

CBGF Site Review and Compliance Committee Policies and Procedures

Scope and Purpose

The Site Review Committee was formed prior to 2010 by action of the CBGF Board. The goal of the committee is to review new North American CBG Fellowships and review existing fellowships nearing the end of their accreditation period to determine substantial compliance with program requirements as established by the CBGF Board.

Charge of the Site Review and Compliance Committee

1. For new fellowship programs, review application materials and perform a site visit to determine whether the educational infrastructure, funding, sponsorship, research, oversight and surgical cases are amenable to a CBG Fellowship.
2. For existing programs at the end of their accreditation period, review materials and perform a site visit to determine the educational infrastructure, funding, sponsorship, research, oversight and surgical cases are in compliance with the CBGF program requirements.
3. Make recommendations to the CBGF Board for new and existing programs with regards to recommended period of accreditation, strengths, deficiencies and areas of concern.
4. Provide site visits for programs being reviewed by the CBGF Board as directed.

Selection, Composition and Size of the Committee

- A. Site Review Committee Chair: The Chair of the Site Review Committee is recommended by the President of the CBGF Board or the outgoing Chair of the committee and confirmed by the CBGF Board. Preference is given to individuals who possess an expertise or expansive knowledge of the committee's activities. It is requested that the Chair serve a minimum of 4 years to create stability and institutional memory.
- B. Site Review Committee Members: Committee members are recommended by the CBGF President in discussion with the Site Review Chair and confirmed by the CBGF Board. It is recommended that the Committee be composed of both senior and junior (at least one) members. It is requested that the Site Visit committee members serve a minimum of 4 years to create stability and institutional memory. These terms should be overlapping.
- C. Committee Size: The committee size should be in direct proportion to duties and responsibilities of the committee. The CBGF Board must approve all committee members. There may be members on the committee that do not participate as site visitors.
- D. Tenure: A Committee member or Chair should serve no more than 8 years total.
- E. Succession: The Chair of the committee will appoint a co-chair or vice-chair to serve in the absence of the Chair to 1) lead committee meetings 2) present to the CBGF board or 3) respond to AAGL office and program inquiries. This person should be considered a possible successor to the position of Chair. The Vice Chair position will be recommended by the Chair and approved by the Site review committee and the CBGF Board.

F. Compensation for the Chair: The AAGL office will offer monthly monetary compensation to the person who holds the Chair position in accordance with the amount of work required for this position and appropriate hourly rate.

Committee Meetings

Committee meetings will mostly be held by video conference calls. It is recommended to meet monthly to accomplish the above goals and to not delay the accreditation of a program or the action required for a program deficiency. Committee members must attend at least 50% of scheduled meetings.

Financial Responsibility

Any request for financial support must be submitted to and approved by the CBGF Board. The Site Review Committee should have a standing budget for travel and time reimbursement that is updated yearly.

Types of Site Visits

Full site visit (face to face)-This is required for new applications and includes a meeting with the Fellowship Director, Fellowship coordinator, fellow (if applicable), Associate Fellowship Director(s), Chairperson, Residency Director, DIO (if applicable). A site visit report will be generated and recommendations made to the CBGF Board.

Intermediate site visit (minimum 3 hours/teleconference) is often used to gather information for fellowships in good standing that are nearing the end of their accreditation cycle. This would include discussions with the Fellowship Director, Associate Program Director(s), and all fellows. A site visit report will be generated and recommendations made to the CBGF Board.

Focused site visit (< 1 hour/teleconference) – These may be requested by the CBGF Board when a specific component of the fellowship requires clarification. An abbreviated report will be generated and insight provided to the CBGF Board.

Reports

The site visitor will complete the Site Visit report (for full and intermediate site visits) and provide strengths and weaknesses as well as recommendations for follow-up. Areas that require follow-up will be designated as follows:

Deficiency-used to delineate an educational domain that falls below the minimum standard expected by a fellowship as outlined in the program requirements.

1. A written response will be required in 1-3 months (to be specified in the letter)
2. The response will be reviewed and brought back to the CBGF Board for action.
3. Must be disclosed to current faculty, fellows and interviewing candidates.

Area of Concern-used to delineate an identified educational shortcoming of a more minor level

1. A written response may be required within 3 – 6 months.
2. If response is required and considered appropriate, it may be removed by CBGF Board Medical Director, President or by CBGF Board action.
3. Staff will know there is an “area of concern” on annual data review.
4. Often considered a “work in progress”

Final recommendations will be made using the following terminology.

Accreditation-For an initial application, a maximum of 2 years' accreditation will be recommended. For existing programs, a maximum of 5 years' accreditation will be endorsed.

Probation-The recommendation is made when the program appears to have major deficiencies despite having other areas in substantial compliance with the program requirements. A program must disclose this probationary status to fellows. Generally, a program on probation would be prohibited from recruiting any further fellows.

Warning - This recommendation is made when a program has multiple major deficiencies that remain unresolved or have sustained activities of such an egregious nature that warrant such a designation. A program must disclose this status to fellows and is absolutely prohibited from recruiting any further fellows. Without resolution, this program would be expected to close shortly.

Withdrawal of accreditation-This recommendation is made when the program is expected to close. Consideration must be made for fellows currently in training at this program.