

**General Instructions for Institutions**

**I. Oversight**

***I.A. Training Institution***

The training institution should run the program in conjunction with an ACGME-accredited OB/GYN program that includes in-patient and out-patient clinical facilities, research facilities and dedicated reproductive immunology physicians. The curriculum may be supplemented with a participating site for a requirement which cannot be provided by the primary training facility.

***I.B. Participating Sites***

Programs should have a program letter of agreement in place between the training institution and the participating site or facility.

***I.C. Recruitment***

Programs should have recruitment policies and procedures in place that support the recruitment of minorities underrepresented in medicine. At a minimum, programs should recruit fellows that are able to perform the essential functions of the specialty and meet the standards of the curriculum. Applicants should possess:

* The ability to learn and function in a variety of settings
* Critical thinking skills
* Emotional stability and maturity
* Empathy for others
* Physical and mental stamina
* Sound judgment

***I.D. Resources***

I.D.1. The program, with their training institution(s), must provide the following resources:

I.D.1.a) access to food while on duty

I.D.1.b) sleep/rest facilities

I.D.1.b) clean and private facilities for lactation that have refrigeration capabilities, with proximity appropriate for safe patient care

I.D.1.b) security and safety measures appropriate to the participating site

I.D.1.b) accommodations for fellows with disabilities consistent with the training institution’s policy.

I.D.1.b) ready access to subspecialty-specific and other appropriate reference material in print or electronic format. This must include access to electronic medical literature databases with full-text capabilities.

I.D.2. The program’s educational and clinical resources must be adequate to support the number of fellows appointed to the program.

I.D.3. Reproductive Immunology Fellowship programs must provide the following clinical resources:

I.D.3.a) Outpatient Clinic facility

I.D.3.b) Ultrasound lab

I.D.3.c) Office or in hospital hysterosopy

I.D.3.d) Clinical Immunology/Research lab with ELISA, flow and tissue culture capability

***I.E. Other Learners and Other Care Providers***

Fellows are expected to teach and work with residents, students and other health care providers.

**II. Personnel**

***II.A. Program Director***

There must be a faculty member appointed as program director with authority and accountability for the program, including meeting all program requirements and fellow oversight.

***II.A.1. Qualifications of the Program Director must include***:

II.A.1.a) Board certification in Obstetrics and Gynecology by the American Board of Obstetrics and Gynecology or by the American Osteopathic Board of Obstetrics and Gynecology or qualifications acceptable by the American Society for Reproductive Immunology.

II.A.1.b) A minimum of five years’ experience in clinical and academic reproductive immunology.

II.A.1.c) Current, active care of patients in reproductive immunology.

II.A.1.d) Demonstrated scholarship in the area of reproductive immunology.

II.A.1.e) Documented experience as a mentor and/or medical educator.

***II.A.2. Program Director Responsibilities***

The program director must have responsibility, authority, and accountability for: administration and operations; teaching and scholarly activity; fellow recruitment and selection, evaluation, and promotion of fellows, and disciplinary action; supervision of fellows; and fellow education in the context of patient care. The program director must:

II.A.2.a) be a role model of professionalism.

II.A.2.b) design and conduct the program in a fashion consistent with expectations and mission of the training institution, the American Society for Reproductive Immunology, and the program.

II.A.2.c) develop and oversee a process to evaluate candidates prior to approval as program faculty members for participation in the fellowship program education.

II.A.2.d) have the authority to approve, or remove, program faculty members for participation in the fellowship program education at all sites.

II.A.2.e) have the authority to remove fellows from supervising interactions and/or learning environments that do not meet the standards of the program.

II.A.2.f) provide a learning and working environment in which fellows have the opportunity to raise concerns and provide feedback in a confidential manner as appropriate, without fear of intimidation or retaliation.

II.A.2.g) ensure the program’s compliance with the training institution’s policies and procedures related to grievances and due process.

II.A.2.h) ensure the program’s compliance with the training institution’s policies and procedures for due process when action is taken to suspend or dismiss, not to promote, or not to renew the appointment of a fellow.

II.A.2.i) ensure the program’s compliance with the training institution’s policies and procedures on employment and non-discrimination.

II.A.2.j) not require Fellows to sign a non-competition guarantee or restrictive covenant.

II.A.2.k) document verification of program completion for all graduating fellows within 30 days and provide timely verification of successful completion when requested by a graduate.

II.A.2.l) submit an annual academic and scholarly achievement evaluation of each fellow to the American Society for Reproductive Immunology.

II.A.2.m) maintain an active membership in the American Society for Reproductive Immunology.

**II.B. Faculty**

***II.B.1. Qualifications of Faculty***

Faculty members must have appropriate qualifications in their field and hold appropriate institutional appointments.

***II.B.2. Specialty physician faculty members must:***

II.B.2.a) have current certification in the subspecialty by the American Board of Obstetrics and Gynecology, or the American Osteopathic Board of Obstetrics and Gynecology or possess qualifications acceptable to the American Society for Reproductive Immunology.

II.B.2.b) Any non-physician faculty members who participate in fellowship program education must be approved by the program director.

II.B.2.c) Any other specialty physician faculty members must have current certification in their specialty by the appropriate American Board of Medical Specialties (ABMS) member board or American Osteopathic Association (AOA) certifying board or possess qualifications acceptable to the American Society for Reproductive Immunology.

II.B.2.d) In addition to faculty in reproductive immunology, there must be faculty members available, on-site or through arrangement, in the following specialty areas who participate in the care of patients and are involved in the training of the fellows:

II.B.2.d)(1) Reproductive immunology research

II.B.2.d)(2) male infertility

II.B.2.d)(3) genetics

II.B.2.d)(4) pathology

***II.B.3. Faculty Responsibilities***

Faculty members must:

II.B.3.a) be role models of professionalism

II.B.3.b) demonstrate commitment to the delivery of safe, quality, cost-effective, patient-centered care

II.B.3.c) demonstrate a strong interest in the education of fellows

II.B.3.d) devote sufficient time to the educational program to fulfill their supervisory and teaching responsibilities

II.B.3.e) administer and maintain an educational environment conducive to educating fellows

II.B.3.f) regularly participate in organized clinical discussions, rounds, journal clubs, and conferences

II.B.3.g) pursue faculty development designed to enhance their skills at least annually

II.B.3.h) maintain an active membership in the American Society for Reproductive Immunology

***II.B.4***. In addition to the program director, there must be at least one faculty member who is clinically active in reproductive immunology.

***II.B.5****.* In addition to the program director, there must be at least one faculty member who is qualified and available to serve a research mentor to the fellows.

**II.C. Program Coordinator**

A program coordinator is recommended. Devoted time to the program should be between 25 and 50 percent.

**III. Fellow Appointments**

***III.A. Eligibility Criteria***

III.A.1. All applicants for entry into the American Society for Reproductive Immunology fellowship program must have successfully completed in an ACGME-accredited Obstetrics and Gynecology residency program or an AOA-approved Obstetrics and Gynecology residency program.

III.A.2. All applicants must obtain a permanent license in the state in which they are training, prior to beginning training.

***III.B. Number of Fellows***

There must be a minimum of one fellow in the program.

***III.C. Fellow Transfers***

The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring fellow.