



The American Society for Reproductive Immunology Reproductive Immunology Fellowship

Program Manual for Fellowship Application and Approval

Introduction

This document provides the framework for the American Society for Reproductive Immunology (ASRI) Fellowship program application and approval process. Under the leadership of Gil Mor, MD, President of ASRI and Joanne Kwak-Kim, MD, Chair of the Public Affairs Committee of ASRI, the Reproductive Immunology Fellowship program under the auspices of ASRI, was initiated in 2019. The council of ASRI agreed to the proposal of establishing Reproductive Immunology Fellowship in January 2020. Subsequently, requirements and processes were approved in May 20, 2020.

Dr. Joanne Kwak-Kim generously submitted the Clinical Reproductive Immunology curriculum to the ASRI, which was established for the Clinical Reproductive Immunology Program at Chicago Medical School, Rosalind Franklin University of Medicine and Science. The submitted curriculum was amended by the ASRI Clinical Fellowship Committee to align with societal certification purpose.

Purpose

The American Society for Reproductive Immunology (ASRI) recognizes there are many valuable non-ACGME approved post-graduate training opportunities for OB/GYN residency graduates. In an effort to promote standardization of training for fellows, we have developed a formal process for eligible programs to earn the endorsement of the ASRI as an approved fellowship. ASRI has developed guidelines for training programs that address specific curricular elements, scholarship, clinical experiences and facilities along with faculty support and expectations.

Fellows that complete an ASRI-approved fellowship are also considered by ASRI to have earned the standard qualifications and skills of an obstetrics and gynecology fellow in the specialized area of reproductive immunology. Fellows must apply for the ASRI program and meet the stated requirements in order to be considered enrolled in the program. Fellows will receive a certificate of completion upon successful completion of the program.

Programs

1. Programs must apply for ASRI approval of a fellowship program, via application. Current applications are available on the ASRI website at theasri.org.
2. The application fee is \$400 for first-time applicants and \$500 for renewals. Applications will not enter the review process until the fee is received. (These amounts are subject to change)
3. The initial approval period is three academic years (July 1 – June 30). Renewals will be granted for five years upon review and acceptance of renewal application.
4. On an annual basis, approved programs must communicate to ASRI any changes in fellowship program personnel, curriculum, or other major changes to the program. All the applications are done electronically through the ASRI web site at www.theasri.org.
5. In the event of the departure or replacement of the program director, the program must notify ASRI immediately. A new program director may not be appointed until approved by ASRI.

Fellows

- 1) Fellows must be a current member of ASRI and maintain membership ASRI throughout the fellowship training.
- 2) Fellows must meet the learning objectives as outlined in the fellowship program application.
- 3) Fellows must apply to an individual program, not ASRI. There is no fee for a fellow to apply to a program.

Recruitment and Selection Process

- 1) Applicants must meet all eligibility requirements as outlined in the Reproductive Immunology Fellowship Program Requirements.
- 2) Fellows will follow individual program procedures for application and interview scheduling.
- 3) Individual programs will extend offers to applications. ASRI does not make offers.
- 4) Fellows will follow individual program processes for contracting, orientation, scheduling and other required employment activities.

Appointment of Fellows

1. Programs should submit the name and application of the fellow appointed to ASRI at least four weeks prior to the fellow officially starting the program.

Progress and Final Reports

- 1) Annual progress reports are required on all enrolled fellows no later than June 30.
- 2) Annual program updates are required from all programs no later than April 1.
- 3) A final evaluation must be received within 30 days of the completion of the program.

Fellow Certificate of Completion

- 1) Upon completion of all required reports, and upon a favorable decision from the ASRI reproductive immunology fellowship review committee, participants will be determined to have successfully completed a high-quality, ASRI approved fellowship.
- 2) Requirements for successful completion of the fellowship includes:
 - a. Satisfactory clinical and research training as outlined by the individual program.
 - b. Completion of at least 24 months of training, inclusive of four weeks of annual vacation time.
 - c. Submission of one required annual fellow evaluation to ASRI by the program director.
 - d. Submission of final evaluation to ASRI by the program director.
 - e. Presentation at the ASRI national conference. The contribution can be a video, oral or poster presentation.
- 3) A certificate will be mailed to fellows who have successfully completed the program.
- 4) Once the fellowship is complete, the fellow is required to maintain an active membership with ASRI, participate at annual meeting and obtain CME credits.

Fellowship Approval and Review Committee

The Fellowship Approval and Review Committee is responsible for the review of all fellowship applications and progress reports. Members of the Committee are selected by the president-elect of the ASRI and will be comprised of seven physicians representative of the specialty of reproductive immunology and one non-physician administrative member.

Conflict of Interest

The review committee is dedicated to the peer review of institutional applications in a fair, unbiased manner free from conflict of interest. In an attempt to avoid any real or perceived conflict of interest, any members of the committee who are key personnel on the given application, or who are from the same institution as the applicant organization or fellow, will be excused from its review.

Review Process

Applications from programs are distributed to committee members after any conflicts of interest are identified and prior to the review. Each committee member reads all of the applications in preparation for the discussion unless a conflict exists. Reviewers who have a conflict of interest are ineligible to review the application that presents the conflict and are excused from the call or meeting during the review of the application. The committee chair moderates the discussion, giving his or her initial thoughts on each application as it is presented. After the discussion, the committee votes on whether or not the application meets the requirements. A simple majority is required to carry the vote. If the application receives the required votes, it is approved.

In the event that the committee needs clarification, it may request more information from the potential program after the review. Once the program responds, the committee may vote via email, phone, or in person to approve or reject the application. Feedback from the review will be provided to all program applicants. Rejected programs may re-apply for approval when deficiencies have been corrected.

Approval Criteria

Approval is based on the ability of the program to substantially meet all expected curricular components as identified in the Reproductive Immunology program requirements and program application. This includes demonstrated commitment to the practice and advancement of reproductive immunology.

Renewal Process:

After the initial three-year approval period, institutions may renew their application for an additional five-year period. The fee for renewal applications is \$500.

Timeline

The Clinical Fellowship Committee will meet at least quarterly, with additional meetings called as necessary. Applications are accepted on a rolling basis. It can take up to three months to receive notice of approval, depending on when applications are received. The ASRI website will have the most up to date meeting dates with submission deadlines.

Policies

Programs should have established educational policies and procedures for:

- a. Harassment
- b. Clinical & educational work hours
- c. Vacation and time away from the program
- d. Diversity

Benefits

Programs should provide fellows with the same benefits that are provided to their associated ACGME-accredited OB/GYN residents. It is recommended that programs also provide:

- a. Support for research associated costs
- b. Support for travel to the annual ASRI meeting

Application Process

Programs should complete the required ASRI application (available at theasri.org) and submit via email or postal mail, along with required application fee, to:

Ms. Karen Gottlieb, Executive Director
American Society for Reproductive Immunology
6524 SW 61st Terrace
Miami, FL 33143
Email: manager@theasri.org

Questions

For questions, clarification or other fellowship items, please contact:

Ms. Karen Gottlieb, Executive Director
email: manager@theasri.org
Phone: 301-661-0709

Revision History

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