



ASTS Fellowship Training Accreditation Fellowship Training Director Responsibilities

The ASTS developed this document to offer guidance to ASTS Accredited Training Programs and Fellowship Training Directors to assist in understanding the responsibilities associated with Abdominal Transplant Surgery Fellowships. Specific details regarding program accreditation and fellow requirements are detailed in the *Program Accreditation Requirements* and *Individual Fellow Requirements documents*, available for download at www.ASTS.org.

Qualifications of the Fellowship Training Director in an ASTS Fellowship Training Program:

1. A requisite specialty expertise (abdominal transplant) and documented educational and administrative experience acceptable to the Review Committee.
2. Current certification in the specialty by the American Board of Surgery, American Board of Urology or qualifications that are acceptable to the Review Committee.
3. Current medical licensure and appropriate medical staff appointment.
4. Unrestricted credentials at the primary clinical site/sponsoring institution, and license to practice medicine in the state where the sponsoring institution is located.
5. Active ASTS member

Responsibilities of the Fellowship Training Director in regards to Maintenance of ASTS Fellowship Training Program Accreditation include:

1. An understanding and knowledge of program accreditation requirements and procedures as detailed within the *Program Accreditation Requirements* and *Fellowship Classifications & Requirements* documents, as provided by ASTS.
2. The verification that the program has read and understand the ASTS Managed Time Policy (**this is updated every 3 years within the online reaccreditation applications*).
3. The verification that the program has read and understand the ASTS Parallel Tracks Position Statement (**this is updated every 3 years within the online reaccreditation applications*).
4. The maintenance of accurate trainee records and identification of fellows in training provided to ASTS National Office prior to the fellowship start date.
5. The identification of the BTF and/or STF categories in which the current fellows are training.
6. The timely and accurate submission of reaccreditation applications.
7. The understanding and good-faith participation in the annual National Residency Matching Program (NRMP).
8. The regular and timely communication regarding fellow and program changes and updates with the ASTS National Office.



Responsibilities of the Fellowship Training Director in regards to the Educational Structure of the Program include:

1. To oversee and ensure the quality of didactic and clinical education in all sites that participate in the program.
2. To approve the selection of program faculty as appropriate and evaluate program faculty and approve the continued participation of program faculty based on evaluation.
3. The development of a relevant educational curriculum as defined in the *ASTS Structure of Training* document.
4. The education and communication of the training structure to fellows, transplant faculty and other staff involved with the training of fellows.
5. Fatigue recognition and education to fellows, transplant faculty and other staff involved.
6. Procure confidential written evaluations of the fellow and of their educational experiences at least every 6 months as required by the ASTS.
7. Provide assessment and feedback to the fellows on a regular basis and formally at least every six months.
8. Ensure that fellows achieve competence in teaching and supervising other residents and students.
9. Ensure that trainees' required clinical experiences are consistent with program requirements, and that appropriate faculty members are selected to teach fellows.
10. To prepare and submit all information required and requested by ASTS, including but not limited to submission of reaccreditation applications, annual incoming and completing fellow information, fellow assessment forms, and ensure that the information submitted is accurate and complete.

Responsibilities of the Fellowship Training Director in regards to the Administrative Duties of the Program include:

1. There must be a single fellowship training director with authority and accountability for the operation of the program. The fellowship training director must notify the ASTS of any changes within their program.
2. The fellowship training director should continue in his or her position for a length of time adequate to maintain continuity of leadership and program stability.
3. To devote his or her principal effort to the program. To include, timely evaluations of fellows, submitting milestones every 6 months, review and approval of fellow surgical logs, and ensuring fellows complete their Academic Universe curriculum requirements.
4. To make all clinical assignments and input into the teaching staff appointments at all sites.
5. To prepare and implement a comprehensive, effective, and well-organized educational curriculum.
6. To assess the technical competence of each fellow. ASTS requires that each fellow perform a minimum number of cases to be eligible for a certificate of completion. Performance of this minimum number of cases by a fellow must not be interpreted as an equivalent to competence achievement.
7. The understanding that each fellow performs at least 50 total abdominal organ transplants and 25 multi-organ procurements during 24 months of training, in addition to the minimum volume requirements in the designated ASTS accreditation in kidney, liver, pancreas, intestine and/or hepatobiliary or hepato-pancreato-biliary.
8. The understanding that fellows have required experience with evolving diagnostic and therapeutic methods in solid organ transplantation.