Fellowship Council Program Checklist

Application and Matching Process
- Update institution’s Program Listing on FC website: August 1 (and ongoing as changes occur)
- Confirm that the program has an Associate Program Director and that this information is up to date on the FC website: August 1
- Confirm that the program has a Designated Institutional Official and DIO information is up to date on the FC website: August 1
- Submit institution's Participation Agreement: Main Match-November / C&T Match- July
- Submit and confirm ROL in the match system: Main Match-May / C&T Match-January
- Retain a copy of the ROL from the match system: Main Match-May / C&T Match-January
- Archive applications at the end of the end of a match cycle: Main Match-June / C&T Match-January
- Archive Reports from march system: Main Match-June / C&T Match-January

Fellow Changes
- Notify the FC that a fellow will start before August 1 (for orientation purposes): no later than June
  - Requires submission of a Member Change Form by the program
- Notify the FC that a fellow cannot start on August 1 (due to licensing, certification, visa issues, etc): no later than June
  - Requires submission of a Member Change Form by the program
- Notify the FC that a fellow cannot complete their fellowship by July 31: no later than June
  - Requires submission of a Member Change Form by the program
- Notify the FC of a change in the status of a matched fellow (matching process dissolution request): Ongoing
  - Requires submission of a Member Change Form by the program and a Matching Process Commitment Dissolution Form by the fellow

Program Changes
- Notify the Fellowship Council of a significant change in the Program (includes a Change in Program Director, Change in Faculty Complement, Change in Number of Positions Available, Change in Program Designation, Withdrawal from the FC, Major Changes in Rotation/Clinical Volume, Impact of Other Learners, Change in Matched or Current Fellow, Fellow Time Extensions or Changes to Fellowship Dates): Ongoing.
  - Requires submission of a Member Change Form by the program

Accreditation
- New member programs submit accreditation materials: August-November
- Re-Accreditation programs submit re-accreditation materials: August-November
- New member and re-accreditation programs pay accreditation fees: December
  - New member and re-accreditation programs schedule site visit directly with reviewer (only for site visit reviews): January
- Case log review programs ensure case logs are entered: June
- Retain a copy of accreditation letter and ensure program addresses citations and recommendations for improvement: Ongoing

Assessments
- Ensure Contributing Faculty section of the FC website is up to date: August 1 and ongoing as changes occur
- Quarterly Faculty Assessments (completed by the fellow): October, January, April, July
- Quarterly Program Assessments (completed by the program): October, January, April, July
- Quarterly Technical Skills Assessments (Completed by the program): October, January, April, July
- Fellow Exit Survey (completed by the fellow): June

Case Logs
- Notify the FC of the name and email address of a fellow taken through the scramble process: Ongoing
- Ensure fellows enter case logs and they are reviewed for accuracy by the Program Director: Quarterly
- Ensure all graduating fellow cases are submitted and reviewed for accuracy in the case log system: August 14

Member Dues
- Submit member dues – no later than July 1

Meetings
- General business meeting at ACS: October
- General membership meeting at SAGES: April

Misc
- Confirm user accounts are up to date (only the Program Director account can create and delete a user account): Ongoing