



Policy on Granting Retroactive Certificates & Changing Fellowship Complement

Background: The BSO Training Committee is committed to ensuring that any changes in fellowship complement enhance the educational environment of the training program. To that end, the BSO Training Committee has instituted the following procedures for requests for changes in fellowship complement.

Any request for an increase in the number of approved fellowship positions shall use the form available on the SSO's website, be signed by the Program Director, and be submitted to the BSO Training Committee. In the form, the Program Director must articulate the rationale for the complement increase, including how the complement increase will confer an educational benefit to current and future fellows. The Program Director must also provide revised schedules for clinical rotations and didactic activities based on the increase in fellow complement. A complement increase should not be requested for the purposes of case coverage or to increase manpower for service needs. If approved, the program will be required to provide the BSO Training Committee with a progress report in one year. Please note that requests for complement increases based solely on the service needs of the program will not be viewed favorably.

Policy:

1. Breast Surgical Oncology Fellowships may not award more certificates than the number of approved Breast Surgical Oncology fellowship positions within the program.
 - A. Candidates who matriculate into an approved breast surgical oncology fellowship program either 1) outside of the matching process or 2) into a non- approved position at a breast fellowship will NOT be eligible to receive a certificate at the completion of their year of training. Candidates must participate in the Breast Match to matriculate into an approved breast surgical oncology fellowship spot.
 - B. If an approved breast surgical oncology fellowship program does not fill all of its approved breast surgical oncology fellowship positions in the Match, then it may fill this vacancy after the Match and that fellow will be eligible to receive a certificate if the Program Director informs the BSO Training Committee that they have taken this fellow into one of their unfilled approved positions.
2. In order to request an increase in fellowship complement, the Program Director must make the request in writing to the BSO Training Committee at least three (3)

weeks prior to the October meeting (at the time of the annual Clinical Congress of the American College of Surgeons) in the same year that the match takes place. Any request for an increase of complement is limited to one (1) fellow. Requests may be considered at the March meeting at the time of the SSO Annual Cancer Symposium but will not be enacted until the subsequent academic year's Match.

1. It should be noted that requests for increases in complement must include documentation of:
 - a) Historical case volumes to support an additional fellow.
 - b) Evidence of an organized educational curriculum and the educational rationale in support of the additional fellow position.
 - c) Detailed schedule that demonstrates how the additional fellow would integrate into the yearly schedule within the context of the other fellows and trainees.
2. If an increase in complement is granted, it will go into effect for the Match following the approval in complement increase.
3. A request for a decrease in the number of approved fellowship positions per year shall be in the form of a letter from the Program Director to the BSO Training Committee, outlining the rationale for the complement decrease and its anticipated duration. Depending upon the circumstances of the request, the BSO Training Committee may, at its discretion, schedule an off-cycle site visit of the program.
4. Certificates of completion of training in an approved breast surgical oncology fellowship approved training program will be granted for fellows who match into an approved training program, who are recommended by their Program Director at the completion of training, who submit an acceptable case log demonstrating that all requirements are met and have completed the Fellows Exit Survey.

For circumstances where an approved breast surgical oncology fellow must extend their fellowship due to family, medical, or personal issues or if they are in re-mediation, this policy does not apply. These circumstances, however, should be communicated directly to the BSO Training Committee in writing, detailing the circumstances, potential trainee overlap and timing of training completion.

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