

Policies, Procedures and Guidelines of the Fellowship Training Programs of the ACMS

Introduction

The purpose of Fellowship Training Programs of the American College of Mohs Surgery (ACMS) is to safeguard the standards of Mohs micrographic surgery by ensuring that fellows-in-training are properly trained so that they will acquire the necessary expertise to perform Mohs micrographic surgery. To provide this required experience, all Programs must meet the specified guidelines both in terms of the Program's Director and the Program's site. To ensure compliance with the guidelines, the Site Inspection & Slide Review Board's (*SISRB) Fellowship Training Committee (FTC) will review Programs when the initial Training Program application is made and through periodic site visits thereafter.

*A wholly-owned subsidiary of the ACMS, the SISRB was formed for the purpose of inspecting sites and reviewing slides of current and prospective ACMS Fellowship Training Programs and other fellowship training Programs that emphasize Mohs micrographic surgery in their curriculum.

Programs

All fellowships shall be at least one year in duration at a Training Program approved by the SISRB. An approved Fellowship Training Program may be of two years' duration if so designated by an approved Program Director. One-year Programs require 500 cases; two-year Programs require 300 cases per year for each of the two years. The primary purpose of the Training Program is to provide trainees with an exceptional opportunity to acquire expertise in all phases of Mohs micrographic surgery. Each one-year Program will accept and train only one fellow each year. Programs that wish to train more than one fellow per year must meet the individual requirements for a Program for each fellow-in-training. That is, for each fellow, there must be a Director or Associate Director responsible for the fellow's training, and the Program for each fellow must meet the requirements for a single Program in case numbers and complexity (**Note:** This eliminates the prior allowance of a "junior" and "senior" fellow. However two-year Programs can have one fellow per Director or Associate Director per year.) Once a trainee has been accepted into a

two-year Program, he or she is required to spend the entire two years in the Program, regardless of whether the required number of cases is completed within a shorter time period.

Programs should provide fellows in training with appropriate financial support and benefits to ensure that they are able to fulfill the responsibilities of their educational program.

When hospitalization is indicated to evaluate, stabilize, and transfer when emergencies or unplanned outcomes occur, the program shall have one of the following:

- a written transfer agreement for transferring patients to a nearby hospital, or
- permits elective surgery only by physicians who have admitting and similar privileges at a nearby hospital, or
- a detailed procedural plan for handling medical emergencies and this plan shall be submitted to the SISRB for review during the site visit evaluation.

Directors

The Director of the Training Program shall be a duly licensed physician of high ethical and moral character and a Fellow of the ACMS with five years' experience after completion of his or her fellowship training. He/she should be academically oriented, that is, the Fellowship Training Director should actively contribute to the body of knowledge in Mohs surgery, cutaneous oncology and related fields with publication or original research in peer-reviewed journals, presentations of case reports or clinical series at local, regional or national professional scientific society meetings and attendance at the ACMS Annual Meeting. (Note: Program Directors are encouraged, but not required to attend every annual meeting. The FTC requests that those who cannot attend send a letter to the FTC prior to the meeting notifying them that they are unable to attend.)

The Fellowship Training Programs are not established to be preceptorships, but rather academically rigorous training grounds presided over by individuals who have proven their commitment to Mohs micrographic surgery, as evidenced by consistent and on-going teaching, including journal clubs,

curriculum review, tumor boards, etc. The Training Program Director should be a role model who upholds the highest standards of the Mohs micrographic surgery profession and promotes a spirit of inquiry and scholarship in the program by providing guidance, technical expertise and support, as appropriate, to the fellow in their pursuit of scholarly activity.

The Director must be proficient in both surgery and pathology. He/she shall be required to participate in the surgery and pathology on a minimum of 300 cases per year. The Director has full responsibility for the Program and all cases done by faculty.

Program Directors must continue to be academically oriented, as defined by the above requirements, throughout the life of the training program. It is not sufficient to prove academic orientation only for initial approval of a program.

It is ultimately the responsibility of the Program Director to ensure that the training program is fulfilling all the PP&G requirements. This includes oversight of all faculty, the fellow's training, and the facility.

Director Application Process

Each Training Program Director Applicant must apply to the SISRB for such a position by submitting the Director Application Form. Applicants must be Mohs College Fellows and have at least five years' experience after completing their ACMS fellowship training before assuming the role of Director. Upon approval of the application, the institution, Training Program, and Program Director will be evaluated by the SISRB.

The following items will be required of all Director applicants:

A. A completed application form with \$500 non-refundable application fee.

B. A case log documenting annual case load of 500 cases per year for the Program. This may include cases completed by an Associate-Director or Surgical Faculty if applications for these individuals are also submitted. A minimum of 300 cases per year must be completed by the Director. **Only completed cases are acceptable. Projected cases will not be considered.** Case log entries should include

(1) patient initials or case number; (2) date case performed; (3) location of tumor; (4) preoperative tumor size; (5) postoperative defect size; (6) diagnosis/histology; (7) number of stages; (8) type of repair; (9) primary/recurrent; (10) complex case (11) supervising/attending; (12) primary; (13) assisting. *Please note that the case log must be submitted in such a way to ensure patient confidentiality; therefore, patients' names should not be included.*

C. Fifty of the cases submitted must qualify as complex. These cases should include: (1) operative notes; (2) maps; (3) narrative describing features that made the case complex; glass microscopic slides for these cases must be available for review. Criteria for case complexity include:

1. Histologically aggressive tumors.
2. Large tumors, covering at least an entire cosmetic unit, or scalp tumors of greater than 5 cm in diameter.
3. Tumors arising at a difficult anatomic site, e.g., external auditory canal, perianal, intranasal, nailbed, medial canthus.
4. Complex histopathologic interpretation. (Include cases other than BCC and SCC.)
5. Tumors involving bone.
6. Tumors requiring more than four stages.
7. Multiple recurrent tumors or tumor recurrence after prior radiation therapy.
8. Surgeries requiring expertise/involvement of surgical colleague in another discipline.
9. Patient with extremely complex medical problems requiring special intraoperative management.

D. Fifty complex reconstructions must be documented. These cases should include: (1) operative notes; and (2) narrative describing features that made the reconstruction complex. Criteria for complicated reconstruction include the following, and examples from each category are required:

1. Random pattern flap repair. Examples of advancement, rotation and transposition flaps must be included. Axial pattern and/or pedicle flaps may be included.
 2. Grafts, including full and split thickness grafts.
 3. Repairs at difficult anatomic sites, e.g., eyelids, lips, intraoral.
 4. Repair of defects greater than 10 sq. cm.
 5. Wound healing by second intention.
- E. Exposure to the management of complex, rare tumors, such as DFSP, Extramammary Paget's, Merkel Cell Carcinoma, AFX, MFH and/or others. Exposure can include management by another treatment modality, or use of teaching slides and didactic methods to educate the fellow on the unique tumors they may come in contact with as cutaneous oncologists.
- F. A site visit will be performed by an SISRB-approved site visitor. The focus of the site visit will be to:
1. Survey the space dedicated to surgery and fellowship training. Adequacy of size and equipment will be assessed.
 2. Survey the proximity of the laboratory to the procedure rooms, and assess the proficiency of the histotechnician.
 3. Survey the space for the fellow.
 4. Substantiate the availability of a library with appropriate reference materials.
 5. Verify OSHA and CLIA compliance, including laboratory manuals, case logs, and complication logs.
 6. Interview at least two specialists in other disciplines who are listed on the application form.
- G. It should be noted that:
1. A Fellowship Training Program may begin only after approval by the Fellowship Training Committee and the Board of Directors of the SISRB.
 2. Applicants must be Mohs College Fellows and have at least five years' experience after completing their ACMS fellowship training before assuming the role of Director.
 3. Surgical cases submitted to qualify for Fellow status in the ACMS cannot be used to meet the surgical case requirements for a Fellowship Training Program.
 4. As pathology is an integral part of the micrographic surgical Program, there must be a laboratory which is under the guidance of the Director of the micrographic surgical Program. This laboratory should be within a reasonable proximity to the surgical unit and must be staffed by a special histology technician trained in Mohs micrographic surgical techniques.
 5. As Mohs Micrographic Surgery requires a multi-disciplinary approach to difficult oncologic patients, there shall be available for teaching and consultation, a competent staff of physicians in a variety of related specialties such as radiotherapy, prosthetics, head and neck oncology, plastic surgery and internal medicine.

Program Changes

Should either the Training Program or its Director have a change in status, the FTC will re-evaluate the Program. In the event a program does not complete, both the Program Director and the trainee will be required to submit an evaluation to be reviewed by the Fellowship Training Committee Chair.

In the event of the death or disability of the Director of an approved Program, the FTC and the Board of Directors, may, at its discretion, grant permission for the Program to continue under the direction of an Interim Training Program Director, with special supervision by a designated Fellow of the ACMS. The probation period will conclude at the end of the current fellowship year as defined by that Program. The Program then will come under the general rules of the Fellowship Training Guidelines regarding applications and approval.

If a Program Director moves to a location within the same city/geographic area and where the referral patterns will not change, the trainee may be permitted to continue his/her training at the new location, pending approval of the new location and adherence to the Guidelines from the FTC. If a fellowship candidate has already been accepted for the following match year, provisional approval of the Program may be granted upon review of the situation by the FTC and Board of Directors. The Director must notify the FTC about the move immediately after such a decision is made. Various conditions will be specified by the FTC, which must be met in order for the training to be considered satisfactory. It is advisable to submit this plan as soon as a move is known to allow the training plan to be reviewed without detriment to the fellow-in-training.

The FTC is aware that changes in position will occur from time to time among Program Directors. It is the responsibility of the Program Director to plan any changes in position well in advance to ensure that such a move does not interrupt a current training Program or preclude a new fellowship for which a fellow has been accepted. It is not the responsibility of the SISRB or the FTC to ensure the education of the fellow-in-training at the time of the move. It is the responsibility of the departing Program Director - morally, ethically and practically - to ensure that the trainee is able to satisfy his or her fellowship requirements.

If a Program Training Director moves outside the city/geographic area or otherwise leaves the institution before the completion of the trainee's training period, the Program will no longer be an SISRB-approved Training Program. If the Training Program was not complete at the time of the Director's departure, the SISRB will consider the fellow's training incomplete. In order to complete the fellow's training, the Director must submit a training plan for review and approval by the Fellowship Training Committee and Board of Directors, which meets the minimum requirements of the FTC policies. It is advisable to submit this plan as soon as a move is known to allow the training plan to be reviewed without detriment to the fellow. If the Training Program Director wishes to begin a new SISRB-approved Training Program, the Director must re-apply, once he or she is established in the new location.

A Program Director who has been approved for a two-year Program may apply to the Fellowship Training Committee to change his/her Program to a one-year Program by submitting a letter and a case log with 500 cases that have been completed within the past calendar year. Projected cases may not be used. The change in status from a two-year to a one-year Program cannot take effect retroactively nor apply to the current fellow. If approved, this change in Program length will only affect a fellow who has not yet started his/her training.

A change in Program, such as a fellow-in-training requesting to transfer to another Program or a change in status of the Training Director, will immediately bring the Program under the scrutiny of the Fellowship Training Committee. The Committee will require a site visit to take place within the calendar year.

It must be strongly stated that although the ACMS, FTC and SISRB are sympathetic to the needs of the trainee as well as being concerned about and compassionate towards the trainee's desire to successfully complete his/her education, it is not the responsibility of these entities to ensure the completion of the trainee's education.

Associate Directors

Some Programs may wish to provide training at more than one site or with more than one Director devoted to teaching. All Programs must designate a Director who will be responsible for the Program but may submit an application for an Associate Director to help with teaching responsibilities. Each Program with more than one site or a Director and Associate Director must satisfy both the Program requirements and the Director requirements established by the SISRB. If an individual is applying to become an Associate Director to an approved Fellowship Training Program, an application must be submitted along with a case log and a processing fee of \$150. All such applications will be reviewed and must be approved by the SISRB before an Associate Program Director may begin training responsibilities.

Programs of this type must be organized to allow the fellow to observe/participate in 500 cases per year for a one-year Program or 300 cases per year in each of two years for a two-

year Program. Furthermore, the Director and Associate Director must each meet all of the requirements of a Director as established by the SISRB, including performing a minimum of 300 cases per year each for the Director and Associate Director. Directors and Associate Directors cannot combine their cases together to fulfill the minimum Director requirements. However, they may combine their cases together to fulfill the requirements of a one-year Program. For example, a Director and Associate Director each performing 300 cases per year may pool their cases for the requirement of 500 cases per year for a one-year Program, if and only if, the scheduling of these 500 patients allows the fellow-in-training to have exposure to 500 cases in one year with a qualified Director or Associate Director.

If more than one site is used for training, all training sites must meet the established requirements of the SISRB and each training site must be visited and approved during the site visit performed by the SISRB.

If either the Director or Associate Director leaves the Program, the training schedule must continue to fulfill the SISRB's requirements, even if the training period must be lengthened in order to meet the minimum requirements. The SISRB must be notified of any changes related to the Director. Although the Associate Director may be qualified to assume the role of Director, any Program changes must be approved by the SISRB beforehand in order to continue to have an approved Program.

Surgical Faculty

In addition to the Program Director, a Program may have Surgical Faculty members. These individuals must submit a Surgical Faculty application and case log and be approved by the SISRB. To qualify as an approved Surgical Faculty, the individual must be a member of the ACMS, have at least one year of experience after completion of his/her fellowship training, and complete a minimum of 200 cases annually.

Senior Faculty

In addition to the Program Director, Associate Director and Surgical Faculty, a Program may have one or more Senior Faculty members. These individuals must submit a Senior Faculty application form and be approved by the SISRB. To qualify as approved Senior Faculty, the individual must be a member of the ACMS and

must have served as an approved training Program Director or Associate Director for 10 years or more. The number of cases the individual completes per year is not considered as a part of the application process for Senior Faculty, although it must be noted that upon approval of a Senior Faculty member, the Program must continue to adhere to the specific case requirements for the fellow-in-training and faculty as specified in the Policies, Procedures and Guidelines.

Evaluation Process

The purpose of the site visits by the SISRB is to periodically evaluate all Training Programs. It is the responsibility of the FTC to assure the highest quality of education and allow only Programs that meet the SISRB's high standards to exist.

All new Program Director applications deemed appropriate for a site visit must be site-reviewed before receiving Program approval. After review of the initial site-visit evaluation, new Programs will be approved for a three-year period (as of 12/04) and will require a site visit in the fall of the third training year. If the Program is deemed compliant with SISRB requirements after this visit, it will be placed on the five-year site-visit rotation timetable.

In some cases, instead of the initial three-year approval, two-year provisional approval will be granted to new applicants and the Program will be put on the two-year site-visit rotation timetable with specific areas of review identified. In addition, two-year provisional approval may also be granted in place of continued five-year approval for existing programs if the Fellowship Training Committee identifies areas of improvement that should be reviewed in two years rather than five.

The Fellowship Training Program will be asked in advance to have the specified documents and other information available to the surveyors prior to the on-site visit. To make the visit most efficient, it is recommended that the Program Director have a current CV and teaching plan available, as well as prior fellowship trainees' case logs. The Director should schedule observable Mohs cases as early in the day as possible and ensure that no other obligations have been scheduled for that day. The site surveyor may ask to see additional documents or request additional information during the on-

site visit. The surveyor should be able to gather information with minimal disruption of the daily practice of the Fellowship Training Program.

Site Visitors

Site visitors or surveyors, will be selected by the FTC. A surveyor, FTC member, or Board member who is affiliated with the Fellowship Training Program being surveyed or who practices within the same geographic referral area of the Fellowship Training Program will not be allowed to participate in deliberations or voting relative to the approval of the Fellowship Training Program, so as to avoid any real or perceived conflict of interest.

The site-visit-matching guidelines followed by the SISRB in the selection of site visitors are as follows:

- Site visitor and Program Director must not have a former Director/fellow relationship.
- Site visitor and Program Director must work in different referral areas. As a general rule they must practice at least 100 miles apart.
- Site visitor and Program Director must not have a former site visitor/Program relationship. The visitor must not be a former visitor to the Program, and the Program Director must not be a former visitor to the site visitor's Program.

Site visitors will be selected via a call-for-site-visitors sent to eligible visitors once a year. Eligible visitors will be asked to volunteer for particular visits but will also be given the opportunity to volunteer for any visit. When all of the responses have been compiled, SISRB staff will review the guidelines against each volunteer in the order in which they responded to the call (in most cases). Other considerations during this process will include: keeping travel expenses to a minimum by selecting site visitors in similar geographic regions and giving equal opportunity to volunteers for prime locales.

Site Visit Survey

The site will be reviewed based on the adherence to these guidelines as well as the Core Curriculum and site-visit survey.

After the on-site survey is completed the FTC will review the survey report, surveyor recommendations, and any other relevant

information and make a recommendation to the Board. A decision by the Board to approve/not approve a Fellowship Training Program will be final. An approved Fellowship Training Program may be resurveyed with or without advance notice at any time.

Probation

If a Program is found to be deficient during a site inspection by the site reviewer, the Program will be placed on probation and the Director will be notified in writing of the deficiency and the length of the probation. Once a Program is placed on probation, the FTC will determine the period of time that will be allowed to correct the deficiencies and notify the Program Director. During the probationary period the Program must correct any deficiencies to maintain its approval status. The corrections must be documented in writing to the satisfaction of the FTC or the Program will be re-inspected for compliance at the end of the probationary period. If the deficiencies have not been corrected by the end of the probationary period, the Program will lose its approval.

A Program may submit a written request to the FTC to extend the probationary period to allow additional time to correct any deficiencies. The FTC will make a decision concerning the request within 15 days of receipt and notify the Program Director forthwith.

Slide Review

If a Program is placed on probation due to a problem with slide quality identified during the site visit, the Program will be required to submit slides to the SISRB for review. The process for slide review is as follows:

- The fellowship Director will be asked to submit slides and maps to the FTC (typically on a quarterly basis, from random dates selected by SISRB office staff).
- Each set of slides will be reviewed by three members of the Fellowship Training Committee. A standard form will be filled out by each reviewer for each slide set.
- After the slide set has been reviewed by three individuals, the FTC will review each of the three forms together via conference call or during a live meeting. If areas that need improvement are identified during this meeting, the Director will be notified of the areas needing improvement via letter shortly after the recommendations from

that discussion are approved by the SISRB Board of Directors.

- If problems continue to arise in sections after one year and no quantifiable improvement is shown, the training Program will be allowed to complete the current fellow's training, but will not be allowed to take a fellow in the subsequent training year. During this time, the Director will continue to submit slides as cited above.
- If problems continue to arise in sections after the second year of review and no quantifiable improvement is shown, the training Program will be removed from the approved list of fellowship Programs.
- Slide review may be discontinued if the slides show improvement and one (or more if deemed necessary) review concludes with all three reviewers deeming the slides acceptable. If this occurs during the probationary period, the Fellowship Training Committee will recommend to the Board that the Program Director receive full five-year approval. Upon Board approval of this recommendation, the Director will be notified of such approval and may discontinue submitting slides at that time.

Appeals

A Program may appeal any decision of the FTC. To appeal a decision, the Program Director must give notice in writing to the FTC within thirty days of receiving the decision. Within 30 days after receipt of notice of the appeal, the FTC will hold a hearing, in which a quorum must be present, to review the appeal. The FTC's decision of the hearing will be forwarded to the Board of Directors, which will rule for or against the decision. The Board's ruling will be final, and the Program must comply with said decision or lose its approval status.

The revocation of a Program's approval status will result in the Program being removed from the list of eligible Fellowship Training Programs and the San Francisco Match Program list. Once a Program's approval status has been revoked, the Program must submit a new application to be reconsidered for a fellowship Program.

Confidentiality

All applicants agree to maintain in confidence and not disclose to, or discuss with, any other party any statements or decisions made by the site visitor or the FTC or otherwise any information regarding the site visit, other than whether the applicant's Program has been approved. This agreement applies both to new Director applications for approval and continuations of approval, as well as Associate Director, Surgical and Senior Faculty applications.

Fees

Each Fellowship Training Program will be assessed an annual fee of \$350. Programs will be assessed \$2,000 for a site visit. This fee will cover the site visitor's travel expense, plus a stipend.

Forms

Each Fellowship Training Program Director will be asked to sign an annual form indicating that there have been no changes to the Program or indicating prescribed changes have taken place. The form will also require a signature stating that the Director understands and agrees that it is the sole responsibility of the Program Director to ensure the continuation and completion of the training of a fellow who has been accepted.

The Fellowship Training Program Director attests to the truthfulness and accuracy of the statements in the application as well as the annual statement. Also, in signing the application and/or yearly statement, the Fellowship Training Program Director agrees to comply with SISRB Policies, Procedures, Guidelines and Fellowship Training Program San Francisco Match Program.

Match Process

The Fellowship Matching Program is a service provided solely by Fellowship Matching Programs of San Francisco, California. The SISRB makes no claim as to the San Francisco Fellowship Matching Program and retains no responsibility or liability for the matching Program. **It is the sole responsibility of the Program Director to ensure the continuation and completion of the training of a fellow who has been selected. It is the sole responsibility of the fellow to determine the acceptability of the Program.**

All Fellowship positions must be filled through the Match to be considered for membership in the ACMS unless a Program experiences Special Circumstances (outlined below). If a Director is required or wishes to choose a fellow outside of the auspices of San Francisco Match (SF Match) the case must be presented to and approved by the SISRB Fellowship Training Committee.

- If a Program Director wishes to obtain a fellow outside of SF Match, he/she must apply for exemption from the Match to the SISRB Fellowship Training Committee prior to the interviewing portion of the Match (by July 1). This request must be approved by the SISRB Fellowship Training Committee before the Director offers a position to a fellow outside of the Match. If the request is approved, the Director must also notify SF Match via letter or electronic mail that no positions are open at the Program for the training year for which the Match is being conducted.
- The Special Circumstances by which a Program Director can apply to the Fellowship Training Committee for exemption from the Match include, but are not limited to:
 1. Director's preference to train a current resident within his/her local institution's residency Program.
 2. Special request of a Director from an external or internal residency Program to train an individual who will be returning to the residency institution for employment as a Mohs surgeon.
 3. Director's potential agreement with a fellow who is not a US citizen.
 4. Other circumstances for which the Director would like to present to the Fellowship Training Committee requesting exemption from the Match.
- Alternatively, if a Director does not participate in the Match but finds a potential fellow after the Match has occurred, the ACMS will honor the selection as long as the Director notifies the Fellowship Training Committee via letter or electronic mail of the training agreement, including the fellow's name and start date.

The following is the standard timeline for the Match. To determine exact dates, please consult the Match Web site at www.sfmatch.org.

- May: Candidates may begin to register for the Match with the Match Organization
- Summer-Fall: Candidates submit application material to fellowship Programs, and Fellowship Training Directors conduct interviews
- Late November/Early December: Deadline for Fellowship Training Directors and applicants to submit their preference lists to the Match Organization
- Approximately the second week of December: Program Directors receive the results of the Match.

Directors may, once they receive the Match results, call and inform the chosen trainee of their match with the Program. Program Directors should not inform candidates of their selection status before the results are officially released by the Match Organization. Phone calls should be followed up with a letter that officially offers the position to the trainee. Match results are also mailed to all applicants and Program Directors by the Match Organization. The candidate should respond by phone and then by letter to the Program Director. Directors and fellows are bound to the results of the match upon submitting a signature on the rank list form. For further information on the Match policy for SF Match, consult the *Matching Rules* section of www.sfmatch.org.

Fellowship Eligibility

Any physician accepted to one of the micrographic surgical Fellowship Training Programs shall be a duly licensed physician and of high ethical and moral standards. He/she shall have completed an approved residency Program and be eligible and qualified to take appropriate specialty boards. No credit will be given for any training received prior to the fellowship Program; nor may any part of the fellowship be applied toward residency training. Beginning with the July 2008 training year, only dermatology-trained physicians will be permitted to apply for a Mohs College fellowship.

Education of the Trainee

Direct supervision is a key component of every fellowship training Program. Direct

supervision is defined such that the Director is present and available to make decisions and be physically present for the critical parts of procedures including initial planning, histopathology, and reconstruction planning.

The key components of a one-year training Program include:

- One calendar year of training in the office/facility of the Program Director where the majority of time is spent training.
- Participation in 500 cases under direct supervision of an approved Program Director, Associate Director or Surgical Faculty member.
- Of the 500 cases, at least 300 of these must be under direct supervision of the Director or Associate Director.
- Of the 500 cases, the fellow must complete 125 of these cases serving as primary surgeon under the direct supervision of the Director or Associate Director.
- Of the 500 cases, 50 must be advanced reconstruction cases and 50 must be complex Mohs surgery cases.
- Didactic and clinical instruction in all areas of the Core Curriculum.

The key components of a two-year training Program include:

- Two calendar years of training in the office/facility of the Program Director where the majority of time is spent training.
- Participation in 600 cases under direct supervision of an approved Program Director, Associate Director or Surgical Faculty member.
- Of the 600 cases, at least 300 of these must be under direct supervision of the Director or Associate Director.
- Of the 600 cases, the fellow must complete 125 serving as primary surgeon and these must be under the direct supervision of the Director or Associate Director.
- Of the 600 cases, 50 must be advanced reconstruction cases and 50 must be complex Mohs surgery cases.
- Didactic and clinical instruction in all areas of the Core Curriculum.

Formal training in anatomy is essential in all of the Programs. This shall be sufficient so that each trainee, upon finishing training shall be competent and comfortable in the most difficult anatomical sites.

He/she must be trained in skin pathology and must be intimately involved in reviewing all pathology from the surgical cases done in the micrographic surgery Fellowship Training Program.

The fellow must participate in the medical and surgical evaluation and treatment planning in all micrographic surgery cases. He/she must learn to do horizontal frozen sections in the micrographic surgical laboratory and be able to stain the slides appropriately.

The fellow must be trained in the principles of both fixed and fresh tissue micrographic surgical techniques.

As an integral part of the micrographic surgical training Program, there shall be instruction in plastic surgery, wound healing, surgical anatomy, cutaneous oncology, cutaneous pathology, and basic and advanced cardiopulmonary resuscitation.

All graduates from an approved training Program must have passed and received a certificate from an advanced cardiac life support course.

All fellows must, under the supervision of and with the assistance of their Directors, pursue original research in the area of Cutaneous Oncology, Mohs Micrographic Surgery or related during their training.

Each fellowship trainee must submit a full case log documenting his/her training experience (consult ACMS/SISRB for the approved case log format) and a scientific article for publication in a peer-reviewed medical journal in order to fulfill the requirements of completing the fellowship and therefore eligibility for Associate membership in the ACMS.

Leave of Absence Policy for Fellows-In Training

An absence exceeding six weeks in any one academic year, including vacation, should be approved under truly exceptional circumstances. Any fellow who will have been absent more than six weeks in one year and whose performance has not been uniformly above average or excellent throughout the training should be required to complete an additional period of training at least equal in

length to the total period of absence in excess of routinely provided total vacation time.

Preceptorships

No preceptorships will be allowed. To become a member of the ACMS, an applicant for membership must successfully complete an approved fellowship. An applicant cannot apply for membership after one year of a two-year fellowship, nor can an applicant who leaves a two-year Program after one year qualify for membership in the ACMS.

Fellowship Training Committee

The FTC shall evaluate all Training Programs and make recommendations to the SISRB Board of Directors for final approval. It is their responsibility to assure the highest quality of education and allow only Programs that meet the SISRB's high standards to exist, to deny applications for inappropriate or unworthy Programs, and to discontinue any existing Programs in existence that do not live up to SISRB standards. Should certain Training Programs be deficient in one area or another, the FTC will put the Program on probation until a correction has been made. Should the problem not be corrected, approval by the SISRB will be withdrawn. At times a representative of the committee may travel to a Program to personally supervise or re-evaluate it.