SSO Breast Fellowship Program Director Requirements

The fellowship must have a single program director with authority and accountability for the operation of the training program. The program director must be a surgeon qualified to supervise and educate trainees and must meet requirements similar to those for ACGME-accredited surgical training programs.

All changes in program director must be submitted to and approved by the SSO training committee no later than 30 days after appointment on institution letterhead by the current Program Director or senior member of the department. Consideration should be given to the new program director's administrative time and experience. The Training Committee recommends considering Program Directors that are at least two years out of fellowship training.

The current program director should continue in his or her position for a length of time adequate to maintain continuity of leadership and program stability.

Although there is no specific requirement for length of service as Program Director, frequent changes in Program Director will be looked at closely by the SSO training committee and may trigger a mandatory site visit to assure continuity of educational programs.

Qualifications of the program director must include:

1. Sufficient protected time dedicated to program leadership and administration
2. Specialty expertise in breast surgery (such as formal training in an accredited breast surgery/surgical oncology fellowship or extensive practice in the field of breast surgery) and documented educational and administrative experience acceptable to the Training Committee.
   a. Training committee may request specific documentation.
3. Current certification in the specialty by the American Board of Surgery or subspecialty qualifications acceptable to the SSO Training Committee
4. Current medical licensure and medical staff appointment at the primary institution of the breast fellowship program
5. Current scholarly activity in the area of breast diseases including but not limited to publication in a peer reviewed journal or presentation at a national or regional meeting. Participation in national committees may be considered an equivalent.
6. Participation in relevant professional societies (e.g. ASBS, SSO) focused on breast care.

The program director must administer and maintain an educational environment conducive to educating the breast surgery fellows in all areas described by the Program Information Database (PID).

The program director must:

1. Prepare and submit all information required and requested by the SSO Training Committee
2. Be familiar with and oversee compliance with the policies of the SSO Training Committee
3. Notify the SSO Training Committee in writing if:
a. changes in program leadership occur (including changes in program director)
b. requesting an increase in fellow complement
c. making major changes to the program structure or length of training
d. voluntarily withdrawing the fellowship from SSO certification
e. requesting changes in the program that would have significant impact, including financial, on the program or institution

4. Develop and implement lines of authority specifying expected reporting relationships for fellows and faculty members to maximize quality care and patient safety

5. Establish and maintain an environment of inquiry and scholarship with active research opportunities for the breast fellows

6. Oversee and ensure the quality of didactic and clinical education in all sites that participate in the program, including fellows' participation in conferences and other educational activities, and oversight of implementation of the fellowship curriculum

7. Approve a local director at each participating site who is accountable for fellow education

8. Monitor fellow supervision and education at all participating sites

9. Organize and supervise fellows' interaction with general surgery residents at the educational, research, administrative, and patient care levels