

# AUPO FCC Medical Retina Fellowship Application Question List

AUPO FCC  
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San Francisco, CA 94109  
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## Program Information

### Program ID

- 01-030 -- Parent Institution Name
- 01-040 -- Affiliated Medical School or Government Training Institution
- 01-050 -- Fellowship Director
- 01-060 -- Address1
- 01-070 -- Address2
- 01-080 -- City
- 01-090 -- State
- 01-100 -- Zip-code/Postal Code
- 01-110 -- Country
- 01-120 -- Office Phone
- 01-130 -- Cell Phone
- 01-140 -- E-mail
- 01-150 -- Administrator / Coordinator Name
- 01-151 -- Administrator / Coordinator Phone
- 01-152 -- Administrator / Coordinator Email
- 01-153 -- Administrator / Coordinator 2 Name
- 01-154 -- Administrator / Coordinator 2 Phone
- 01-155 -- Administrator / Coordinator 2 Email
- 01-156 -- Duration of each position:
- 01-160 -- Additional comments:

## Questions About The Institutional Organization

### Please select yes or no for ALL the items below: You must answer EACH question.

- 02-010 -- Will the program's approved positions be offered through the San Francisco Ophthalmology Fellowship Match?
- 02-020 -- Is the fellowship affiliated with an ophthalmology residency program accredited by either the ACGME, American Osteopathic Association or Canadian equivalent?
- 02-030 -- Will the fellowship program receive a letter of support from the Chair and/or Residency Program Director of the parent Department of Ophthalmology?
- 02-040 -- Will the Department Chair, Fellowship Program Director and Residency Program Director work together and periodically meet to assure that the presence of the retina and vitreous fellowship does not unduly draw cases, learning opportunities or funding from the residency program?
- 02-050 -- Ophthalmology residency affiliation?

## Department Chair / Contact Information

- 02-070 -- Chair Name
- 02-080 -- Street Address (line 1)
- 02-090 -- Address (line 2)
- 02-100 -- City
- 02-110 -- State
- 02-120 -- Zip / Postal Code
- 02-130 -- Country
- 02-140 -- Office Phone
- 02-150 -- Cell Phone
- 02-170 -- Email

## Questions about the Program's Facilities and Resources

- 03-020 -- Will each Fellow receive full malpractice insurance coverage?
- 03-022 -- Will 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 examination area have a minimum of one fully equipped lane for each fellow in the clinic?
- 03-040 -- Is there access to current diagnostic equipment such as fluorescein angiography, OCT, ultrasonography, electrophysiologic studies as well as standard of care examination equipment (e.g., ophthalmoscopes, slit lamps, etc.)?
- 03-050 -- Are there sufficient inpatient facilities to provide good patient care, including having access to an eye examination room with a slit lamp?
- 03-060 -- Is there ready access to a major medical library as well as ready on-site access (including during nights and weekends) to a collection of ophthalmologic, retina and vitreous texts, journals and other media at all institutions participating in the fellowships?
- 03-070 -- Are there adequate facilities to perform laser procedures and minor procedures such as intravitreal injections and cryotherapy?

## Program Assessment / Evaluation - Will

- 04-030 -- the educational effectiveness of the program be evaluated in a systematic manner to ensure that the educational goals of the program have been met?
- 04-040 -- there be regular evaluation of the fellow's knowledge, skills, and overall performance, including the development of professional attitudes consistent with being a physician?
- 04-050 -- 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?
- 04-060 -- the Fellowship Director provide a written, final evaluation that is maintained as a permanent record for each fellow who completes the program?
- 04-070 -- there be a formal mechanism by which the fellow has input into the evaluation of each faculty member's knowledge, teaching skills and commitment, and of program performance on at least an annual basis?
- 04-080 -- the Fellowship Director document and maintain a permanent record of evaluations for each fellow, and have it accessible to the fellow and other authorized personnel?

## Questions Concerning The Fellowship Program Director

### Will the Fellowship Program Director...

- 05-030 -- be certified by the American Board of Ophthalmology or possess appropriate equivalent educational qualifications?
- 05-040 -- have at least 3 years of clinical experience in retina and vitreous diseases following his/her fellowship training?
- 05-050 -- be engaged in ongoing research and/or scholarship in the area of retina and vitreous diseases, as demonstrated by publications in journals and/or presentations of research and educational material at regional and national meetings?
- 05-060 -- be an active member in a recognized national or international organization providing continuing education in ophthalmology?
- 05-070 -- have a clinical practice consisting of at least 50% of patients who have retina and vitreous related ocular disorders?
- 05-080 -- be licensed to practice medicine in the state where the institution that sponsors the program is located?
- 05-090 -- have prepared a 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?
- 05-100 -- have a well-defined written curriculum?
- 05-110 -- select fellows in accordance with institutional and departmental policies and procedures?
- 05-120 -- designate and oversee participation by the faculty?
- 05-130 -- implement fair procedures and due process, as established by the sponsoring institution regarding academic discipline and fellow complaints or grievance?
- 05-140 -- monitor fellow stress, including mental or emotional conditions inhibiting performance or learning, and drug or alcohol-related dysfunction?
- 05-150 -- ensure that accurate statistical and narrative descriptions of the program are developed and maintained?
- 05-160 -- be the single primary director responsible for the program?
- 05-170 -- be based at the primary teaching site?

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

- 05-190 -- Institutional or inter-institutional agreements?
- 05-200 -- Fellow selection process?
- 05-210 -- Patient care statistics?

### Will the Fellowship Director seek prior approval from the AUPO FCC for the following:

- 05-230 -- a change in the number of fellow positions in the training program?
- 05-240 -- a change in the duration of the training period?
- 05-250 -- an extension of individual period of training greater than three months?

### Will the Fellowship Director

- 05-270 -- periodically evaluate the utilization of resources available to the program and the contribution of each institution participating in the program?
- 05-280 -- periodically evaluate the program's financial and administrative support?
- 05-290 -- periodically evaluate the volume and variety of patients available for educational purposes?
- 05-300 -- periodically evaluate the performance of members of the faculty, and the quality of supervision of fellows?
- 05-310 -- ensure that attending physicians, who supervise fellows, have sufficient experience for the severity and complexity of the patient's condition?

**Program Faculty names (please list all faculty members, including Fellowship Director; for each faculty member include full name, degree and whether full-time, part-time or voluntary). PLEASE LIST THE PROGRAM DIRECTOR**

### FIRST.

- 06-040 -- Faculty Member - Names and Academic Titles
- 06-050 -- Faculty Member - Email
- 06-060 -- 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 -- Medical School(s): List institution(s), degree(s), and dates attended.
- 06-102 -- Residency(s): List institution(s), degree(s), and dates attended.
- 06-103 -- Fellowship(s): List institution(s) and dates
- 06-104 -- Academic Appointments: List appointments for the past 5 years, beginning with your current position: (limit of 10)
- 06-105 -- Current professional activities/committees (limit of 10)
- 06-106 -- Board Certified?
- 06-107 -- Which Board?
- 06-108 -- If not Board Certified, explain equivalent qualifications:
- 06-109 -- Active licensure (please provide which state)
- 06-110 -- Start Date (yyyy-mm-dd)

### Faculty Questions

- 06-112 -- Is there at least one full-time faculty member, in addition to the fellowship program director, for each approved fellowship position?

### WILL THE FACULTY:

- 06-120 -- actively participate in clinical discussions, rounds and conferences in a manner that promotes a spirit of inquiry and scholarship?
- 06-130 -- participate in journal clubs and research conferences?
- 06-140 -- actively participate in regional or national professional and scientific societies, particularly through presentations at their meetings and publications in refereed journals?
- 06-150 -- 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?
- 06-160 -- provide guidance and technical support (e.g. research design, statistical analysis) for fellows involved in research?
- 06-170 -- 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?

### Other Faculty:

#### Do all faculty:

- 06-200 -- 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?
- 06-210 -- have regularly scheduled, documented meetings to review the program's goals and objectives, and the program's effectiveness in achieving them?

#### Will all Faculty:

- 06-230 -- be certified by the American Board of Ophthalmology, be in the process of obtaining such certification, or possess appropriate alternative educational qualifications?

- 06-240 -- be a member of the faculty of the sponsoring institution?  
06-250 -- have completed at least one year of medical and/or surgical vitreoretinal fellowship training?  
06-260 -- emphasize in both didactic and clinical aspects of the fellowship training, the AAO principles of ethical and humane treatment?

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

- 06-280 -- Are there adequate technical and clerical personnel to allow the Fellow an appropriate educational experience?

### **Questions About The Educational Program**

#### **Will each Fellow:**

- 07-030 -- satisfactorily completed an ACGME accredited ophthalmology residency program or be eligible to take the American Board of Ophthalmology certifying examinations, or already be certified by that Board. (Exceptions must be presented to the AUPO-FCC for approval)  
07-040 -- have a minimum of 1 year of fellowship training, at least 12 months of which will be devoted to clinical training, including appropriate short periods for vacation or special assignments?  
07-050 -- prior to entry in the program, be notified of the required length of the program, policies for vacation, duties, stipends and other forms of support?  
07-060 -- fill out an evaluation of faculty members on at least an annual basis?  
07-070 -- receive training in the history-taking and examination techniques of ophthalmology as it relates to retinal and vitreous diseases?  
07-080 -- receive training in the indications for, use of, risks of, and limitations of pharmacologic and laser therapies that may be recommended for patients with retina and vitreous disorders?  
07-100 -- have the opportunity to evaluate patients pre-operatively and post-operatively to understand indications for surgery and proper timing of appropriate patient referral to surgical colleagues?  
07-105 -- have exposure to other therapeutic modalities including: cryotherapy, photodynamic therapy, vitreous tap and inject, sub-Tenon's injections

#### **Meet the minimum number of patients seen/procedures performed as follows:**

- 07-120 -- examine cases of retina and vitreous related disorders over 12 months (inclusive of items enumerated below)?  
07-130 -- perform total diagnostic studies of the posterior segment (fluorescein angiograms, optical coherence tomograms, and ultrasounds), including minimums for each as listed?  
07-140 -- Fluorescein angiograms - 50?

#### **Optical Coherence Tomograms - 200?**

- 07-160 -- indocyanine green angiography - 50?

#### **Retina and vitreous surgical procedure:**

- 07-170 -- Intravitreal injections: 50?  
07-180 -- Posterior segment laser: 50?  
07-190 -- Exposure to other procedures including vitreous tap and inject, sub-Tenon's injections, cryotherapy, and PDT

#### **Didactic Components. Will:**

- 07-210 -- the fellows have documentation for participation in a minimum of 50 hours of didactic instruction, including seminars, lectures, and approved basic science courses, of which at least 25 hours will be in the parent institution?  
07-220 -- an attending physician be available to the Fellow at all times?  
07-230 -- the fellow be protected from being required regularly to perform excessively difficult or prolonged duties: 1 day in 7 free of all educational and clinical responsibilities averaged over a 4 week period, inclusive of call?  
07-240 -- the fellow participate in the evaluation of research findings?  
07-250 -- the fellow be exposed to opportunities to develop new knowledge and research skills?  
07-260 -- the fellows have a mandatory requirement to attend weekly rounds, research conferences and other program-specific didactic sessions?  
07-270 -- the fellows prepare at least 1 lecture for conferences and/or resident teaching sessions per year and 1 presentation for conferences, which include faculty and fellows?  
07-280 -- the fellows participate in a journal club on at least a quarterly basis?  
07-290 -- the fellows attend local and regional conferences relevant to retina and vitreous diseases?  
07-300 -- Fellow Schedule (A representative weekly schedule of fellow activities that indicates faculty staffing and / or method(s) of supervision.)

### **Preparer's Information**

- 08-010 -- Preparer's Name  
08-020 -- Office phone  
08-040 -- E-Mail  
08-050 -- Date of submission  
08-060 -- Is there anything in your submission that needs further explanation? Enter your brief comments here.

### **Electronic Signature**

**As Fellowship Program Director, I certify to the best of my ability, that the foregoing information is an accurate reflection of this proposed program and that all of the listed participating faculty have reviewed the application for verity and agree to participate. (enter your name)**

- 08-090 -- Fellowship Director Name  
08-100 -- E-mail address  
08-110 -- E-mail address (again as your signature)  
08-120 -- Institution's Name