

CBGF Curriculum and Standardization Committee Policies and Procedures

Goal

The primary goal of the Curriculum and Standardization Committee is to develop, review, and make policy determinations regarding the program requirements and curriculum for the Complex Benign Gynecology Fellowship (CBGF).

Charge of the Curriculum and Standardization Committee

1. Review the existing CBGF program requirements and update them to reflect the current structure, function, and goals of the Complex Benign Gynecology Fellowship.
2. Review and revise the CBGF Site Visit Report documentation process to ensure conformity with the CBGF program requirements.
3. Review and revise the CBGF Core Curriculum to reflect the knowledge and skills fellows in Complex Benign Gynecology should master during their training.
4. Review and update the Core Reading list to reflect the learning objectives of the CBGF Core Curriculum.
5. Develop a surgical video curriculum of surgical anatomy and surgical techniques fellows in Complex Benign Gynecology should master during their training.

The CBGF program requirements and site review documentation should be reviewed on an annual basis. The CBGF Core Curriculum and Core Reading List should be reviewed and updated every 2 years. The surgical video curriculum should be reviewed on an annual basis. All suggested revisions should be submitted to the CBGF Board for approval.

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 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 Director, Associate Director, or Faculty Mentor) should be considered. The CBGF Executive Board must endorse the Committee Chair selected by the CBGF President.

B. Committee Members: The President will serve on the committee ex-officio. Additional members are selected by the CBGF Board. Preference in selection is given to Association members who have prior experience in curriculum development and medical education, or who have prior experience in the development of policies and procedures. Knowledge of the history and the structure of the Complex Benign Gynecology Fellowship should also be considered. Committee members are appointed annually and can serve a maximum of three consecutive years in this position.

C. Committee Size: In those years when the Committee's charge is predominantly to revise and update the current policies and procedures and development is minimal, the recommendation is four members. In those years when development of new policies and procedures requires greater time commitment, the Committee Chair shall determine a Committee size that best moderates the time commitment required by any one individual, as confirmed by the CBGF Board of Directors. The committee size should not exceed ten members.

Committee Meetings

It is recommended that the Fellowship Curriculum Standardization Committee conduct quarterly conference calls. The short- and long-term goals should be defined at the first meeting.

Financial Responsibility

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

History of the Committee

The Fellowship Curriculum Standardization Committee was authorized in 2015.