



Minimal Criteria for an ‘ACFAS Recognized Fellowship’:

MAJOR ITEMS	SUB-ITEMS
1. Fellowship represents an additional 12 months of subspecialty training and should be hands-on, involving direct patient care, not merely observation.	
2. Committee recommendation on program length is 12 months minimum, as is standard in orthopedics and/or other surgical subspecialties.	
3. Fellowship is designed to be an education and training endeavor with clear goals and objectives and not merely an apprenticeship. i. Fellowships are <u>not</u> required to be affiliated with single teaching hospitals and/or residency training programs. ii. When residents and fellows are being educated in the same institution, the residency director and the Fellowship Director must jointly prepare and approve a written agreement specifying the educational relationship between the residency and fellowship programs. iii. There should be clear designation of the faculty serving in educational and supervisory roles, their degrees and contact information, responsibilities and specific content of education experience to be provided. iv. There should be a Fellowship Director designated responsible for the program and who is accountable. v. Director should have well documented educational and administrative abilities. vi. The fellow position should not exist solely as a revenue generator for the practice.	a. There should be at minimum quarterly evaluations and review with the Fellow on academic, surgical and patient management skills. b. It is the responsibility of the fellowship director to avoid any conflicts of interest when the fellowship director is same as the residency director. In these cases, the Chair of the fellowship committee will directly interview this program and such program will be monitored and evaluated during the annual compliancy review. Should conflicts arise, compliance measures will be administered and recommendations made to the fellowship program to maintain either its Recognition status or its removal. c. Fellowship programs must be sponsored by a teaching institution/hospital/multi-specialty group/large foot & ankle group to allow for sufficient faculty and case volume and to avoid any commercial, private or personal corporation conflict of interests. d. Research programs must be sponsored by a university-based academic institution/hospital (i.e.; Harvard University, School of Podiatric Medicine) to avoid any commercial, private or personal corporation conflict of interests.
	e. Fellowship Program Director must be an ACFAS Fellow Member in good standing. If the program director is an MD/DO, they must be certified by their recognized subspecialty surgical board.
	f. 50% or more of all ACFAS qualified or certified podiatric faculty must be ACFAS members in good standing.
	g. Current program DPM Post Graduate Fellow(s) must be an ACFAS member in good standing during their time matriculating in the program.
	h. Workspace and support staff/clerical personnel must be provided to support the program/fellow.

	i. The number of fellows should be such that each fellow is provided a complete and thorough training experience without undue dilution of this experience.
4. Specific rules are required for those programs wishing to matriculate three fellows. A higher case volume will be required on an annual basis to offset the potential for a diluted educational experience.	<p>a. The program must successfully matriculate two fellows simultaneously for three consecutive years before considering the addition of a third fellow. With two fellows, each must have a minimum case volume of 750 cases (1,500 cases minimum for the program). Cases must come from hospitals and/or SurgiCenters.</p> <p>b. The director will be interviewed by the Fellowship Committee to determine the rationale for taking more than two fellows.</p> <p>c. The program must be held in full Recognized Status.</p> <p>d. The program must have a funding source aligned, and a written commitment of funding for at least 12 months.</p> <p>e. All other criteria, including research, must be met on an annual basis for each fellow.</p>
5. The fellowship will be required to provide the operative case volume for its fellows each year in its updated listing. This documentation may be subject to review by ACFAS.	
6. Surgical programs must perform a minimum of 300 surgical cases, per fellow, in a fellowship year.	a. Cases are defined as operative patients only; multiple procedures on a single patient count as one case. A program's case volume is subject to verification by the case log once every five years at minimum.
<p>7. Each fellowship program must report ongoing scholarly research yearly, and programs must publish their research within three years in a peer-reviewed publication, preferably the <i>Journal of Foot & Ankle Surgery (JFAS)</i>.</p> <ul style="list-style-type: none"> • Surgical programs must publish at least one article within three years. • Research programs must have at least three ongoing projects annually and have three published articles every three years. 	<p>a. Research and scholarly publication should be encouraged to be presented at the ACFAS Annual Scientific Conference (ASC).</p> <p>b. The fellowship must have access to adequate facilities such as outpatient and inpatient facilities as well as research resources to support education and training missions.</p> <p>c. The fellow must have access to major medical library either directly or nearby and be allowed adequate time to devote to scholarly research and investigation.</p>
8. There should be at least monthly review of peer-reviewed literature relevant to the specialty training.	
9. All patient should be overseen by qualified faculty. The program director must ensure, direct, and document adequate supervision of fellows at all times. Fellows must be provided with rapid, reliable systems for communicating with supervising faculty.	

<p>10. Duty hours are defined as all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities such as conferences. Duty hours do <i>not</i> include preparation time spent away from the duty site.</p>	<p>a. Duty hours should be limited to 80 hours per week, averaged over a four- week period, inclusive of all in-house call activities.</p>
	<p>b. Adequate time for rest and personal activities must be provided. This should consist of a 10-hour time period provided between all daily duty periods and after in-house call.</p>
<p>11. The fellowship must assist the fellow and pay any related dues in regard to staff privileges at affiliated hospitals and outpatient care centers.</p>	
<p>12. The fellowship must provide the time and financial support for the fellow to attend the ACFAS Annual Scientific Conference (ASC). This includes registration fees and travel expenses.</p>	
<p>13. The program director must provide appropriate documentation to fellows upon completion of the program.</p>	<p>a Final evaluation: This evaluation must include a review of the fellow’s performance during the final period of education and should verify that the fellow has demonstrated sufficient professional ability to practice competently and independently. The final evaluation must be part of the fellow’s permanent record maintained by the institution.</p>
	<p>b. Standard certificate or diploma: Fellowships should have a standard certificate or diploma provided to fellows after successfully completing the fellowship in either surgical, sports medicine, or diabetic limb salvage. This is to provide an assurance that all criteria and minimal requirements of an “ACFAS Recognized Fellowship” have been met.</p>
<p>14. The fellowship will create, maintain and disperse to its fellow(s) a ‘fellowship manual’ containing: written goals and outlines for the program, expected skill sets and techniques to master by way of the fellowship training, and specific descriptions of didactic and clinical curriculum.</p>	
<p><u>14. Fellowship manual should clearly address the following topics:</u></p>	<p>a. Contact information with description of location, training sites and training staff involved in fellowship training. b. Statement of purpose and goals. c. Specific training requirements. d. The use of objective measures to assess elevating levels of clinical/ surgical/ research training during the fellowship.</p>

	<ul style="list-style-type: none"> e. Description of curriculum with goals and objectives. f. Description and methods of fellow evaluation process as well as tracking/logging of fellow work efforts and surgical volume. g. Faculty and fellowship evaluation forms. h. Description and schedule of didactic activities.
<p>15. The fellowship must conduct a process of interviewing and selecting fellows in a fair and ethical manner. The selection criteria and requirements shall be made known as part of the application process.</p>	<ul style="list-style-type: none"> a. All fellowship programs with ACFAS status should provide equal employment opportunities to all prospective and current fellows. They should prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. <p>This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</p>
<p>16. The fellowship must provide its fellow(s) with malpractice with tail coverage based on its state's statute of limitations. They must also provide medical and dental coverage, paid vacation time, sick time, and medical education time: amounts to be determined by the individual programs.</p>	
<p>17. The fellowship program will be reviewed during the Annual Compliancy Review process. Any program not meeting these criteria will be evaluated and recommendations made for compliancy and/or change/removal of recognition status.</p>	
<p>18. The fellowship program will abide by the application process and minimum criteria to maintain status, along with annual maintenance dues.</p>	<ul style="list-style-type: none"> a. Annual maintenance dues fee will be agreed upon by the Chair and committee and is currently set at \$300. The program application fee is currently set at \$1,000.
<p>19. A program's application for status, or those programs with existing status, with ACFAS may be rejected for circumstances related to the fellowship program that, in the opinion of the Fellowship Committee, may damage the good name or good will of ACFAS.</p>	