Guidelines for New NAMF and ASTP Non-standard Fellowship Program Application

1) Rationale
   a) The primary purpose of fellowships should be training/education. Fellowships are not intended to compensate for clinical needs.
   b) Fellowships are intended to be potentially terminal; that is that graduates of the training program should be able to practice independently in the area of training without further fellowship experience.
   c) Except for unusual circumstances, fellowship (subspecialty) training should follow specialty (general) training. Fellowships should not be a portal into further training, unless the subsequent training is more subspecialized than the previous training.

2) Structure
   a) Fellowships must have a clear educational structure including a formal didactic component.
   b) There must be a clear written evaluation process including semi-annual reviews with the program director. This must include at least two independent formal evaluation tools to include both faculty and staff as evaluators. Other forms of evaluation are encouraged.
   c) A plan for formal duty hours supervision must be included for NAMF programs (which must comply with ACGME duty hour guidelines).

3) Sustainability
   a) Programs must be sustainable both with respect to recruitment and funding. Programs will not be approved for a one year period (“one and done” model). Programs will not be approved to accommodate a single identified trainee.
   b) Dormant programs without a trainee for greater than two consecutive years will be terminated automatically. Formal re-application will be required prior to fellow appointment.

4) Academic
   a) Programs must have some academic component. Fellows should be encouraged if not required to have some research, scholarly, or other academic productivity during their training period.

5) Support
   a) There must be a sustainable, clear, and identified funding source.

6) Interactions
   a) There must be written support from related primary residency training program directors at McGaw, as well as from any related ACGME accredited fellowship training directors at McGaw.
   b) Program directors from related residency and fellowship programs at McGaw must certify that the advanced fellowship will not detract or compete in any way from any other established trainee in related programs.

7) Timeline
   a) Applications must be approved by the GMEC. Applications should submitted on the Non-Standard NAMF/ASTP application form. Questions should be directed to the GME office. Appropriate signatures must be obtained before submission of the application.
   b) GMEC meetings generally occur on the 2nd Friday of every month and any application must be received at least one week prior to the meeting date to be considered.
   c) Offers for fellowship training may NOT be made prior to written approval from the GMEC. Offers made in advance of such approval will not be considered valid by McGaw.