line***.

To access for viewing or downloading a pdf file of each section of the bibliography that is divided into Basic and Advanced sections with a list of references for each portion, **click here.**

Current fellows should have access to the residency videos through the fellowship program free of charge. Fellows can access the videos by visiting the AAFPRS website – www.aafprs.org and then logging in to the AAFPRS CONNECT section under at the top on the right side of the Medical Professionals page.

The bibliography and videos provide a common base and core competency for the program.

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 uploaded through the fellowship database. The list MUST be reported in the database by July 1st of the fellowship start year.

PROGRAM RE-ACCREDITATION PROCESS

All fellowship programs are reviewed for re-accreditation by the ACPSE FRC. Each program is reviewed every 3 or 5 years unless accredited for 1-year provisional accreditation during the initial accreditation review process. Programs that receive a 1-year accreditation are reviewed after the first full training year of a fellow. 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.**

Re-accreditation applications are due promptly on April 1st. Timely submission of applications is essential to the review process. The ACPSE Board has instituted a late penalty for applications submitted after the April 1st deadline. Due dates may be adjusted as necessary.

ACCREDITATION FEE

Accreditation fees are required for every program. Fees are a requirement of accreditation and if not submitted the program will be considered non-compliant. Invoices are sent out in July every year and are due within 45 days of the invoice date.

Fellowship Program Requirements are a guide on the prerequisites and requirements for the fellowship director and program. Requirements can be obtained from the ACPSE at acpse@aafprs.org and are sent with the re-accreditation application.

MISCELLANEOUS INFORMATION

STIPEND/SALARY

Salaries/Stipends are discussed directly between applicants and directors. All arrangements for stipends/salaries are made directly with the Fellowship Director. The AAFPRS Foundation 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 under the **Additional Resources** section of the AAFPRS website, **click here –** www.aafprs.org**.** The Additional Resources section can be found at the bottom of the Apply page of the Fellowship Programs section after clicking Medical Professionals then Professional Development.

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 and mailed to the AAFPRS Foundation office, 310 South Henry Street, Alexandria, VA 22314 or emailed to fellowships@aafprs.org. Verification inquiries must be accompanied by a signed release. Forms for completion are mailed directly to the fellowship program for completion. The AAFPRS Foundation will do its best to provide adequate verification for fellows whose programs are no longer in existence.

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 includes verification of the fellow's performance will be forwarded to the Fellowship Director for his review, completion and return to the appropriate person or institution.

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 to receive a fellowship certificate. These requirements include sitting for and passing the end-fellowship examination and fulfillment of the research paper requirement.

MEETING PARTICIPATION

Fellows are eligible to attend AAFPRS Foundation meetings free of charge during their fellowship year. The determination is made by the Meetings Department. Fellows should contact the meeting department if they have questions regarding their eligibility to attend a meeting.

Permission may be granted for an immediate past fellow to attend a meeting after the fellowship year, however if a fellow registers for a meeting under the no fee registration option and does not attend the meeting or notify the meetings department in advance that they cannot attend the fellow will lose the opportunity to attend any other meetings under the no charge option. Any fellow who does not show for a meeting he/she has registered for or provide advanced notification of non-attendance may be required to pay a no-show fee.

"REPORT CARD" OF FELLOW COMPLETION

Fellowship Directors are provided a report of their fellows' completion of fellowship requirements. This report can be requested by contacting the AAFPRS Foundation fellowship office. Director(s) can also visit the Fellowship Database to check the status of their fellows' completion of fellowship requirements starting with the 2015-2016 fellowship year.

The Report Card is provided as a mechanism for the Director to review the progress of their fellow's completion of fellowship requirements. The report includes information on the certificate date and/or whether the fellow has completed all requirements.

Directors are encouraged to remind fellows of their outstanding requirements for successful completion of the fellowship program, which must be done within 6 months of the training end date to be eligible for a fellowship certificate.

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
– fellowships@aafprs.org. See Key Dates Calendar on pages 28-29.

All fellows completing requirements of the Fellowship Program have 6 months from the end of the fellowship training date to successfully complete all requirements of the program, which includes but not limited to 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:
Alka Desai, Fellowship and Member Services Director
(703) 650-9236
adesai@aafprs.org

For questions, concerns or requests regarding membership contact:
Patricia Adair, Member Services Director
padair@aafprs.org

For questions, concerns or requests regarding meeting attendance contact:
Ada Phillips, Meetings Director
aphillips@aafprs.org

List of Directors and Co-Directors

DIRECTOR/CO-DIRECTOR	LOCATION	DIRECTOR/CO-DIRECTOR	LOCATION
Dr. Marcelo Antunes	West Lake Hills, CA	Dr. Leslie Kim Dr. Sumit Bapna (Ohio State University)	Columbus, OH
Dr. Jamil Asaria (University of Toronto)	Toronto, Canada	Dr. David Kriet Dr. Clinton Humphrey (University of Kansas Medical Center)	Kansas City, KS
Dr. Babak Azizzadeh Dr. Grace Lee Peng	Beverly Hills, CA	Dr. David Lieberman Dr. Sachin Parikh Dr. Umang Mehta	Los Altos, CA
Dr. Jose Barrera	San Antonio, TX	Dr. Jessyka Lighthall (Penn State)	Hershey, PA
Dr. Daniel Becker Dr. Jason Bloom (University of PA Medical Center)	Sewell, NJ	Dr. Corey Maas Dr. James Newman	San Francisco, CA
Dr. Amit Bhrany (Univ. of WA School of Medicine)	Seattle, WA	Dr. Phillip Miller Dr. Judy Lee (NYU)	New York, NY
Dr. Kofi Boahene Dr. Ira Papel (Johns Hopkins School of Medicine)	Baltimore, MD	Dr. Samuel Most (Stanford University)	Stanford, CA
Dr. Matthew Brace (University of Toronto)	Toronto, Quebec, Canada	Dr. Jeffrey Moyer Dr. Shannon Rudy (Univ. of Michigan)	Livonia, MI
Dr. Anthony Brissett Dr. Angela Sturm (Houston Methodist Academic)	Houston, TX	Dr. Paul Nassif	Beverly Hills, CA
Dr. Edward Buckingham Dr. Erin Smith	Austin, TX	Dr. Michael Nuara (Virginian Mason Franciscan Health)	Seattle, WA
Dr. J. Madison Clark (Univ. of NC Chapel Hill)	Chapel Hill, NC	Dr. Sam Oyer Dr. Stephen Park (UVA)	Charlottesville, VA
Dr. Ryan Collar (University of Cincinnati)	Cincinnati, OH	Dr. Krishna Patel Dr. Michelle Hwang (MUSC)	Charleston, SC

Dr. Richard Davis Dr. Shekar Gadkaree (Univ. of Miami School of Medicine)	Miramar, FL	Dr. Sachin Pawar Dr. John Rhee (Medical College of Wisconsin)	Milwaukee, WI
Dr. Steven Dayan Dr. Benjamin Caughlin (Univ. of Illinois)	Chicago, IL	Dr. Steven Pearlman Dr. Moustafa Mourad Dr. Neil Gordon (Jamaica Hospital Queens)	New York, NY
Dr. Louis DeJoseph	Atlanta, GA	Dr. Jason Pou (LSUHS Shreveport)	Shreveport, IN
Dr. Eric Dobratz Dr. William Dougherty Dr. Rhorie Kerr (EVMS at ODU)	Norfolk, VA	Dr. Vito Quatela	Rochester, NY
Dr. Harley Dresner Dr. Peter Hilger (University of Minnesota)	St. Paul, MN	Dr. Joshua Rosenberg Dr. Manoj Abraham (Mount Sinai)	New York, NY
Dr. Yadro Ducic	Ft. Worth, TX	Dr. Daniel Rousso Dr. Austin Adams	Birmingham, AL
Dr. Edward Farrior Dr. Julia Toman	Tampa, FL	Dr. Anita Sethna (Emory University)	Atlanta, GA
Dr. Andrew Frankel	Beverly Hills, CA	Dr. Taha Shipchandler (Indiana Univ. School of Medicine)	Carmel, IN
Dr. Michael Fritz Dr. Peter Byrne (Cleveland Clinic)	Cleveland, OH	Dr. Douglas Sidle (Northwestern University)	Chicago, IL
Dr. Jennifer Fuller Dr. Cherine Kim (Loma Linda University)	Loma Linda, CA	Dr. Emily Spataro Dr. Gregory Branham Dr. John Chi (Wash. Univ. School of Medicine-St. Louis)	Creve Couer, MO
Dr. Robert Glasgold Dr. Mark Glasgold Dr. Joseph Vella	Princeton, NJ	Dr. Jeffrey Spiegel (Boston University)	Newton, MA
Dr. Michael Godin	Richmond, VA	Dr. Christian Stallworth Dr. Christine Taylor (UT Health San Antonio)	San Antonio, TX
Dr. Eli Gordin (UT Southwestern)	Dallas, TX	Dr. Sidney Starkman	Scottsdale, AZ
Dr. Tessa Hadlock Dr. David Shaye (Mass Eye and Ear)	Boston, MA	Dr. Scott Stephan (Vanderbilt University)	Nashville, TN

Dr. Mark Hamilton	Carmel, IN	Dr. Benjamin Talei Dr. Richard Zoumalan	Beverly Hills, CA
Dr. Ryan Heffelfinger Dr. Howard Krein	Philadelphia, PA	Dr. Sherard Tatum Dr. Amit Suryadevara	Syracuse, NY
Dr. Laura Hetzler Dr. Lisa Morris (LSHUS-New Orleans)	New Orleans, LA	Dr. Christopher Tolan Dr. Garrett Griffin	Woodbury, MN
Dr. Tang Ho (UT Health Sciences Center)	Houston, TX	Dr. Travis Tollefson Dr. Alex Marston (UC Davis)	Sacramento, CA
Dr. Mario Imola	Englewood, CO	Dr. Dean Toriumi Dr. Peter Revenaugh (Rush Univ. Medical Center)	Chicago, IL
Dr. Ramtin Kassir	New York, NY	Dr. Tom Wang Dr. Miriam Loyo Li Dr. Natalie Krane (Oregon HSU-OHSU)	Portland, OR
Dr. Robert Kang Dr. Irene Kim (UCLA)	Los Angeles, CA	Dr. Edwin Williams Dr. Keimun Slaughter	Latham, NY
Dr. David Kim Dr. Jill Hessler	Palo Alto, CA	Dr. Andrew Winkler (University of CO)	Aurora, CO

KEY DATES CALENDAR

This calendar serves as a reminder of dues dates for the fellowship program and ACPSE accreditation application for fellowship directors. Any date that falls on a weekend can be submitted the following Monday.

Dates may be adjusted due to inclement weather or emergency situations/conditions.

JULY

* Fellowship Start Date (July 1)
* Binding Agreements must be uploaded through the database for fellows by July 1. This includes all tabs of the Binding Agreement (ACLS and Program Details).
* List of projects should be uploaded through database by current fellows (July 1)
* Welcome letter sent to incoming Fellows including ACLS & paper due date reminder
* Binding Agreement & Terms email sent to **newly** matched fellows
* End Fellowship Program Questionnaire should be completed through the database (July 15); not completing the Questionnaire by July 15 may affect a fellow's eligibility to receive a fellowship certificate
* Fellowship Operative Report Form should be uploaded through the database (July 15)
* Twelve Month In-Training Evaluation by program director should be completed through the database (July 15)
* Notification of results of Roe & Gillies selections available

SEPTEMBER

* Research paper **abstracts** should be uploaded through the database by current fellows (September 1)
* Notification to update fellowship description is sent to directors.
* ACPSE accreditation applications presented by FRC for recommendation to ACPSE Board

OCTOBER

* ACPSE Board decision letters distributed to programs that applied for accreditation or program changes

NOVEMBER

* Six-month reminder sent to fellows and directors to complete evaluations through database

DECEMBER

*Six-month forms/evaluations should be completed through the database for current fellows (December 31)
*Final date for past fellows who completed training on June 30 to complete requirements through the database to be eligible to receive a fellowship certificate (December 31)

JANUARY

*Progress reports due through database
*ACPSE accreditation applications are sent to programs for reaccreditation process

FEBRUARY

*Fellowship applications must be completed through Fellowship Database (February 1)

*Fellowship Applications are posted for Fellowship Directors (by February 15)
*Reminder sent to programs due for reacrreditation (due date April 1)

KEY DATES CALENDAR

MARCH

* Fellowship Directors begin interviewing fellowship applicants
* Reminder sent to programs up for review (due date April 1)

APRIL

* ACPSE accreditation applications due by April 1

MAY

* All fellowship interviews should be completed by May 31

JUNE

* Fellows & Directors should complete end-year evaluations
* Roe & Gillies submissions due by June 1 from current and **immediate past fellows** (1 year out); through database
* Progress reports uploaded through database
* Rank Lists due in Match Office **June 2, 2027 @ noon PST** (date subject to change each year)
* Match results available **June 9, 2027** (date subject to change each year)
* ***End Fellowship Examinations are conducted by the ABFPRS and held at the Ritz Carlton Pentagon City, Alexandria, VA (Washington, DC). Contact the ABFPRS regarding questions about the exam.***
  June 26-27, 2027
  June 24-25, 2028

* Fellowship end date (June 30)
* Research papers should be uploaded through the database