

## CBGF Case Review Committee

### Scope and Purpose:

The primary goal of the Case Review Committee is to review the surgical logs of active Complex Benign Gynecology fellows and provide progress reports to fellowships and the CBGF Board. Programs will be notified if a fellow's case volume is below expected standards established by the CBGF Board.

### Charge of the Committee:

1. Review the case list for 1st and 2nd year CBG fellows to ensure minimum case volume requirements are being met.
2. Progress Reports
  - a. Send progress reports to
    - 1) 1<sup>st</sup> year fellows every 6 months
    - 2) 2<sup>nd</sup> fellows every 3 months
  - b. A member of the CBGF board will remain a part of the case log committee to ensure the CBGF board is updated regarding progress reports. This CBGF Board member will function as the CBGF Board Liaison.
  - c. The Case Review Committee will review the method of updating CBGF programs of the fellows' progress reports every 2 years (earlier if indicated) to adjust the frequency and method of communication.
3. Review the existing CBGF case minimum requirements and update these requirements periodically to reflect the evolving practice of CBG.
  - a. Review CBGF case minimum requirements at least every 2 years.
  - b. Changes to minimum case requirements will not be made more often than every 2 years
  - c. Add or remove case types to update existing list of case minimum requirements
  - d. Make recommendations to adjust minimum case volume required for each specific case type.
  - e. Use CBGF data from prior years to meet the above goal.
  - f. Submit any recommended changes to the CBGF board for approval.
4. Notify CBG fellowship programs of any changes in CBGF minimum case requirements
  - a. all changes to the case minimum requirements will be applied in Aug of the upcoming academic year
  - b. if the case minimum requirements change during a trainee's fellowship, either the new or old requirements may be applied at the discretion of the Case Review Committee and CBGF Board.
5. Send quarterly email reminders to CBG fellows and program directors to
  - a. Regularly log cases
  - b. Check status of minimum case requirements.
  - c. The email reminders will follow the calendar:
    - i. July wk 1

- ii. Oct wk 1
- iii. Jan wk 1
- iv. April wk 1

Note: It is the responsibility of each program to ensure the cases are logged regularly so the case list is up to date for every active fellow. The ACGME case log website will notify fellows when they meet the minimum requirements or if their case volume is below expected standards established by the CBGF Board (via green-yellow-red color system).

#### **Selection, Composition and Size of the Committee:**

- A. Committee Chair: The Chair will be appointed by the CBGF President and approved by the Board annually for a *one-year term*. The Chair can serve a *maximum of three consecutive years* in this position. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities, and have previously demonstrated meaningful contribution to the CBGF Board. Current or prior leadership experience in an approved CBGF site (e.g. Fellowship Directory, Associate Director, or Faculty Mentor) should be considered.
- B. Committee Members: The President will serve on the committee ex-officio. Additional committee members are selected by the CBGF Board. Fellowship members (fellows, fellowship directors, or Board members) who are interested in participation may request to be appointed by the Board. Committee members are appointed annually and can serve a *maximum of three consecutive years* in their positions.
- C. Committee Size: The committee size may fluctuate depending on the amount of work the committee must accomplish. The Committee Chair shall suggest a committee size that best moderates the time commitment required by any one individual. Sub-committees may be formed at the Committee Chair's discretion to fulfill specific work required of the committee.

#### **Expectations (Duration of Service and Attendance):**

##### *Duration of Service*

- A. Committee Chair: The Chair is appointed annually and can serve a *maximum of three consecutive years* in this position.
- B. Committee Member: Committee members are appointed annually and can serve a *maximum of three consecutive years* in their positions. To optimize the function of the committee, the committee members' years of service should be staggered among the different committee members so the entire committee is not comprised of new members in 1 cycle.

##### *Attendance*

Committee members are expected to attend 75% of the committee meetings and are expected to fully uphold the duties of the Caselog Committee regarding review of fellow and program's caselog requirements.

**Committee Meetings (Frequency and Goals):**

Most committee meetings will be conducted by phone conference calls. It is recommended that the CBGF Case Review Committee maintain quarterly conference calls. More frequent meetings may be needed depending on the amount of work the committee must accomplish. The short-term and long-term goals should be defined within the first quarter.

**Financial Responsibility:**

Any needs for financial support must be submitted to and approved by the CBGF Board of Directors.

**History of the Committee:**

The CBGF Case Review Committee was created and authorized in 2013.

The Caselog Policies and Procedures document was established in March 2018.

The Caselog Policies and Procedures document was revised Feb 2019, and Feb 2024.

The Caselog Requirements (list of case types and case minimums) was revised in 2024.

The new Caselog Requirements were updated among CBGF programs in Aug 2024.