



Breast Oncology Fellowship

Frequently Asked Questions: For Programs

Question	Answer
How do I apply to have a program accredited by SSO?	To apply to become a Breast Oncology Fellowship program, your program will need to complete a Program Information Database (PID) that serves as an application. PIDs will be accepted from January 1 – April 1. For more information on applying, click here .
If my program is accepted this year, when will my first fellow start?	PIDs are accepted from January 1 – April 1. They will be reviewed in July of the year of submission, and the Program will be able to participate in the Match the following year. If matched with a fellow, they would start the following August. (e.g., Apply by April 1, 2018, have your review and site visit Summer 2018, and if approved the Program will participate in the Match in January of 2019, with the fellow starting in August 2020.)
My institution was placed on probation, what does that mean?	Programs placed on 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 their applicants have been informed of the probationary status of the program. Additionally, the probationary status will be posted online on the SSO website. Failure to institute the necessary changes to your Program 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 the major concerns from the prior site visit. Subsequent progress reports must demonstrate sufficient improvements <u>subject</u> to the approval of the Training Committee. Once the issues have been addressed to the satisfaction of the Training Committee, a site visit will be scheduled and performed to assess the accuracy of the written response. Please see probation policy for further details.
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.

<p>What qualifications does our program need to be approved for a complement increase?</p>	<p>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> <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; 2. Evidence of an organized educational curriculum and rationale that would support the additional fellow position; 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 <u>following the approval</u> 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>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 no later than 30 days after appointment by the current Program Director or senior member of the department.</p>
<p>What documents need to be submitted to SSO for graduating fellows?</p>	<p>SSO requires that all programs send the “Breast Oncology (SBB) Minimum Report” case logs from ACGME no later than August 15 of each year.</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, have a signed letter from their program director attesting that minimum training requirements were met, and have their case logs successfully reviewed by SSO before receiving a certificate of completion.</p>
<p>Is there a maternity or leave policy for breast oncology fellows?</p>	<p>Maternity leave policies are at the discretion of each individual institution. From the SSO’s perspective, the fellow needs to be able to demonstrate that the curriculum and minimum case requirements have been met. In July, all fellows will be requested to submit their case logs. The Training Committee will review to ensure that all minimum case requirements have been met.</p>

Case Logging	
Can a non-physician supervise a rotation?	Yes, a non-physician can supervise (e.g. APN to supervise Community Outreach rotation)
If there are two procedures for one patient, does that count as two procedures? <u>or</u> If a fellow completes both sides of a bilateral mastectomy, can they be counted as two mastectomies for meeting the minimum thresholds?	No, per GME rules, you can only count 1 procedure per patient.
How do I log continuity patients?	You cannot follow a patient throughout the process in the current Breast Op log system. The fellow should log consults, then return visits of patients seen in med onc, rad onc, radiology, etc.
Can you provide more clarity regarding the requirements for Imaging?	<p>Basic US and percutaneous procedures fall under essential common operative procedures in the curriculum and log. This means the fellow must have experience with and understanding of these items.</p> <p>Recognizing the issues surrounding the surgery/radiology interaction, the basic US category can be achieved by the fellow either doing 15 US themselves and interpreting them or by watching 30 US being performed and interpreting them. This is separate from the NON-OPERATIVE imaging requirement of 8 US on the imaging rotation that serves as a learning how to read and understand interpretation of US.</p> <p>The percutaneous procedures—each fellow needs 13 procedures—it can be a mixture of all, it can be all in one category. The purpose is to gain experience with not to achieve technical mastery. However, the fellow must be the one performing the procedure for it to count as a “loggable” procedure.</p>
What is an acceptable psycho-oncology/palliative care experience?	<p>While a “formal rotation” in psycho-oncology and palliative care is not required, a single lecture on either topic does not meet the requirements for this experience. Examples of an acceptable experience should cover all of the subject matter in the training requirements (management of symptoms, transition to hospice, end of life discussions, management of depression and anxiety associated with illness, etc.)</p> <p>A specific example would include trainee participation in a clinic specifically dedicated to palliative care or psycho-social support for several days (more than 2) or longitudinally as a component of a clinic experience. A structured curriculum</p>



	with formal goals and objectives is a favored approach, with time observing the counseling of patients in both settings, though the TC recognizes that this is not available at all institutions but should serve as a guide and an “ideal practice”.
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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.