



ACFAS RECOMMENDED FELLOWSHIP MANUAL TEMPLATE SECTIONS

IN ORDER TO MEET ALL REQUIREMENTS IN THE ACFAS MINIMAL CRITERIA FOR ACFAS RECOGNITION DOCUMENT, IT IS RECOMMENDED THAT FELLOWSHIP PROGRAM MANUALS CONTAIN THE FOLLOWING LIST OF SECTIONS:

1. List of Faculty
2. Overview of the Fellowship: describe what makes your fellowship desirable and individual
3. Principles of the Fellowship
 - a. Academics (Journal Club; literature review; didactics)
 - b. Research requirements
 - c. Attendance at ACFAS Annual Scientific Conference (mandatory)
4. Curriculum/Education Calendar (days in clinic/OR)
5. Expectations of the Fellowship
 - a. In the office
 - b. In the OR
6. On Call Responsibilities
7. Basic Rules/Recommendations for Success
8. Benefits
 - a. Salary, CME, health benefits
 - b. Malpractice with Tail Coverage
9. Fellow Evaluation
 - a. Process
 - b. Form
 - c. Performance Improvement Process
10. Fellow Case Logs and Surgical Volume Records
11. Locations of Clinics/OR
12. Contacts
 - a. MA, surgery scheduler