

# AUPO FCC Oculofacial Plastic Surgery (OPS) Fellowship Application Question List

AUPO FCC  
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## Program Information

### Program ID

- 01-030 -- Practice Name
- 01-040 -- Affiliated Medical School or Government Training Institution:
- 01-060 -- Fellowship Director
- 01-070 -- Address1
- 01-080 -- Address2
- 01-090 -- City
- 01-100 -- State
- 01-110 -- Zip-code/Postal Code
- 01-120 -- Country
- 01-130 -- Office Phone
- 01-140 -- Cell Phone
- 01-150 -- E-mail
- 01-160 -- Administrator / Coordinator Name
- 01-170 -- Administrator / Coordinator Phone
- 01-180 -- Administrator / Coordinator Email
- 01-190 -- Administrator / Coordinator 2 Name
- 01-200 -- Administrator / Coordinator 2 Phone
- 01-210 -- Administrator / Coordinator 2 Email

### Questions About Fellowship Director (FD)

- 02-020 -- Is the FD active in clinical and surgical practice of OPS?
- 02-030 -- Percentage of FD outpatient office practice that is Oculofacial Plastic Surgery (OPS)?
- 02-040 -- Percentage of FD surgical practice that is OPS?
- 02-050 -- Has the FD been practicing and teaching OPS post-training for a minimum of 8 years?
- 02-052 -- Number of residents whose training you have been involved with in the last 8 years:
- 02-054 -- Number of OPS fellows whose training you have been involved with in the last 8 years:
- 02-056 -- If the FD has been recognized by their institution, hospital, and/or professional society for teaching please list any awards and/or commendations.
  
- 02-060 -- Enter the year FD started practicing:
- 02-070 -- Has the FD been a Fellow (voting) member in good standing of the American Society of Ophthalmic Plastic and Reconstructive Surgery (ASOPRS) for at least eight years?
- 02-080 -- Enter the year they were inducted into ASOPRS:
- 02-090 -- Number of peer reviewed articles in which the FD is the first or senior author in the last 8 years:
- 02-092 -- Number of accepted meeting abstracts in which the PD is the first or senior author in the last 8 years:
- 02-094 -- Number of regional, national, and/or international podium presentations in the last 8 years:
- 02-096 -- Number of invited or guest lectureships in the last 8 years:
- 02-100 -- Number of past 8 Fall ASOPRS Meetings attended:
- 02-110 -- Number of past 8 Spring ASOPRS Meetings attended:
- 02-120 -- Is the FD a member in good standing of the American Board of Ophthalmology or the Royal College of Physicians and Surgeons of Canada?
- 02-130 -- Is the FD licensed to practice medicine in the state where the institution/practice is located?
- 02-140 -- Does the FD have an active affiliation with a graduate medical institution?
- 02-150 -- Number of committees or workgroups the FD has participated in since induction to ASOPRS:
- 02-152 -- If the FD has held a committee or workgroup leadership position in ASOPRS please list position(s).
- 02-154 -- If the FD has been recognized by ASOPRS for their service or leadership please list.
- 02-158 -- Describe in detail the FD's involvement in ASOPRS over the past 8 years:
- 02-160 -- If the FD has ever trained or participated in a training not approved by ASOPRS or the AUPO-FCC, give details such as number of trainees, years, etc.:
- 02-170 -- If in the last 5 years the Fellowship Director has received local, regional, and/or national recognition for patient care, please list awards and/or commendations.
- 02-180 -- Describe the FD's commitment to diversity and inclusion, to include Fellows, Core Faculty, Other Faculty, Non-physician Faculty and administrative staff:
- 02-190 -- Does the FD agree to be respectful and inclusive of all diversity in their training practices?
- 02-200 -- Has the FD been formally disciplined by their institution, practice, or professional society for violation of professional etiquette, breach of professional ethics, or behavioral misconduct in the last five years?
- 02-210 -- Does the FD's institution or practice have a Code of Conduct that includes anti-harassment?
- 02-220 -- Does the FD agree to abide by ASOPRS Code of Conduct and Anti-Harassment Policy in the training of their Fellow?
- 02-230 -- Does the FD agree to be respectful of the Fellow-in-training at all times refraining from harassing, abusive, and bullying behavior?

### Questions About The Fellowship

- 03-020 -- Does the FD agree to use the ASOPRS-sponsored OPS SFMatch and understand failure to match through the ASOPRS-sponsored SF Match may result in the program being designated not in compliance?
- 03-030 -- Does the FD agree to follow the SFMatch schedule as determined by ASOPRS?
- 03-040 -- Does the FD agree to select Fellows in accordance with SFMatch, ASOPRS and the institution's (if applicable) policies and procedures?
- 03-050 -- Will the FD ensure Fellowship applicants are enrolled in or have satisfactorily completed an ACGME or Royal College of Physicians and Surgeons of Canada (RCPSC) accredited ophthalmology residency program and be eligible to take the American Board of Ophthalmology (ABO) or RCPSC certifying examination, or already be ABO-certified or RCPSC-certified and participating in Maintenance of Certification?
- 03-060 -- Does the FD agree that fellowship applicant eligibility exceptions are granted solely by the AUPO FCC?
- 03-070 -- Will the Fellow's salary be appropriate to the geographic area?
- 03-080 -- First Year Salary:
- 03-090 -- Second Year Salary:

- 03-100 -- How much PTO will be provided to the Fellow? (recommend at least two weeks per year, and designated duty-free time or according to institutional policy)
- 03-105 -- Will your program provide health insurance?
- 03-110 -- Will medical malpractice insurance with tail coverage be provided?
- 03-120 -- Will the FD ensure and support the Fellow attendance at local, regional, national, or international conferences relevant to OPS?
- 03-130 -- Will the FD ensure the Fellow completes the mandatory in-service examination administered by ASOPRS during each year of training?

### **Questions about the Bylaws, Charters, Policies, Rules and Regulations**

- 04-020 -- Does the FD agree to comply with AUPO charters, policies, rules and regulations, and with ASOPRS Bylaws, charters, policies, rules, regulations, and guidelines set forth in the Program Requirements?
- 04-030 -- Does the FD agree that the program is solely directed by them, and they are fully responsible to direct and supervise the Fellow's clinical, surgical, research and didactic curriculum?
- 04-040 -- Does the FD agree they will have full authority and accountability for the program?
- 04-050 -- Will the Fellow spend at least 25% of their time with the PD?
- 04-060 -- Does the FD agree to fully lead and participate in the training of one OPS Fellow at a time?
- 04-070 -- Does the FD understand and agree and understand they cannot participate in any other post graduate training programs that conflict with or undermines the AUPO FCC compliant OPS Fellowship?
- 04-080 -- Does the FD agree to maintain a log of all Fellow activities including conferences, lectures, journal clubs, research activities, publications, and meetings attended and presented, which is available for review by the AUPO FCC?
- 04-090 -- Does the FD agree to submit all information required by the AUPO FCC and ASOPRS by stated deadlines?
- 04-100 -- Does the FD agree to inform their Fellow of ASOPRS Candidate (members-in-training) membership and Fellow (post Fellowship) membership process, resources and deadlines?
- 04-110 -- Does the FD agree to certify satisfactory completion of the Fellow's training?
- 04-120 -- Does the FD understand and agree that if they elect to no longer serve as PD, the program will cease to be AUPO FCC compliant?
- 04-130 -- Does the FD understand and agree that the position of FD can only be determined by the AUPO FCC and if the FD elects to no longer serve, the institution or employer of the FD cannot retain the program and a new FD application must be made?
- 04-140 -- Does the FD agree that if they elect to no longer serve as PD, they will make every effort to complete the training of the current or matched Fellow?

### **Questions about the Program Requirements and Resources**

- 05-030 -- Will the FD oversee and ensure the quality of didactic and clinical education at all sites?
- 05-040 -- Does the FD have sufficient time and financial support for the educational and administrative responsibilities to the program?
- 05-050 -- Do the clinical areas of each participating site have fully equipped examining rooms and access to current diagnostic equipment?
- 05-060 -- Do the program's surgical facilities have at least one operating facility appropriately equipped for OPS?
- 05-070 -- Is there access to patients at inpatient facilities that provide sufficient space and beds that meet the standard of care, to allow for tertiary care (e.g. trauma, consults, complex multidisciplinary cases)?
- 05-080 -- Is there access for the Fellow to specialty-specific reference materials as well as those in relevant disciplines?
- 05-090 -- Are electronic medical literature databases with search capabilities available?
- 05-100 -- Will the Fellow have access to photographic equipment with HIPAA compliant, secure, protected electronic storage for patient photographs?
- 05-110 -- Will the FD ensure the availability of necessary professional, technical and administrative personnel for the effective administration of the program?
- 05-120 -- Will the FD ensure the presence of other learners in the program (including, but not limited to, residents or Fellows from other disciplines, research Fellows, and allied health professionals), will not interfere with the Fellow's education?
- 05-130 -- Will the FD report the presence of routine other learners during evaluations, with explanation that ensures no interference with the educational goals of the program?

### **Program Clinical Requirements**

- 05-150 -- Will the program provide a wide breadth of experience in clinical disorders of the eyelids, lacrimal system, orbit and face in both functional and aesthetic realms?
- 05-160 -- Will the program provide a multidisciplinary experience e.g., exposure to otolaryngology-head and neck surgery, dermatology, craniofacial surgery, plastic surgery, neuro-ophthalmology, neurosurgery, oncology, oral maxillofacial surgery, pathology, and radiology.
- 05-170 -- Will the multidisciplinary experience include direct contact for the Fellow with the attendings and trainees of the various disciplines (e.g. shared clinical or surgical cases, informal or formal rotations)?
- 05-180 -- Will the FD maintain an active presence in the clinical service of the Fellow and ensure Faculty also maintains an active presence?
- 05-190 -- Does the FD agree they will NOT involve the Fellow in significant duties outside the realm of clinical, surgical and scholarly activities of OPS, nor use the Fellow as a physician or practice extender?
- 05-200 -- Will the FD ensure the Fellow participates in the pre-operative and post-operative care of patients related to their OPS training?

### **Questions about the Program Didactic Requirements**

- 05-220 -- Will the Fellow participate in a minimum of 80 hours of didactic instruction over the course of 24 months? See [Program Requirements](https://www.aupofcc.org) for examples of what the hours should include.

### **Questions about the Program Surgical Requirements (See Appendix A of the Program Requirements for specific case volume requirements).**

- 05-240 -- Will there be limited rotation in other related subspecialties and overlapping disciplines?
- 05-250 -- Describe the subspecialty services available, indicating specific subspecialists in each area and describing the fellow's opportunity to participate.
- 05-260 -- Will the Fellow actively participate in the pre- and post-operative management of surgical cases in which they are part of the surgical team?
- 05-270 -- Will the Fellow participate in at least 750 OPS procedures over the 24 month training period? (A surgical procedure on one eyelid is equivalent to one surgical procedure.)
- 05-280 -- Will the Fellow perform at 50% of a minimum of 300 surgical cases, distributed according to the OPS Program Requirements, over the 24 month training period? (At least 150 per year.)
- 05-290 -- Will the Fellow also perform at least 150 minor procedures such as biopsies and incision/curettage?

### **Questions about the Program Research Requirements**

- 05-310 -- Will the FD and Faculty emphasize and teach principles of ethical and humane treatment of patients and research subjects in accordance with the Code of Ethics of the AAO and the World Medical Association's ethical principles for medical research involving human subjects outlined in the Declaration of Helsinki as amended in 2013?
- 05-320 -- Does the FD agree to provide research funding directly from the institution or practice, or by grant application?
- 05-330 -- Does the FD agree that research costs during the training are the responsibility of the program and will not fall on the Fellow (e.g. IRB approval fees, presentation expenses, etc.)?
- 05-340 -- Does the program have availability of clinical and/or laboratory research facilities?
- 05-350 -- Will the Fellow actively participate in a quarterly journal club where the Fellow and Faculty present and critically discuss selections from current literature relevant to OPS?
- 05-360 -- Will the FD mentor or provide a suitable Core Faculty mentor for the Fellow's research?
- 05-370 -- Will the FD ensure the Fellow is the lead author of at least one original manuscript pertaining to OPS submitted for peer-reviewed publication?
- 05-380 -- Will the FD ensure the Fellow performs a research project within the discipline of OPS as the primary investigator during the Fellowship that may serve as the required thesis for membership in a professional society?

05-390 -- Will the FD strongly encourage the Fellow to submit their thesis prior to finishing training?

## Program Assessment / Evaluation

06-020 -- Will the educational effectiveness of the program be evaluated in a systematic manner to ensure that the educational goals of the program have been met?

06-030 -- Will there be regular evaluation of the Fellow's knowledge, skills, and overall performance, including the development of professional attitudes consistent with being a physician?

06-040 -- Will the PD, with the participation of Faculty meet with the Fellow, and provide them with feedback regarding their evaluation on a semi-annual basis?

06-050 -- Will the FD provide a written, final evaluation that is maintained as a permanent record for the Fellow who completes the program?

06-060 -- Will there be a formal mechanism by which the Fellow has input into the evaluation of each faculty member's knowledge, teaching skills, commitment to education, and overall program performance?

06-070 -- Will the FD document and maintain a permanent record of evaluations for the Fellow, and have it accessible to the Fellow and other authorized personnel?

06-080 -- Will the FD ensure their Fellow is documenting their cases in the approved software, according to the Program Requirements, within one month of the service?

06-090 -- Will the FD ensure their Fellow is aware that cases older than 3 months cannot be logged?

06-100 -- Will the FD ensure they are receiving and reviewing their Fellow's case log reports monthly?

06-110 -- Will the FD and Fellow formally review clinical and surgical exposure and deficiencies 3 times per year to allow opportunity to adjust schedule and experiences?

06-120 -- Will the FD evaluate the program through required surveys at the end of the first year and 1 month prior to completion of training (exit survey) and agree to submit the required evaluations by the stated deadline?

## Questions about the Faculty

07-020 -- Will the FD ensure appropriate Faculty supervision at all participating sites?

07-030 -- Will the FD ensure Faculty at participating sites are not participating in a non-AUPO FCC compliant (or non-ACGME) OPS Fellowship program?

07-040 -- Does the program have at least one Core Faculty who is not the FD, is an ASOPRS member, and who has been in practice for at least 3 years post training?

07-050 -- Will the FD approve the continued participation of Faculty based on evaluation and performance review?

07-060 -- Will the FD provide an internal performance review of Faculty by the Fellow immediately after the completion of a rotation with the intention of maintaining quality oversight of supporting Faculty, and ensure it is available upon request to the AUPO FCC?

07-070 -- Does the FD understand and agree they may serve as Core Faculty for other AUPO FCC compliant OPS programs, but that they may not be the sole Core Faculty for these programs?

07-080 -- Will all Core Faculty possess current medical licensure, board certification and appropriate medical staff appointment?

07-090 -- Will the FD ensure all Core Faculty agree to and comply with AUPO charters, policies, rules, and regulations, OPS Program Requirements and ASOPRS Bylaws, charters, policies, rules, regulations?

07-100 -- Does the FD agree to communicate changes in Core Faculty to the AUPO FCC as a Minor Change?

07-110 -- Will the FD ensure Core Faculty participate in organized clinical discussions, lectures, rounds, journal clubs and conferences on at least a quarterly basis?

07-120 -- Will the FD ensure Core Faculty demonstrate scholarship by peer reviewed funding; publication of original research or review articles in peer-reviewed journals, or chapters in textbooks; publication or presentation of case reports or clinical series at local, regional, or national professional and scientific society meetings and/or participation in national committees or educational organizations?

07-130 -- Will the FD ensure Core Faculty encourage and support the Fellow in scholarly activities?

07-140 -- Will the FD supervise Other Faculty participating in the training?

07-150 -- Will the FD encourage Other Faculty to participate in Fellowship training activities, including grand rounds, lectures, journal club, etc. and supervise those activities?

07-160 -- Will the FD ensure Non-Physician Faculty have appropriate qualifications in their respective field, hold appropriate medical staff appointments and have current medical licensure?

## Faculty Roster

08-020 -- Faculty Member - Names and Academic Titles

08-030 -- Faculty Member - Email

08-040 -- Faculty Member - Status (Please select ALL that apply. MUST select at least one)

08-050 -- Faculty Member - Role (Please select all educational roles filled by this faculty member. MUST select at least one)

08-060 -- Faculty Member - Location. (Please select the locations where this faculty member fulfills their role. MUST select at least one)

08-070 -- Faculty Member - Publications in major national/international peer-reviewed journals. (Please list up to 10 maximum over the last 5 years.)

08-080 -- Faculty Member - Research Presentations at major national / international meetings. (Please list up to 10 maximum over the last 5 years.)

08-090 -- Medical School(s): List institution(s), degree(s), and dates attended.

08-100 -- Residency(s): List institution(s), degree(s), and dates attended.

08-110 -- Fellowship(s): List institution(s) and dates

08-120 -- Academic Appointments: List appointments for the past 5 years, beginning with your current position: (limit of 10)

08-130 -- Current professional activities/committees (limit of 10)

08-150 -- ABO or RCPSC Certified?

08-160 -- If not Board Certified, explain equivalent qualifications:

08-170 -- Active licensure (please provide which state)

08-180 -- Start Date (yyyy-mm-dd)

## Preparer's Information

09-020 -- Preparer's Name

09-030 -- Office phone

09-040 -- E-Mail

09-050 -- Date of submission

09-060 -- Is there anything in your submission that needs further explanation? Enter your brief comments here.

## Fellow Schedule

09-080 -- A representative weekly schedule of fellow's activities that indicates faculty staffing and/or method(s) of supervision.

## Electronic Signature

10-020 -- 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. By submitting an OPS Program Director application, I understand the application will be reviewed and discussed by all members of the Fellowship Compliance Committee in a confidential manner, and that sensitive matters may also be part of that discussion.

10-030 -- Fellowship Program Director Name

10-040 -- E-mail address

10-050 -- E-mail address (again as your signature)

10-060 -- Practice/Institution's Name