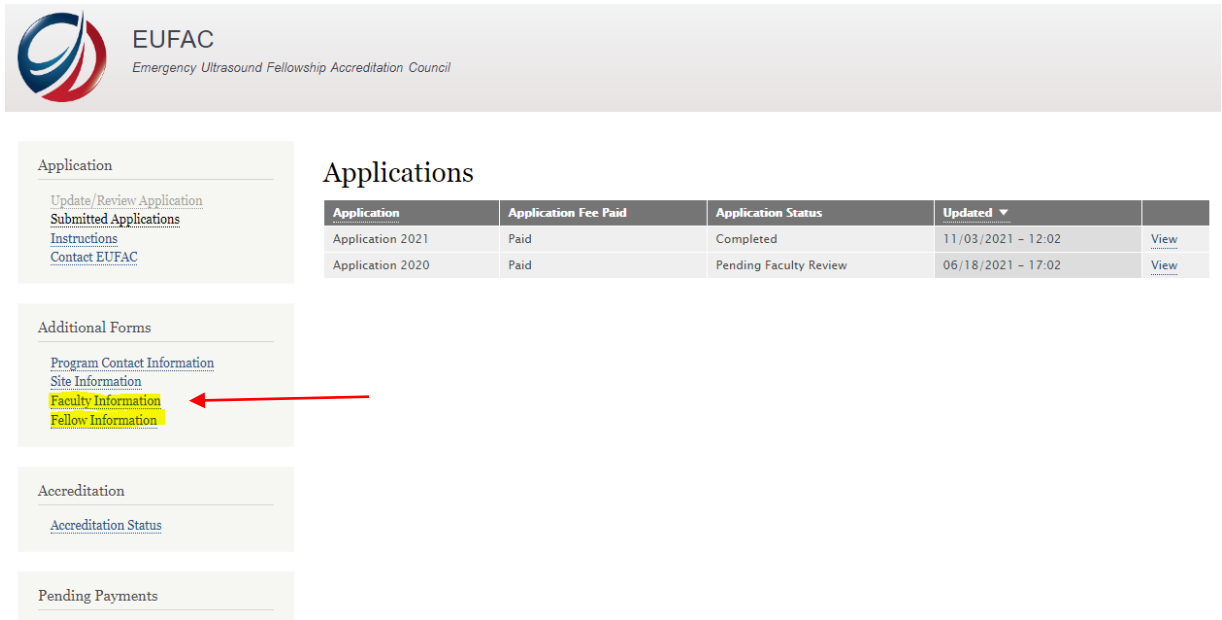


**How to change the faculty / fellow lists in the portal**

**PLEASE NOTE:** It is an accredited program’s responsibility to ensure the accuracy of its information. As the EUFAC utilizes the faculty and fellow information throughout a program’s accreditation term, maintaining an accurate list of current faculty and fellows is a requirement of accreditation.

The process for faculty and fellows are the same. This example looks at changing faculty.

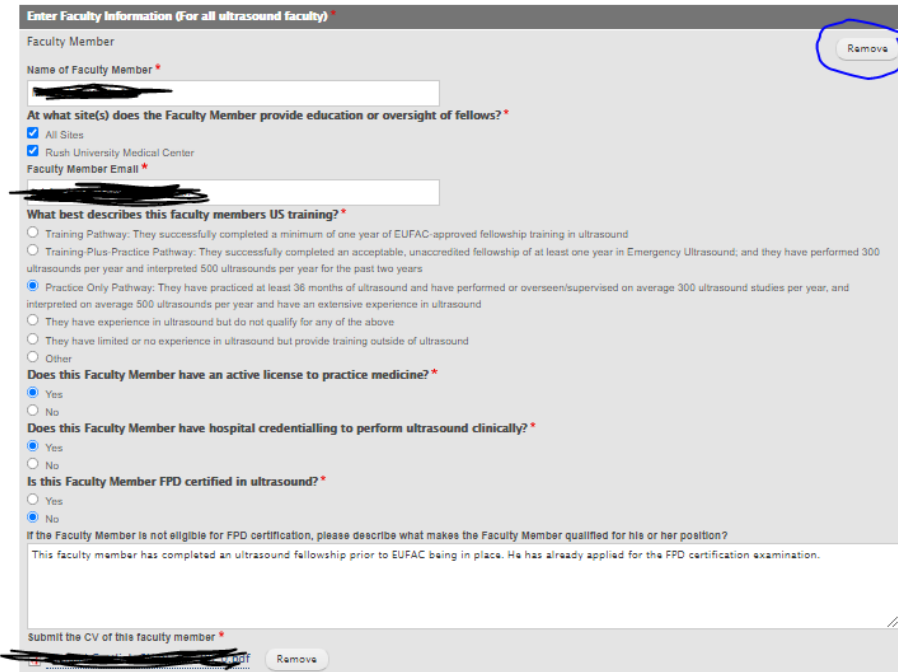
1. Log into your portal account at <https://app.eufac-application.org/>
2. You will find the faculty and fellow lists on the left side of your screen



The screenshot shows the EUFAC portal interface. At the top left is the EUFAC logo and name. Below it are several navigation menus: 'Application' (with links for Update/Review Application, Submitted Applications, Instructions, and Contact EUFAC), 'Additional Forms' (with links for Program Contact Information, Site Information, Faculty Information, and Fellow Information), 'Accreditation' (with a link for Accreditation Status), and 'Pending Payments'. To the right of these menus is a table titled 'Applications' with columns for Application, Application Fee Paid, Application Status, Updated, and a View link. A red arrow points to the 'Faculty Information' link in the 'Additional Forms' menu.

| Application      | Application Fee Paid | Application Status     | Updated            | View                 |
|------------------|----------------------|------------------------|--------------------|----------------------|
| Application 2021 | Paid                 | Completed              | 11/03/2021 - 12:02 | <a href="#">View</a> |
| Application 2020 | Paid                 | Pending Faculty Review | 06/18/2021 - 17:02 | <a href="#">View</a> |

- At the top right of the box of the faculty member you want to remove, click the “remove”



**Enter Faculty Information (For all ultrasound faculty)\***

Faculty Member

Name of Faculty Member \*

At what site(s) does the Faculty Member provide education or oversight of fellows? \*

All Sites  
 Rush University Medical Center

Faculty Member Email \*

What best describes this faculty members US training? \*

Training Pathway: They successfully completed a minimum of one year of EUFAC-approved fellowship training in ultrasound  
 Training-Plus-Practice Pathway: They successfully completed an acceptable, unaccredited fellowship of at least one year in Emergency Ultrasound; and they have performed 300 ultrasounds per year and interpreted 500 ultrasounds per year for the past two years  
 Practice Only Pathway: They have practiced at least 36 months of ultrasound and have performed or overseen/supervised on average 300 ultrasound studies per year, and interpreted on average 500 ultrasounds per year and have an extensive experience in ultrasound  
 They have experience in ultrasound but do not qualify for any of the above  
 They have limited or no experience in ultrasound but provide training outside of ultrasound  
 Other

Does this Faculty Member have an active license to practice medicine? \*

Yes  
 No

Does this Faculty Member have hospital credentialing to perform ultrasound clinically? \*

Yes  
 No

Is this Faculty Member FPD certified in ultrasound? \*

Yes  
 No

If the Faculty Member is not eligible for FPD certification, please describe what makes the Faculty Member qualified for his or her position?

This faculty member has completed an ultrasound fellowship prior to EUFAC being in place. He has already applied for the FPD certification examination.

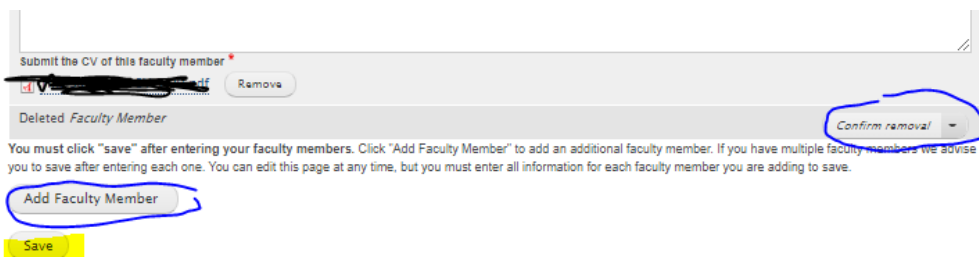
Submit the CV of this faculty member \*

Remove

button.

- You will have to select “confirm removal” at the bottom of the page and then select “save”; otherwise, the faculty member will not be removed.

**The bottom of the page is where you can also add new faculty who may have joined later in the accreditation cycle.**



Submit the CV of this faculty member \*

Remove

Deleted Faculty Member

Confirm removal

You must click “save” after entering your faculty members. Click “Add Faculty Member” to add an additional faculty member. If you have multiple faculty members, we advise you to save after entering each one. You can edit this page at any time, but you must enter all information for each faculty member you are adding to save.

Add Faculty Member

Save

- Once you save the page, you will see a green bar at the top of your screen confirming that your list has been updated successfully. You may log out of the portal at this point.



✓ Your form has been updated.

Application

[Update/Review Application](#)

**Number of ultrasound faculty**

1

**Enter Faculty Information (For all ultrasound faculty)**