

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

Introduction

Upon completion of a dermatology residency, a physician can apply to participate in a Micrographic Surgery & Dermatologic Oncology (Mohs) fellowship training program. Qualified applicants undergo a review and selection process to obtain a 1- to 2-year fellowship position with a program accredited by the ACMS (international programs), the Accreditation Council for Graduate Medical Education (ACGME; U.S. programs), or the Australasian College of Dermatologists (ACD). ACGME and ACD programs are recognized by the ACMS, and fellowships accredited by these organizations safeguard the standards of Micrographic Surgery & Dermatologic Oncology (Mohs) by ensuring that Fellows-in-Training are properly trained and acquire the necessary expertise to perform the Mohs procedure. Accredited programs follow a structured curriculum that includes graded responsibility, operative and non-operative education, and exposure to long-term results, recurrences, and complications.

ACGME

Information regarding ACGME Program Requirements may be found at <https://www.acgme.org/Specialties/Program-Requirements-and-FAQs-and-Applications/pfcetid/3/Dermatology>.

ACD

Information regarding ACD Guidelines may be found at <https://www.dermcoll.edu.au/training-and-education/accreditation-training-positions/>.

The Policies, Procedures, and Guidelines set forth in this document are to be applied to existing and prospective international fellowship training programs approved by the American College of Mohs Surgery (ACMS).

Fellowship Training Programs located within the United States, either existing or prospective, may reference the Program Requirements (as noted above) of the Accreditation Council for Graduate Medical Education (ACGME)

All international Programs approved by the ACMS 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 international ACMS Fellowship Training Programs and reviewing slides for ACGME-accredited Micrographic Surgery & Dermatologic Oncology (Mohs) fellowship training programs.”

Programs

NOTE: The information in this section only applies to prospective international programs and international programs approved by the ACMS. All fellowships are 12 months in duration at a Training Program approved by the SISRB. An approved fellowship must perform at least 650 cases of Micrographic Surgery & Dermatologic Oncology (Mohs) during the 12 months. Approved programs that wish to train their fellow(s) longer than 12 months are advised to contact the Fellowship Training Committee of the American College of Mohs Surgery. The primary purpose of the Training Program is to provide fellows with an exceptional opportunity to acquire expertise in all phases of Micrographic Surgery & Dermatologic Oncology (Mohs).

Each Program may accept and train 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, and have a Director and SISRB-approved Associate Director. 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. Once a fellow has been accepted into a Program, he or she is required to spend the entire 12 months 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, or stabilize a patient 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

NOTE: The information in this section only applies to prospective international programs and international programs approved by the ACMS. 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 ACMS Annual Meeting.) 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 Micrographic Surgery & Dermatologic Oncology (Mohs), 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 Micrographic Surgery & Dermatologic Oncology (Mohs) 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 325 cases per year. The Director has full responsibility for the Program and all cases done by faculty.

The Director must have the ability to manage emergencies, and must maintain, at a minimum, current and valid certification in basic life support (BLS).

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

NOTE: The information in this section only applies to prospective international programs.

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 Fellow members and have a minimum of five years' experience after completing their ACMS fellowship training before assuming the role of Director. The applicant must have the ability to manage emergencies, and hold a current and valid certificate in basic life support (BLS). Upon approval of the application, the institution, slide quality, 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 an annual case load of a minimum of 1000 dermatologic surgical procedures per fellow. At least 650 of that minimum total must be Micrographic Surgery

& Dermatologic Oncology (Mohs) procedures. This may include cases completed by an Associate-Director or Surgical Faculty if applications for these individuals are also submitted and approved by the SISRB. A minimum of 325 micrographic 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/advanced 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.

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-in-Training.
4. Substantiate the availability of a library with appropriate reference materials and online access.
5. Verify that the facility/staff adhere to all applicable, published, local, and/or regional, and/or national, occupational safety and health regulations.

Documentation to support adherence must be available.

6. Interview a minimum of two specialists in other disciplines who are listed on the Director's application form.
- G. It should be noted that:
1. Training of fellows may begin only after the Training Program receives approval by the Fellowship Training Committee and the Board of Directors of the SISRB.
 2. Director Applicants must be Mohs College Fellow members and have a minimum of five years' experience after completing their ACMS fellowship training before assuming the role of Director.
 3. Surgical cases submitted to qualify for Fellow membership 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 Surgery & Dermatologic Oncology (Mohs) Program. This laboratory must be adjacent to the operating suites in which Micrographic Surgery & Dermatologic Oncology (Mohs) is performed. In addition, the lab must be staffed by a special histology technician trained in Mohs micrographic surgical techniques.
 5. As Micrographic Surgery & Dermatologic Oncology (Mohs) 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 change, both the Program Director and the fellow 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 member 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 these Policies, Procedures, & 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 fellow may be permitted to continue his/her training at the new location, pending approval of the new location and adherence to these Policies, Procedures, & 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 fellow 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 fellow'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 these Policies, Procedures, & Guidelines. 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 change in Program, such as a fellow 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 stated that although the ACMS, FTC and SISRB are sympathetic to the needs of the fellow as well as being concerned about and compassionate towards the fellow's desire to successfully complete his/her education. It is not the responsibility of these entities to ensure the completion of the fellow's education.

Associate Directors

NOTE: The information in this section only applies to international programs approved by the ACMS.

Some Programs may wish to provide training at more than one site or with more than one Director devoted to teaching, or wish to train more than one fellow. 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 1000 Dermatologic procedures per fellow per year. At least 650 of that minimum total must be Micrographic Surgery & Dermatologic Oncology (Mohs) procedures. 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 325 micrographic surgeries 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 requirement of ensuring the fellow observes/participates in 1000 Dermatologic procedures per year with at least 650 of that minimum total being Micrographic Surgery & Dermatologic Oncology (Mohs) procedures. For example, a Director and Associate Director each performing 325 micrographic surgery cases per year may pool their cases for the requirement of 650 micrographic surgery cases annually, if and only if, the scheduling of these 650 patients allows the Fellow-in-Training to have exposure to 650 Micrographic Surgery & Dermatologic Oncology (Mohs) 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

NOTE: The following information in this section only applies to international programs approved by the ACMS. In addition to the Program Director, a Program may have Surgical Faculty members. At least one surgical faculty member must be actively involved in the clinical practice of cutaneous oncologic surgery. 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 a minimum of one year of experience after completion of his/her fellowship training, and complete a minimum of 200 cases annually. A second faculty member should be a Mohs surgeon, an otolaryngologist, an ophthalmic plastic and reconstructive surgeon, or a plastic surgeon who is actively involved in the surgical management of cutaneous oncology patients.

Senior Faculty

NOTE: The following information in this section only applies to international programs approved by the ACMS. 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 a minimum of 10 years. 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 these Policies, Procedures and Guidelines.

Evaluation Process

NOTE: The information in this section only applies to prospective and existing international programs approved by the ACMS.

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 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 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 fellows' case logs. The Director should schedule observable Micrographic Surgery & Dermatologic Oncology (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 will be selected by the FTC. A site visitor, 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 a minimum of 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 as needed. Eligible visitors may 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 site visit is completed the FTC will review the survey report, site visitor recommendations, and any other relevant information and make a recommendation to the SISRB Board of Directors. 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 all 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

Programs approved by the ACMS, the ACGME, and the ACD are expected to produce high quality slides. Frozen section slides for Micrographic Surgery & Dermatologic Oncology (Mohs) must be reviewed and approved, as part of an ongoing quality assurance process, by an appropriately qualified external organization or equivalent academic medical center's Quality Assessment and Control program that has experience reviewing the unique method of histology slide preparation required to perform Mohs surgery. Quality Assurance/Quality Control must include formal evaluation and written comments regarding slide quality, to include tissue thickness, completeness of epidermal edges, quality of sections of fat, staining quality, lack of holes in sections, accuracy of staining and mapping of section.

If an international SISRB-approved 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 Slide Quality Review Committee (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 Slide Quality Review Committee. A standard form will be filled

out by each reviewer for each slide set, reviewing the following criteria:

- Slide Labeling
- Thickness of Section
- Epidermis
- Dermis
- Subcutaneous Tissue
- Artifacts
- Stain quality
- Mapping and Inking
- Diagnostic Proficiency
- After the slide set has been reviewed by three members of the Slide Quality Review Committee, the FTC will review the three forms via conference call or during an in-person 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.

If the Director of an existing ACMS, ACGME, or ACD Micrographic Surgery & Dermatologic Oncology (Mohs) training program would like a slide review they are to contact the ACMS to initiate a request. This review will be conducted under the offices of the Site

Inspection Slide Review Board, LLC, by the Slide Quality Review Committee. . Once the ACMS receives the request, the Program Director will be notified regarding the submission of their cases for review.

Case Selection:

The Program Director will be asked to submit three cases for review. All submitted cases should be from within one month from the time the ACMS requests slide material. Slides and Mohs maps should be submitted as delineated below.

1. The first case will be a two-staged Mohs case that they consider the slide quality to be outstanding.
2. The second case should be a two-staged case that contains basal cell carcinoma. The date the case is taken from will be selected by the Slide Quality Review Committee and ACMS office.*
3. The third case should be a two-staged case that contains squamous cell carcinoma. The date the case is taken from will be selected by the Slide Quality Review Committee and ACMS office.*

*If, on a selected date, the Program Director does not have a two-staged case with the representative tumor being asked to be submitted, they will then move to the next day which they performed Mohs surgery and select a case that meets the criteria from that day.

The slides should have appropriate identifiers written on the slide labels to correlate with the submitted Mohs map.

The map should be a color copy of the original map. It should contain a key with the colors used for chromacoding.

The map should have all identifying material and any HIPAA sensitive information blackened out or removed prior to submission.

Additional information that should be submitted includes the type of stains used, the cryostat model, and thickness of sections, and the working diagnosis for the tumor represented.

The slides should be carefully packed in appropriate slide containers within a well-

padded shipping package that is labeled 'fragile' and should include return shipping forms. Once the slides have been scanned and reviewed, they will be returned to the Training Program Director.

A standard form will be filled out by each reviewer for each slide set, reviewing the following criteria:

- Map Information
- Slide Labeling
- Thickness of Section
- Epidermis
- Dermis
- Subcutaneous Tissue
- Artifacts
- Stain quality
- Diagnostic Proficiency

The Program Director will receive an overall evaluation as well as a certificate of participation in the review process.

If deficiencies are noted in the evaluation, the Program Director will respond with a letter confirming that action has been taken to correct the deficiencies.

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 \$2,500 for a site visit. This fee will cover the site visitor's travel expense, plus a stipend.

Programs will be assessed \$150 for the initial slide review and \$100 for subsequent slide reviews.

Forms

NOTE: The following information in this section only applies to international programs approved by the ACMS. Each ACMS-approved 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 (if applicable).

Match Process

The Fellowship Matching Program is a service provided solely by Fellowship Matching Programs of San Francisco, California and is sponsored by the ACMS solely for the benefit of applicants and directors of fellowship programs approved by the ACMS or the ACGME. All programs participating in the match must be approved for such participation either by ACMS or the ACGME and no program may accept a match for a fellowship candidate without having obtained such approval. The applicant is responsible for confirming the ACGME accreditation status prior to applying and

interviewing with a program. 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.**

With the exception of non-Canadian international programs approved by the ACMS, 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 June 15, annually). 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.
- As of October 2018, The Special Circumstances by which a Program Director can apply to the Fellowship Training Committee for exemption from the Match include:
 1. Director's preference to train a candidate on active military duty, or
 2. Director's preference to train an international (non-Canadian) candidate.

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.

- June: 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, contact and inform their matched candidate. 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 candidate. 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 Surgery & Dermatologic Oncology (Mohs) Fellowship Training Programs shall be a duly licensed physician and of high ethical and moral standards. He/she shall have completed an approved Dermatology residency Program and be eligible and qualified to take the Dermatology 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.

Education of the Fellow-in-Training

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 12-month training Program include:

- Twelve months of training in the office/facility of the Program Director where the majority of time is spent training.
- Participation in 650 micrographic surgery cases under direct supervision of an approved Program Director, Associate Director or Surgical Faculty member.
- Of the 650 micrographic surgery cases, at least 325 of these must be under direct supervision of the Director or Associate Director.
- The fellow must complete 500 micrographic surgery cases and 500 reconstructions serving as primary surgeon* under the direct supervision of the Director or Associate Director.
- Of the 650 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.

* Primary surgeon is defined as follows:

Mohs Case

The fellow may list themselves as primary surgeon if they have

1. taken either the first stage or the largest and most difficult section

AND

2. read all the slides on all the stages with or without the attending surgeon.

Repair case

The fellow may list themselves as primary surgeon if they have

1. incised as necessary for closure undermined if required

AND

At least one of the following:

2. a. placed deep sutures if required
2. b. planned repair (modification by attending is okay).
2. c. accomplished most of the hemostasis.
2. d. placed epidermal sutures.
2. e. in room, gloved in, supervision of resident

Formal training in anatomy is essential in all of the Programs. This shall be sufficient so that each fellow, 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 & Dermatologic Oncology (Mohs) Fellowship Training Program.

The fellow must participate in the medical and surgical evaluation and treatment planning in all Micrographic Surgery & Dermatologic Oncology (Mohs) cases. He/she must learn to do horizontal frozen sections in the micrographic surgical laboratory and be able to stain the slides appropriately.

As an integral part of the Micrographic Surgery & Dermatologic Oncology (Mohs) 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 a basic life support (BLS) course, must have the ability to develop an emergency preparedness plan, and demonstrate the ability to manage emergencies.

All fellows during their Fellowship year must, under the supervision and assistance of their Directors, pursue original research in the areas of Micrographic Surgery & Dermatologic Oncology (Mohs) or related disciplines.

Each fellow must submit a full case log documenting his/her training experience and a scientific article for publication in a peer-reviewed medical journal in order to fulfill the requirements of completing the fellowship.

Grievances

The ACMS' Grievance Committee serves as a confidential review board for complaints by Fellows-in-Training or other participants in Fellowship Training Programs. The Grievance Committee will receive and review all complaints from any source but is specifically intended as a method of redress for ACMS, ACGME, & ACD Fellows-in-Training.

The obligation of the Fellow-in-Training or complainant is to file a confidential grievance either verbally or in writing (preferred) to ACMS staff and must include:

1. The name of the complainant

2. The details of the complaint
3. The name of the involved program
4. The name of other individuals involved in the complaint if any
5. Any other relevant details.

All complaints received by the Grievance Committee for programs accredited by the ACGME, will be referred to the ACGMEs Residency Review Committee for Dermatology to be managed by their internal process. Otherwise, the Grievance Committee will report their findings in a in the form of a generic summary report to the Fellowship Training Committee (FTC).

Concerns are kept confidential and will be used as a quality assurance measure for the Fellowship Training Programs. Concerns regarding a Fellowship Training Program may be emailed to ombudsman@mohscollege.org.

Leave of Absence Policy for Fellows-In Training

NOTE: The following information in this section only applies to international programs approved by the ACMS.

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.

Fellowship Training Committee

The FTC shall evaluate all international Training Programs approved by the ACMS 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.