

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

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 to 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 duty 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 rare 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 clear written evaluation process that includes semi-annual and summative/final review meetings with the Program Director. Support for these reviews must include at least two independent formal evaluation tools that include both faculty and staff as evaluators. Additional forms of evaluation are encouraged.
- d) A NAMF fellowship program must institute a plan for formal duty 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 terminated. Formal re-application will be required prior to future fellow recruitment following termination.

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 activity, PS/QI investigation, 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, there must be 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 any way with any other established trainee(s) in related program(s).

7) Timeline

- 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](#) (GMEC). Any questions not addressed within this document and/or 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 programs based at any NM-based McGaw-affiliated member/affiliate 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
DUTY HOURS	Yes	No
McGAW CERTIFICATE	Yes	No