

# AUPO FCC Pathology Fellowship Triennial Review Question List

AUPO FCC  
655 Beach Street  
San Francisco, CA 94109  
Phone: (415) 561-8548  
Fax: (415) 561-8531

## Fellowship Program Information

### Program ID

01-030 -- Name of Program  
01-040 -- Institution of the Parent Ophthalmology Department  
01-050 -- Fellowship Director (name and degrees)  
01-060 -- Address (line 1)  
01-070 -- Address (line 2)  
01-080 -- City  
01-090 -- State  
01-100 -- Zip/Postal Code  
01-110 -- Country  
01-120 -- Office phone  
01-130 -- Cell phone  
01-160 -- Fellowship Coordinator's Name  
01-170 -- Fellowship Coordinator's Office Phone  
01-180 -- Fellowship Coordinator's E-mail  
01-181 -- Administrator / Coordinator / Other #2 Name  
01-182 -- Administrator / Coordinator / Other #2 Phone  
01-183 -- Administrator / Coordinator / Other #2 E-mail

### The Fellowship

01-200 -- Number of FCC compliant fellowship positions offered during Triennial period:  
01-201 -- Total Number of fellowship positions filled during Triennial period:  
01-210 -- Duration of each position:  
01-220 -- Additional Comments:

## Questions about the Institutional Organization

02-020 -- Were all of the program's compliant positions offered through the San Francisco Ophthalmology Fellowship match?  
02-040 -- Is the program affiliated with an ophthalmology residency program accredited by either the ACGME, American Osteopathic Association or Canadian equivalent?  
02-050 -- Does the fellowship program have a letter of support from the Chair and Residency Program Director of the parent Department of Ophthalmology? (a pdf of letter will be required)  
02-060 -- Did the Department Chair, Fellowship Program Director and Residency Program Director work together and periodically meet to assure that the presence of the oncology and/or pathology fellowship does not unduly draw cases, learning opportunities or funding from the residency program?  
02-070 -- Ophthalmology residency affiliation:  
02-080 -- Pathology residency affiliation:

## Department Chair / Contact Information

02-100 -- Chair Name  
02-110 -- Street Address (line 1)  
02-120 -- Address (line 2)  
02-130 -- City  
02-140 -- State  
02-150 -- Zip / Postal Code  
02-160 -- Country  
02-170 -- Office Phone  
02-180 -- Cell Phone  
02-200 -- Email

## Program's Facilities and Resources

03-020 -- Did each Fellow receive full malpractice insurance coverage?  
03-021 -- Did the Fellowship Director notify each fellow of his/her malpractice insurance coverage, the carrier and if the coverage is claims made that tail coverage will be included in their coverage?  
03-030 -- Does the outpatient area have at least one fully equipped examination lane for each fellow in the clinic (in addition to lanes for faculty)?  
03-040 -- Is there access to current diagnostic equipment?  
03-050 -- Do inpatient facilities allow access to sufficient space and beds for good patient care?  
03-060 -- Are library, research and electronic retrieval of information from medical databases facilities available to the Fellow?

## Questions about Program Assessment and Evaluation

04-020 -- Was the educational effectiveness of the program evaluated in a systematic manner to ensure that the educational goals of the program were met?  
04-030 -- Was there regular evaluation of the fellow's knowledge, skills, and overall performance, including the development of professional attitudes consistent with being a physician?  
04-040 -- Did the Fellowship Director, with the participation of members of the faculty meet with the fellow and provide him/her with evaluation (or feedback regarding evaluation) on a semi-annual basis?  
04-050 -- Did the Fellowship Director provide a written, final evaluation that is maintained as a permanent record for each fellow who completes the program, and have it accessible to the fellow and other authorized personnel?  
04-060 -- Was there a formal mechanism by which the fellow had input into the evaluation of each faculty member's knowledge, teaching skills and commitment, and of program performance?

## Program Assessment

## Questions Concerning the Fellowship Program Director

### Does the Fellowship Program Director:

- 05-040 -- maintain certification by the American Board of Ophthalmology or possess appropriate equivalent educational qualifications?
- 05-050 -- have a current license to practice medicine in the state where the institution that sponsors the program is located?
- 05-060 -- have at least 5 years of clinical experience in pathology following his/her fellowship training?
- 05-080 -- be an active member in a recognized national or international organization providing continuing education in ophthalmology?
- 05-100 -- engage in ongoing research and/or scholarship in the area of pathology, as demonstrated by publications in journals and/or presentations of research and educational material at regional and national meetings?
- 05-120 -- have a prepared written statement outlining the educational goals of the program with respect to knowledge, skills and other attributes, and educational goals for each major rotation or other program assignments?
- 05-130 -- have a well-defined written curriculum?
- 05-140 -- select fellows in accordance with institutional and departmental policies and procedures?
- 05-150 -- designate and oversee participation by the faculty?
- 05-160 -- implement fair procedures and due process, as established by the sponsoring institution regarding academic discipline and fellow complaints or grievance?
- 05-170 -- monitor fellow stress, including mental or emotional conditions inhibiting performance or learning, and drug or alcohol-related dysfunction?
- 05-180 -- ensure that accurate statistical and narrative descriptions of the program are developed and maintained?
- 05-190 -- provide the fellow, at time of application information concerning AUPO FCC compliance of fellowships and positions?
- 05-200 -- inform the fellow prior to the start of training whether they are in a "compliant" or "non-compliant" training position?
- 05-210 -- personally supervise the implementation of the Fellowship Program Requirements?
- 05-220 -- prepare an accurate description of the program and respond to inquiries by the AUPO FCC in an accurate and timely fashion?

### Has the Fellowship Program Director developed and maintained documentation of the following:

- 05-240 -- Institutional or inter-institutional agreements?
- 05-250 -- Fellow selection process?
- 05-260 -- Patient care statistics?

### The Fellowship Director must seek prior approval from the AUPO FCC for the following: Please answer the following related to this Triennial Review Period.

- 05-280 -- Was there a required rotation of three months or more to any institution other than the parent?
- 05-290 -- Was there a change in the number of fellow positions in the training program?
- 05-300 -- Was there a change in the duration of the training period?
- 05-310 -- Did you grant any extensions of individual periods of training greater than three months?

### Did the Fellowship Program Director:

- 05-330 -- periodically evaluate the utilization of resources available to the program and the contribution of each institution participating in the program?
- 05-340 -- periodically evaluate the program's financial and administrative support?
- 05-350 -- periodically evaluate the volume and variety of patients available for educational purposes?
- 05-360 -- periodically evaluate the performance of members of the faculty, and the quality of supervision of fellows?
- 05-370 -- ensure that attending physicians, who supervise fellows, have sufficient experience for the severity and complexity of the patient's condition?
- 05-380 -- certify satisfactory completion of the fellow's training?

## Faculty Roster Information

- 06-020 -- Is there at least one faculty member, who may be the Fellowship Director, for each approved Fellowship position?
- 06-030 -- Is there at least one other faculty member with >1 year post-fellowship clinical experience?

### Program Faculty. In the fields below, please demonstrate that the each faculty member is currently active in publications and research presentations. You may use excerpts from the faculty's CV - within the past 5 years - but please do not submit an entire CV. List the Fellowship Director FIRST

- 06-050 -- Faculty Member - Names and Academic Titles
- 06-060 -- Faculty Member - Email
- 06-063 -- Faculty Member - Status (Please select ALL that apply; must select at least one)
- 06-070 -- Faculty Member - Role (Please select all educational roles filled by this faculty member. MUST select at least one)
- 06-080 -- Faculty Member - Location. (Please select the locations where this faculty member fulfills their role. MUST select at least one)
- 06-090 -- Faculty Member - Publications in major national/international peer-reviewed journals. (Please list up to 10 maximum over the last 5 years.)
- 06-100 -- Faculty Member - Research Presentations at major national / international meetings. (Please list up to 10 maximum over the last 5 years.)
- 06-101 -- Faculty Member - Medical School(s) - List institution, degrees, and dates attended.
- 06-102 -- Faculty Member - Academic Appointments - List the past ten years beginning with your current position, start/end dates and description of position.
- 06-103 -- Faculty Member - Residency(s): List institution(s), degree(s), and dates attended.
- 06-104 -- Faculty Member - Fellowship(s): List institution(s) and dates.
- 06-105 -- Faculty Member - Current professional activities/committees (limit of 10)
- 06-106 -- Faculty Member - Board Certified?
- 06-107 -- Faculty Member - Which board?
- 06-108 -- Faculty Member - If not Board Certified, explain equivalent qualifications:
- 06-109 -- Faculty Member - Active licensure (please provide which state):
- 06-110 -- Faculty Member - Start Date (yyyy-mm-dd)
- 06-111 -- Faculty Member - End Date (yyyy-mm-dd)

## Faculty Questions

### Did the faculty:

- 07-020 -- actively participate in clinical discussions, rounds and conferences in a manner that promotes a spirit of inquiry and scholarship?
- 07-030 -- participate in journal clubs and research conferences?
- 07-040 -- actively participate in regional or national professional and scientific societies, particularly through presentations at their meetings and publications in refereed journals?
- 07-050 -- participate in research, particularly for projects that are funded following peer review and/or result in publications or presentations at regional and national scientific meetings?
- 07-060 -- provide guidance and technical support (e.g. research design, statistical analysis) for fellows involved in research?
- 07-070 -- adhere to the Declaration of Helsinki on Rights of Research Human Subjects and to the Association for Research in Vision and Ophthalmology's Guidelines for Use of Research Animals?

### Did all faculty:

07-090 -- possess appropriate clinical, research and teaching skills, demonstrate a strong interest in the education of fellows, and demonstrate commitment to their own continuing medical education and participation in scholarly activities?  
07-100 -- have regularly scheduled, documented meetings to review the program's goals and objectives, and the program's effectiveness in achieving them?  
07-105 -- have fellowship training or at least one year experience in the practice of ophthalmic pathology or ocular oncology?

#### **Are all faculty:**

07-120 -- certified by the American Board of Ophthalmology, and/or for the pathology fellowship, the American Board of Pathology; be in the process of obtaining such certification, or possess appropriate alternative educational qualifications? (only applies to faculty members participating in the fellowship's clinical care)  
07-130 -- members of the faculty of the sponsoring institution?  
07-150 -- emphasizing in both didactic and clinical aspects of the fellowship training, the AAO principles of ethical and humane treatment?

#### **Other Program Personnel:**

07-170 -- Were there adequate technical and clerical personnel to allow the Fellow an appropriate educational experience?

### **Questions About the Educational Program**

#### **Did each Fellow:**

08-030 -- satisfactorily complete a residency in ophthalmology that is accredited by either the ACGME or the American Osteopathic Association (or Canadian equivalent) or were they certified in ophthalmology by the ABMS (or Canadian equivalent)? OR graduate from a non-ACGME-accredited residency program outside of the United States or Canada?  
08-040 -- have a minimum of 12 months of clinical training, including appropriate short periods for vacation or special assignments?  
08-050 -- spend at least six (6) months at the parent institution?  
08-060 -- prior to entry in the program, receive notification of the required length of the program, policies for vacation, duties, stipends and other forms of support?  
08-070 -- receive training in obtaining and adequate history, gross and microscopic examination of ophthalmic specimens if ophthalmic pathology is part of fellowship.  
08-110 -- receive a copy of the "Program Requirements for Fellowship Education in Oncology and/or Pathology" ?

#### **Did each Fellow meet the minimum number of patients seen/procedures performed as follows:**

08-130 -- Examine a minimum of 500 cases of ophthalmic pathology specimens if pathology fellowship, examine a minimum of 100 patients with ocular tumors if oncology fellowship, or both if both pathology/oncology fellowship over 12 months (inclusive of items enumerated below)?  
08-150 -- For Pathology fellowship: Examine corneal buttons including primary transplants and regrafts; conjunctival biopsies including conjunctival neoplasms and their precursors; eyelid biopsies; orbital and soft tissue biopsies, including lacrimal gland and optic nerve; enucleation specimens for malignancy (melanoma and retinoblastoma) and for traumatized and/or blind painful eyes; vitrectomy specimens; fine needle aspiration biopsies of intraocular or orbital neoplasms; temporal artery biopsies; slides referred to the ophthalmic pathologist by a general pathologist or ophthalmic pathologist for diagnostic opinion; exenteration specimens of malignancies and infections?

#### **Didactic Components. Did:**

08-220 -- the fellows participate in a minimum of 12 didactic lectures, journal clubs and clinical conferences including case presentations?  
08-230 -- the fellow have protection from being required regularly to perform excessively difficult or prolonged duties?  
08-240 -- the attending physician make himself or herself available to the Fellow at all times?  
08-250 -- the fellow participate in the evaluation of research findings?  
08-260 -- the fellow be exposed to opportunities to develop new knowledge and research skills?

### **Preparer Information**

#### **This application has been prepared by:**

10-020 -- Name  
10-030 -- Office phone  
10-050 -- E-Mail  
10-060 -- Date of submission  
10-061 -- Is there anything in your submission that needs further explanation? Enter your brief comments here.

**By entering the Fellowship Director's name and email a second time, the Fellowship Director acknowledges having reviewed and approved the information submitted on this form.<br><Br>NOTE: Your account access uses the Fellowship Director's Email on record. Entering an email that is different will require that you use that new email address when logging on in the future.**

10-080 -- Fellowship Director (name & degrees)  
10-090 -- Fellowship Director's E-Mail  
10-100 -- Fellowship Director's E-Mail (again, as your signature.)