

# ACFAS 2025 New Post Graduate Fellow Orientation



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# Presenters



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# Presenter Disclosures

**Emily Zulauf, DPM, AACFAS**

*No disclosures*

**Deana Lewis, DPM, AACFAS**

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**Kristina Corley, DPM, AACFAS**

*No disclosures*



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# Agenda

- Fellowship Committee's Role
- Minimum Criteria: What YOU need to know
- Pearls from Past Fellows
- Q&A



# ACFAS Fellowship Committee

- **Provide oversight for the College's Recognized Fellowships**
  - Monitor and evaluate program adherence to minimum criteria
- Protect the Fellow Experience
- Resources for a successful year



## List of Fellowships with ACFAS Status

ACFAS highly recommends the continuation of foot and ankle surgical education after residency in the form of a specialized fellowship. The ACFAS Recognized Fellowship Initiative fosters high-quality fellowship programs through recognition, support and visibility. Programs meeting minimal requirements are officially recognized by the College: programs are reviewed on an annual basis. Fellows of these recognized programs benefit from lower dues rates and recognition of program completion.

### Standard Program Application

If you are interested in applying to any of the programs that hold status with ACFAS, you may complete the attached standard program application and submit it to the program(s) you are interested in attending. Please note, this form is to be used to facilitate the application process for fellowship applicants, but each program at its discretion may require different application materials or interview processes.

### List of Programs that Currently Hold Status with ACFAS

The following programs have met minimal requirements and have been granted the ACFAS Recognized or Conditional status.

- ⊕ Recognized Foot and Ankle Surgery & Reconstruction Fellowships
- ⊕ Recognized Research Fellowships
- ⊕ Foot and Ankle Surgery & Reconstruction Fellowships – Conditional Status
- ⊕ Research Fellowships – Conditional Status
- ⊕ Foot and Ankle Surgery & Reconstruction Fellowships – Conditional Probationary Status



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## 2024 ACFAS Recognized Fellowship Exit Survey: FELLOW

### Introduction

The ACFAS Fellowship Committee conducts annual 6-part exit surveys of all fellowship programs that hold status with ACFAS. The purpose of the surveys are three-fold:

1. to ensure that the programs are adhering to the criteria set by ACFAS for a high quality educational experience;
2. to ensure that the fellows are properly supported per the criteria set by ACFAS; and finally
3. to provide the ACFAS Fellowship Committee more information about the existing Recognized Fellowship programs, and the successes and challenges they face. This information will allow ACFAS to better support both the programs and their fellows in future years.

Upon receipt of this completed survey, the survey sent to the fellowship director denoting program completion, and review of the program in meeting all of the ACFAS Recognized Fellowship "Minimal Criteria", the fellow will receive a certificate from ACFAS, noting their completion of a fellowship program that has status with ACFAS.

#### USE OF INFORMATION CLAUSE

The information you provide will be used solely to improve the ACFAS Fellowship Initiative and will not be used beyond that purpose. The use of these exit surveys are vital for the College to keep the fellowships with ACFAS Status at a high quality and further the educational experiences of the post graduate fellows that matriculate through them.

Next



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## Fellowship Resources

## Residency Directors Resources

## AACPM's Feet on the Street Initiative

## Latest News

- Advanced Rearfoot Reconstruction
- Diabetic Limb Salvage
- Pediatrics
- Sports Medicine
- Research

A fellowship should be considered by those who would like a complement or supplement to their plan to practice within an academic setting, or those who are interested in highly specialized practice.

For the typical model, those interested in pursuing a fellowship should begin looking in earnest during residency training. Application requirements and deadlines are individualized to each program. Please visit the [Fellowship Resources](#) webpage to learn about the process. Residents who are interested should begin gathering information as many questions about the process as possible and find an experienced mentor who has been through it before.

- [Find a Program](#)
- [Sample Timeline of Process](#)
- [Fellowship Documents and Templates](#)
- [Resources for Current and Prospective Fellows](#)

[This Week @ ACFAS](#)

[ACFAS Update](#)

[Funding Opportunities](#)

[Fellowship Resources](#)

[Residency Directors Resources](#)

[AACPM's Feet on the Street Initiative](#)

[Latest News](#)



# ACFAS FELLOWSHIP MINIMUM CRITERIA



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# Fellowship Design 020-220

- Additional 12 months of subspecialty training. Should be hands-on, involving direct patient care, not merely observation.
  - Exceeds that of residency training → unique educational experience
  - NOT an extension or continuation of residency training
- Program length - 12 months minimum



# Fellowship Design 020-220

- Educational and training endeavor with clear goals and objectives not merely an apprenticeship.
  - Should not exist solely as a revenue generator for the practice
  - If fellowship is coexisting with residency program → work collaboratively
  - May only matriculate candidates who have completed, in good standing, a CPME- approved residency program



# Fellowship Design 020-220

- Fellow evaluation - quarterly
- Fellow oversight - overseen by qualified faculty (e.g program director or supervising faculty)



# Minimal Criteria 300-520

- **CASE VOLUME AND RESEARCH REQUIREMENT**
  - **300: Reporting Operative Case Volume**
    - Keep case logs PRR or Excel spreadsheet that is HIPPA Compliant
  - **310: Surgical Program Caseload Requirement**
    - Minimum 300 Cases per fellow in fellowship year
      - Only operative pts. in Hospital/Surgery Center  
single pt = 1 case
      - 250 cases must be high level
        - Exception - 50 cases for Ponsetti casting technique
  - **320: Humanitarian Work**
    - Cases performed on mission trips will not be considered





# Minimal Criteria 300-520

- **CASE VOLUME AND RESEARCH REQUIREMENT**
  - **330: Scholarly Peer-Reviewed Publications**
    - Each fellowship program must publish once every three year cycle in a peer-reviewed publication
      - Surgical Program - 1 article within 3 years
      - Research Program - at least 3 ongoing projects annually and have 3 published articles every 3 years
  - **340: Presentation at ASC**
    - Fellows are required to attend Annual Scientific Conference
      - ASC 2026 February 24th-27th in Las Vegas



# Minimal Criteria 300-520

- **CASE VOLUME AND RESEARCH REQUIREMENT**

- **350: Research Facilities**

- Must have access to facilities such as outpatient and inpatient facilities as well as research resources to support education and training missions

- **360: Major Medical Library**

- Must have access to major medical library either directly or nearby
    - Allowed adequate time to devote to scholarly research and investigation

- **370: Journal Club**

- Minimum requirement is a monthly review of peer-reviewed literature relevant to specific training



# Minimal Criteria 300-520

- **FELLOW MANUAL AND BENEFITS**
  - **400: Duty Hours**
    - Defined as all clinical and academic activities and do not include preparation time spent away from the duty site
      - 80 hours per week, averaged over a 4-week period, inclusive of all in-house call activities
      - 10-hour time period provided between all daily duty periods and after in-house call



# Minimal Criteria 300-520

- **FELLOW MANUAL AND BENEFITS**
  - **410 Benefits**
    - Pay and assist for all dues regarding privileges
    - Time and financial support to attend ASC including registration and travel expenses
    - Must provide medical and dental coverage, paid vacation time, sick time, and medical education time
    - Provide and cover the cost of Professional Liability insurance and extended reporting endorsement (ERE) or Tail Coverage policy
  - **420: Fellowship Manual**
    - Must be dispersed to fellow



# Minimal Criteria 300-520

- **FELLOW MANUAL AND BENEFITS**
  - **430: Program Interview Process**
    - All interviews must occur after May 1 annually
    - Fair and ethical manner
    - Selection criteria and requirements shall be made known as part of the application process
  - **440: Equal Employment Opportunities**
    - Provide equal employment opportunities to all prospective and current fellows
    - Prohibits discrimination and harassment
  - **450: Fellowship Program Completion**
    - Must provide appropriate documentation
      - Final evaluation
      - Standard certificate or diploma



# Minimal Criteria 300-520

- **PROGRAM OVERSIGHT**

- **500: Annual Compliance Review**

- Programs are reviewed annually to confirm that they have met the minimal requirements
      - Fellow annual fellowship exit survey

- **510: Status Maintenance**

- Must abide by application process, minimal criteria review and annual maintenance dues

- **520: ACFAS Brand Protection**

- Programs status may be rejected for circumstances related to the fellowship program that may damage the good name or good will of ACFAS



# PEARLS FROM PAST FELLOWS



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# Pearls

- Take time in the beginning to familiarize yourself with billing and coding
- It's okay to not know everything - you are here to learn
- Your reputation starts day 1 - put the work in NOW → future jobs
- Burnout can sneak up on you - have something to always look forward to. Utilize your time off wisely
- Mentorship is not always built in – Seek it out
- Build good relationship with your co-fellow(s)
- Finances might be tight - plan ahead
- Licensing and credentialing takes forever - start this ASAP





# Pearls

- Become ABFAS Board Qualified
- Start research now!
  - 2024 ACFAS Poster/Manuscript Deadline - October
- Take advantage of Fellowship courses
  - Local reps, friends in fellowship, etc.
- Start looking for jobs early
  - Start credentialing/licensing again + Insurances
  - State specific requirements Ex. CA - Fluoroscopy License
- Logging
  - ACFAS → Login → Resources → Fellowship Resources → Fellowship Documents & Templates → Podiatric Surgical Case Logging (PRR vs. Logged App vs. Excel)



# The Job Hunt

1. Start looking early!
1. Talk to your program's attendings
1. Use fellowship year to network
  - a. ASC
  - b. Industry sponsored labs & events
  - c. Grand Rounds, Journal Clubs, CE courses, local meetings
1. Interview during fellowship year
1. Contract negotiations



# Professional Liability Insurance

Occurrence	Claims-Made
<p>Coverage applies to policy period, regardless of when claim is filed.</p> <p>Ex. Coverage from July 2024-June 2025. Claim is filed TODAY for a case performed August 2024.</p>	<p>Covers claims made or reported during the policy period.</p> <p>Ex. Coverage from July 2024-June 2025. Claim is filed TODAY for a case performed August 2024.</p> <p><b>*NEED TAIL COVERAGE*</b></p> <p>This must be provided by the Fellowship Program.</p>



# Q&A



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