



Breast Oncology Fellowship

Frequently Asked Questions: For Programs

Question	Answer
New Program Applications	
How do I apply to have a program accredited by SSO?	To apply for to become a Breast Oncology Fellowship program, your program will need to complete a Program Information Database (PID) that serves an application. PIDs will be accepted from May 1 – August 1. For more information on applying, click here .
If my program is accepted this year, when will my first fellow start?	PIDs are accepted May 1 – August 1. They will be reviewed in October of that year, and then will be able to participate in the match the following Summer. If matched with a fellow, they would start the July after. (ex. Apply by August 1, 2017, have review and site visit Winter 2017, if approved the program will participate in the match Summer of 2018, fellow would start July 2019.)
Participating Institutions	
My institution was placed on probation, what does that mean?	Programs deemed to be placed upon probation will be notified of their status. Programs on probation must inform fellowship applicants of their probationary status and must provide the Training Committee with written evidence in the form of statements signed by each applicant to the Program certifying that they have been informed of the probationary status of the program. Additionally, the probationary status will be posted online. Failure to institute changes to the satisfaction of the Training Committee may result in suspension of the approval status of the fellowship program by the Society.
My program is on probation, what needs to be done to remedy this?	The process of removal from probation will begin with the submission of a plan of action to the Training Committee addressing major concerns from the prior site visit. Subsequent progress report must demonstrate sufficient improvements to the approval of the Training Committee. Once the issues have been addressed to the approval of the Training Committee, a site visit will be scheduled and performed to assess the accuracy of the written response.
Our program would like to appeal the adverse decision against our program. How do we appeal the decision?	The program may request a hearing before an appeals panel by a written request to the Training Committee within 30 days following receipt of the notification letter.
What qualifications does our program need to be approved for a complement increase?	There must be an educational rationale for the additional fellow and the addition must serve to collectively improve the education of all other fellows in addition to the newly requested fellow.



	<p>It should be noted that requests for increases in complement must include documentation of:</p> <ol style="list-style-type: none"> 1. Historical case volumes to support an additional fellow(s). 2. Evidence of an organized educational curriculum and rationale that would support the additional fellow position(s). 3. Detailed schedule that demonstrates how the additional fellow would integrate into the yearly schedule within the context of the other fellows and trainees. <p>Complement increases should not be requested for the purposes of case coverage or to increase the service workforce. If an increase in complement is granted, it will go into effect for the Match to take place the subsequent academic year.</p>
<p>Our program would like to temporarily withdraw from the match, what is the process to do this?</p>	<p>A formal letter on institution letterhead should be submitted to the SSO at fellowship@surgonc.org indicating the request, explanation, and length of withdrawal. The letter will be reviewed by the Training Committee and a decision letter will be submitted to your program after review.</p>
<p>Program Directors/Coordinators</p>	
<p>What actions should we take when we have a change in program director?</p>	<p>A formal letter on letterhead should be submitted to the SSO at fellowship@surgonc.org indicating the change in Program Director and their contact information.</p>
<p>What documents need to be submitted to SSO for graduating fellows?</p>	<p>SSO requires that all programs send the “Experience by Role” case logs from ACGME within 30 days of completion of the fellowship.</p>
<p>What steps do the fellows need to complete when finishing their fellowship?</p>	<p>All graduating fellows must complete the Graduating Breast Fellows survey administered by SSO and have their case logs reviewed by SSO before receiving a certificate of completion.</p>

If you have any further questions regarding any questions not addressed on this document or need further clarification, please call SSO at 847-427-1400 or email fellowship@surgonc.org.