

Guidelines for New NAMF and ASTP Non-Standard Fellowship Programs

1) Rationale

- a) The primary purpose of any fellowship program should be training/education. Fellowships are not intended to compensate for clinical needs.
- b) When establishing a new fellowship training program, the considerations and expectations must address administrative responsibilities for sustaining the program and its trainees. McGaw strongly encourages, and in some circumstances requires, non-accredited programs align with national standards put forth by the Accreditation Council of Graduate Medical Education (ACGME); see Common Program Requirements. Areas to address include environment, evaluations, supervision, and work hours.
- c) 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.
- d) Except for unusual circumstances, subspecialty fellowship training should follow general specialty training. Fellowships should not be a portal into further training unless the subsequent training is more subspecialized than a fellow's previous training.

2) Structure

- a) Fellowship programs must have a clear educational structure including a formal didactic component.
- b) Fellowships must have a supervision policy which complies with ACGME-dictated levels of supervision.
- c) The program must establish a feedback process that includes written formative, semi-annual, summative (as applicable), and final evaluations. This process must include semi-annual review meetings between the Program Director and trainee. Additional forms of evaluation are encouraged.
- d) A NAMF fellowship program must institute a plan for formal work hours logging and supervision that abides by ACGME requirements.
- e) Non-standard fellowship programs must establish a policy that encourages optimal fellow and faculty member well-being that adheres to ACGME Well-Being guidelines.

3) Sustainability

- a) Non-standard fellowship programs must be sustainable both with respect to recruitment and funding. Programs will not be approved for a single year ("one and done") nor granted solely to accommodate a single identified trainee.
- b) Programs without a trainee for more than three consecutive years will be considered dormant and automatically closed. Formal re-application will be required prior to fellow recruitment.

4) Academic

- a) All non-standard fellowship programs must incorporate an academic component. Fellows should be encouraged (if not required) to participate in some research, scholarly, PS/QI, or other academic productivity during their training period.

5) Support

- a) Every non-standard fellowship program must identify clear and sustainable funding.

6) Interactions

- a) Prior to the establishment of a non-standard fellowship program, the Graduate Medical Education Committee (GMEC) may request written support from the related primary residency training Program Director(s) within McGaw, as well as from any related ACGME-accredited fellowship training Program Director(s) within McGaw.
- b) Program Directors from related residency and fellowship programs within McGaw must certify that the proposed non-standard advanced fellowship program will neither detract from nor compete in anyway with any other established trainee(s) in related programs.

7) Process

- a) Any request to create a non-standard fellowship program requires (i) the submission of a fully completed Non-Standard Fellowship Application – including signatures – and (ii) all supporting documentation for consideration by McGaw’s Graduate Medical Education Committee. Any questions not addressed within this document and/or on the McGaw site should be directed to the GME office.
- b) Those requesting to establish a non-standard fellowship program may NOT recruit or offer training to anyone prior to written approval from the GMEC has been secured and documented formally. Offers made in advance of such approval will not be considered valid by McGaw.
- c) For requested non-standard McGaw-sponsored programs based at any NM site: Submission to the GMEC must include a fully completed and signed Fellowship Funding Form which will be provided by the GME office upon request. Applications will NOT be reviewed by the GMEC until all funding has been properly approved by NMHC and the Feinberg School of Medicine.

	NAMF	ASTP
APPOINTED TO	McGaw	Program's Department
ACADEMIC APPOINTMENT	Fellow	Faculty/Instructor
BILLING	No	Yes
SALARY	McGaw	Program's Department
BENEFITS	McGaw	Program's Department
COMPLEMENT	Yes	No
WORK HOURS	Yes	No
McGAW CERTIFICATE	Yes	No