



EUFAC
EMERGENCY ULTRASOUND
FELLOWSHIP ACCREDITATION COUNCIL

Policy Title: Program Review
Policy Number: EUFAC - AC 1.0.3
Effective Date: 08/02/2022
Purpose: Outline program review process to assure accuracy and consistency with information submitted during application process. Program reviews take place once a program has become EUFAC accredited.

Policy

The EUFAC reviews AEMUS fellowship programs based on affirming compliance with accreditation standards, through the annual solicitation of information from matriculating fellows and faculty. Fellows and faculty of an accredited AEMUS program will submit answers to questions relating to their fellowship. These questions are identical or analogous to those initially asked of the program during the accreditation process. Responses will be compared to data submitted at the time of a program's most current accreditation. This process is applicable only to programs who have already received program accreditation and serves as a method to verify data submitted to EUFAC for accreditation purposes.

Procedures

1.0 Program Review Frequency

Accredited programs will be reviewed on an annual basis unless an egregious event requires an earlier review by the EUFAC.

1.1 Review Questions

- a) The number of questions asked of the matriculating fellows and ultrasound faculty annually will be determined by the Executive Director and/or the EUFAC Chair
- b) The specific questions asked of the matriculating fellows and ultrasound faculty will be determined annually by the Executive Director and/or the EUFAC Chair.

2.0 Fellow Matriculation Submission Process

- a) A single, electronic submission process for matriculating fellows at all accredited programs, or fellows who leave a program prior to matriculation will be used to solicit data. Fellows are required to submit responses to all EUFAC questions during their final month of fellowship.
 1. Fellows will be notified of the requirement in late May/early June
 2. Fellows non-compliance may be reported to ABEM
- b) The program director will be notified of the fellow's completion of the submission
- c) Fellows will be able to edit submission until 30 days post matriculation.
- d) Failure of compliance could result in the following:
 1. Formal Notice to Program Director or Division Director
 2. Formal Notice to Department Chair
 3. Inclusion of data to EUFAC for consideration at the time of re-accreditation

- e) A history of non-compliance by fellows may be used during any accreditation decisions by EUFAC and may be reported to ABEM.

2.1 Ultrasound Faculty Submission Process

- a) A single, electronic submission process for ultrasound faculty at all accredited programs will be used to solicit data. Ultrasound faculty may be required to submit responses to EUFAC questions.
- b) For ultrasound faculty who do not submit responses within 6 weeks of notification, the ultrasound faculty, the program director and the Department Chair will be notified of non-compliance with EUFAC policies.
- c) Failure of compliance could result in the following:
 - 1. Formal Notice to Department Chair
 - 2. Formal Notice to Institution DIO
 - 3. Loss of fellowship accreditation

3.2 Review of Submissions

EUFAC will review all fellow and ultrasound faculty submissions for any inconsistencies between the submission and the most current program application. Data will be compared to identify instances when the fellow's or faculty's response is inconsistent with information submitted by the program at the time of their accreditation application.

- a) The submitted information will undergo an initial review by the EUFAC Executive Director or administrative staff to identify all instances where responses by the fellow are not consistent with those submitted by the program during the current accreditation application.
- b) In instances where inconsistencies are noted, questions with responses from both fellow/faculty and program will be submitted to EUFAC for review.
- c) EUFAC will determine if the inconsistency is significant. If the inconsistency is insignificant then no action will be taken.
- d) If the inconsistency is significant then the following options could be taken:
 - 1. Record the information for consideration during next accreditation cycle
 - i. Solicit additional information and/or documentation by releasing follow-up question(s) to involved parties on answers to questions that showed discrepancies
- e) If additional data is gathered, EUFAC may institute a process of review of the data received to determine what if any action should be taken to change the status of the accredited program. This process may include the following:
 - 1. Referral of matter to EUFAC Chair for review.
 - 2. Referral of matter to the full EUFAC for review (quorum rules apply).
 - i. Decision to record information for consideration during next accreditation cycle
 - ii. Decision to send EUFAC notification letter to program and department chair outlining AEMUS Program Requirements in question.
 - iii. Initiate process to review program to change accreditation status of program
 - 1. A determination of a change in accreditation status or change in fellow complement can only occur after a review by EUFAC. EUFAC review will occur without cost to the program being reviewed.
 - 2. Programs who are referred to the full EUFAC for review will be notified prior to initiating the EUFAC review.
 - 3. Programs who are determined by EUFAC that a change in accreditation status is required will be notified within 15 business days of the final

determination.

- iv. Initiate process to review program to change fellow complement at program
 - 1. Programs who are determined by EUFAC that a change in fellow complement is required will be notified within 15 business days of the final determination.