



## **Guidelines for Enacting Probation Policy: BSO Training Committee and Program Responsibilities and Options**

### **BSO Training Committee:**

1. Include comprehensive list of deficiencies to program when probation notice given.
2. Include "Enacting Probation" Policy in documents given to Program.
3. Include copy of appeals policy
4. Notify trainees and interview candidates that the Program was placed on probation.

### **Program:**

1. Acknowledge in writing receipt of probation letter.
2. Options once notified of probation status.
  - a. Accept probation.
  - b. Appeal (see policy attached, notify Chair of BSO Training Committee in writing within 30 days of notification)
  - c. Withdraw
3. Probation term
  - a. Probation is for a minimum of 1 year.
  - b. Probation is for a maximum of 2 years.
4. Documentation needed throughout probation period.
  - a. Initial plan of action is due in 90 days.
  - b. Progress reports due every 6 months for as long as probation status continues.
    - i. Progress report(s) must demonstrate sufficient improvements to the approval of the BSO Training Committee.
  - c. Site visit
    - i. A minimum of six months will pass between the time a Program is placed on probationary status and the subsequent site visit to assess durability of instituted changes. The earliest a program can come off probation is one year following the initial notice.
5. Possible outcomes of subsequent site visit
  - a. Closure (current fellow will still receive certificate)
  - b. Continue probation (may still participate in the Match); site visit again in one year (program is responsible for additional site visit fees)
  - c. Suspension (may not participate in the Match); site visit again in one year (program is responsible for additional site visit fees)
  - d. Approval for 2 years
6. Program closure
  - a. Multiple episodes of probation may be grounds for program closure.
  - b. More than two consecutive episodes of probation will trigger program closure.
7. If a closed program desires to start a breast fellowship in the future, the program will be expected to apply through the established processes as a new program submitting a new PID.