

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 bi-annual 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 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.