

# Frequently Asked Questions

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## General AEMUS Questions

### **Who can be defined as an “AEMUS fellow” under EUFAC accreditation?**

An AEMUS fellow under EUFAC accreditation, is required to fulfill the AEMUS Program requirements as outlined in Section III.A.1 Eligibility Requirements – AEMUS Fellowship Programs: “To enter, all fellows must have successfully completed a residency program accredited or approved by the ACGME, the ACEM, or the RCPSC. Eligibility does not extend to ACGME-accredited Transitional Year residency programs. (Core)”.

A physician being granted access through a Fellow Eligibility Exception as outlined in Section III.A.1.a) of the AEMUS Program Requirements might also be considered an AEMUS fellow (e.g., a physician who trained in the UK and is now seeking access to an AEMUS fellowship meeting requirements as outlined in the fellow eligibility exception).

For any fellows outside of the above definition, the term “AEMUS fellow” under EUFAC accreditation, does not apply and should not be utilized in public communications or referenced as such.

Please note that entry into an accredited fellowship as AEMUS fellow is not synonymous with eligibility for the Focused Practice Designation (FPD).

### **Unfilled AEMUS fellow complement**

The fellowship complement approved by EUFAC as part of a program’s accreditation should be reserved for AEMUS fellows. Any slots not filled by an eligible AEMUS fellow cannot be transferred to a non-AEMUS fellow and still be considered a EUFAC approved slot.

## **Faculty to learner ratio**

When calculating a fellowship's faculty to learner ratio, the maximum total number of learners in the fellowship should be taken into consideration (i.e., any AEMUS fellows as defined in this FAQ, plus any Advanced Practice Practitioners).

The EUFAC understands that this might be a change from how programs previously assessed the faculty ratio and a grace period will be given to allow for implementation.

## **Accreditation questions – Administrative process**

### ***What if our institution has co-fellowship directors?***

While EUFAC does not place any restrictions on how a fellowship's leadership is structured, the program must designate one main fellowship director who will be listed as such for accreditation purposes. This person will hold the fellowship's EUFAC account and be the main contact for all accreditation related communication. This person is also responsible for the accuracy of information provided by the program for accreditation decisions. Other co-directors may be listed as faculty within the program's application for accreditation.

### ***Can more than one person access the EUFAC portal and complete the fellowship application?***

A single fellowship program director alone is the main contact for all accreditation related activities. EUFAC places the responsibility for accurate completion of the application with the identified program director, as the answers provided in the application contribute to the final accreditation decision by EUFAC. If there are errors in information provided within the application, the accreditation decision is not appealable.

The program director can download PDFs of the application form from their program's EUFAC account, so that data can be collected prior to submitting the application form in the EUFAC portal.

### ***What constitutes a completed application?***

Three steps must be completed before EUFAC will review your program:

1. Program director submits application via the portal. This includes:
  - a. All supporting documentation
  - b. For continuing accreditation: The data in the fellow, faculty and contact forms is up-to-date and accurate
2. Payment of application fee.
  - a. Application fee must be "in hand", i.e., check payment must have been received by the EUFAC administrative office or credit card payment was made in the EUFAC portal

- b. Since every institutions has a different financial process, the fellowship director is responsible for ensuring sufficient time to allow processing of institutional payments by EUFAC deadlines.
3. Department Chair verification in EUFAC portal.
  - a. The system will automatically release an email to the department chair with instructions once the application fee payment has been applied to the fellowship program's EUFAC account

***When will EUFAC review my program?***

EUFAC reviews programs on a rolling basis. For programs seeking a EUFAC accreditation decision before June 30, the deadline to submit the program application is in early April of that academic year. EUFAC will announce the date of the April deadline annually.

***What happens after EUFAC reviews my program?***

You will receive an email letter of EUFAC's accreditation decision along with a report detailing areas for improvement that reference specific AEMUS Program Requirements. If your program was granted accreditation, the effective date corresponds to the date of the EUFAC meeting at which your program was reviewed. These dates are noted in your EUFAC portal.

***What are the possible EUFAC accreditation decisions?***

The EUFAC may approve one of three possible accreditation decisions:

1. Initial Accreditation (1 or 3 years)
2. Continuing Accreditation (with Warning, 3 years)
3. Accreditation withheld.

***When can I reapply if my program is not granted accreditation by EUFAC?***

There is no waiting period to reapply for accreditation though the program is encouraged to make necessary program improvements prior to resubmitting an application.

***Which email address should I use for people listed in the application?***

The EUFAC uses the email addresses provided by the fellowship to contact the listed individual's as part of a program's compliance with accreditation requirements. Email addresses also serve as identification for EUFAC accounts.

It is the responsibility of the program to assure accuracy in the email address and to ensure that EUFAC automated emails can be received by the institution's firewall settings.

The EUFAC does not take responsibility for accreditation non-compliance by a fellowship resulting out of missed emails sent by the EUFAC.

***Which email addresses are used for automated emails from the EUFAC portal?***

Please ensure the following two email addresses that are used for automated emails sent from the EUFAC portal are on your list of allowed emails:

- [inquiries@eufacouncil.org](mailto:inquiries@eufacouncil.org)
- [info@app.eufac-application.org](mailto:info@app.eufac-application.org)

**Accreditation questions – Completing the application**

***Which AEMUS Program Requirements are necessary for accreditation?***

EUFAC accreditation decisions are based on the totality of all submitted data and are not predicated on any individual question. The items identified as “core” in the AEMUS program requirement document are critical components of a fellowship program.

***What if I wish to provide more details to help clarify an answer in my application?***

If you would like to provide the EUFAC with further information to help inform EUFAC’s decision, please use the comment section found at the end of the application. Only comments that directly address a specific application question will be considered by the EUFAC. Other unsolicited information will not be considered to maintain fairness across all program reviews.

***The fellowship director and fellowship faculty do not hold the Focused Practice Designation (FPD) but are eligible for the FPD. Will this count against the program?***

EUFAC recognizes that not all fellowship directors and faculty will hold the FPD at this time but will expect faculty to obtain the FPD as soon as possible given their eligibility pathway. In cases where FPD eligibility cannot be reached, the faculty or PD must possess qualifications acceptable to the EUFAC. This requirement will be more important in future reviews, especially after ABEM closes the training-plus-practice pathway on December 31, 2026.

***Why does EUFAC need my CV in the application?***

The EUFAC carefully reviews each faculty member’s CV to verify information documented in the application.

***Should I include faculty or staff who support fellow education that are not eligible for the FPD in my application (e.g., EM research faculty, cardiologists, anesthesiologists, ultrasound technologists, etc.)?***

Only faculty that are FPD eligible and assist with the education of the ultrasound fellow are required to be included in the application.

***Can our program have faculty who contribute significantly to fellow education but are not Focused Practice Designation (FPD) certified?***

EUFAC understands that the FPD is only available through the American Board of Emergency Medicine (ABEM), and not the American Board of Internal Medicine (ABIM) and the American Board of Pediatrics (ABP), EUFAC reviews the qualifications of each faculty member listed as part of the fellowship program to determine if they are appropriate for the faculty's supervisory roles in fellow education.

***How do I complete the application if I don't currently have an enrolled fellow?***

Answer the questions as if you have a fellow, or include the information that was reflective of your last fellow. Programs should have the resources and structure in place to comply with the program requirements.

***Is TEE transducer or education a core requirement?***

No. Fellows must work in a clinical environment with appropriate ultrasound equipment of sufficient quality to facilitate fellow education in the performance of all types of core ultrasound exams, but TEE is not included in that expectation.

***My program is staffed by a private physician staffing firm. Who should I list as the sponsoring institution?***

The medical center or hospital at which the fellowship is based is considered the sponsoring institution.

**Accreditation questions – Continuing Accreditation**

***My program is EUFAC accredited. When do I submit the application for continuing accreditation?***

Programs will be notified 90 days prior to their accreditation end-date. It is strongly recommended to resubmit the program application 30 days prior to the end-date of the program's accreditation period to allow for EUFAC review. The program risks a gap in accreditation if EUFAC is unable to review the program before the program's accreditation end-date.

***My program received a one-year EUFAC accreditation. Will I receive another one-year accreditation period upon reapplication if I am unable to improve the areas of concern noted by EUFAC?***

Citations from the initial program review are identified as areas for improvement. Core requirements that are missing should be addressed prior to resubmission, but EUFAC

accreditation decisions are based on each application independently. Programs receiving “Initial Accreditation – 1 year” will need to reapply for accreditation within one year. Upon review the program can receive one of two decisions: 1) Continuing Accreditation – 3 years; or, 2) Accreditation Withheld. Only in extenuating circumstances will a 1-year accreditation of “Continuing Accreditation with Warning” decision be made (this status can only be received one time, after which a program must receive full accreditation or receive an “Accreditation Withheld” decision).

### Accreditation questions for accredited programs

#### ***Which changes require notification of the EUFAC?***

Please contact the EUFAC administrative office immediately, if you are planning any of the following changes to your program:

1. Fellowship program director change
  - a. If a new fellowship program director is planned to replace the fellowship program director that was included on the program’s application that resulted in accreditation, notify EUFAC with this change, as EUFAC will need to review and approve the new fellowship director as part of your program’s accreditation.
2. Faculty changes
  - a. Update your faculty information in the faculty form of your EUFAC portal immediately once a change occurs. Your updates in the form will trigger an automated notification for EUFAC administrative staff. The EUFAC administrative office will reach out should there be any questions.
3. Fellow personnel changes
  - a. Update the fellow form in the program’s EUFAC portal immediately with any changes in fellow personnel, e.g., fellow departure, off cycle fellow.
4. Fellow complement increases
  - a. If the total number of AEMUS fellows in your program exceeds the designated fellow complement granted with your EUFAC application for accreditation, please notify the EUFAC Executive Director to request an increase in your fellow complement.
    - i. This includes any changes regarding an off cycle fellow due to leave of absence or medical leave.
  - b. Please be aware that having a total number of fellows that exceeds the program’s approved complement might affect a fellow’s eligibility for the Focused Practice Designation (FPD).
  - c. Filling less spots than the required fellow complement does not require notification to the EUFAC.

5. Educational and Participating Site components

- a. Notify the EUFAC Administrative Office before any major adjustments to components of fellowship education and participating sites are made as some changes may impact the accreditation status.

***Which fellows and faculty will receive the annual questionnaire?***

Around June of each year, the EUFAC sends a questionnaire to all matriculating fellows and all listed active faculty for that academic year. It is the responsibility of each program to ensure the accuracy of its fellow and faculty forms, including all email addresses listed. The EUFAC does not take responsibility for a program's noncompliance due to incorrect information.

***Do Fellowship Program Directors have to complete the annual questionnaire?***

No, the person listed as fellowship program director on a program's application does not have to complete the annual questionnaire.

***We have a faculty member who is interested in going through our AEMUS fellowship. Is this a possibility?***

EUFAC accredited fellowships are required to adhere to the AEMUS Program Requirements outlined for fellows going through the fellowship. Faculty wishing to pursue an AEMUS fellowship must adhere to the hours and educational requirements as set forth in the AEMUS Program Requirements. If faculty pursue an AEMUS fellowship, they must be accounted for as an AEMUS fellow in the program's accredited fellow complement.