



# EUFAC

EMERGENCY ULTRASOUND  
FELLOWSHIP ACCREDITATION COUNCIL

<b>Policy Title: Annual Questionnaires and Program Review</b>
Policy Number: EUFAC - AC 1.0.3
Effective Date: 07/09/2025
Purpose: Outline annual questionnaire and program review process to assure accuracy and consistency with information submitted during application process as well as affirming compliance with AEMUS Program Requirements. Program reviews take place annually once a program has become EUFAC accredited.

## Policy

The EUFAC reviews accredited AEMUS fellowship programs to affirm compliance with accreditation standards through the annual solicitation of information from matriculating fellows and faculty. Fellows and faculty of an accredited AEMUS program must submit answers to questions relating to their fellowship. Responses will be compared to the AEMUS Program Requirements in effect at the time of the review. This process is applicable only to currently accredited programs and serves as a method to verify continued compliance with AEMUS Program Requirements.

## 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.

### 2.0 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.

### 3.0 Fellow Submission Process

- a) A single, electronic submission process for fellows at all accredited programs, or fellows who leave a program prior to program completion will be used to solicit data. Fellows are required to submit responses to all EUFAC questions during their final months of fellowship.
  1. Fellows will be notified of the requirement in May
  2. Fellows' non-compliance may be reported to ABEM
- b) The program director will be notified of the release of the questionnaires to the fellow to encourage completion.
- c) Fellows will be able to edit the questionnaire until they mark it complete.
- d) Failure of compliance will result in the following:
  1. Formal Notice to Program Director or Division Director
  2. Formal Notice to Department Chair

3. Inclusion of data provided 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.

#### **4.0 Ultrasound Faculty Submission Process**

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

#### **5.0 Review of Submissions**

EUFAC will review all fellow and core fellowship faculty submissions for any inconsistencies between the submission and the AEMUS Program Requirements in effect at the time of the Annual Review.

- a) The submitted information will undergo an initial review by the EUFAC Executive Director or administrative staff to identify all instances where responses are flagged for inconsistencies or where open comments are submitted with the review.
- b) In instances where inconsistencies are flagged for any fellow review or flagged due to the responses by a majority of core fellowship faculty, the EUFAC will proceed to send a follow-up questionnaire to the AEMUS program fellowship director of that institution.
- c) In instances where inconsistencies are flagged due to responses by a minority of core fellowship faculty, the inconsistency will be noted in the program's file with no further follow-up. Exceptions can be made for consecutive years of the same flag by a minority of core fellowship faculty (where the program has not already clarified the discrepancy).

#### **6.0 Follow-up questionnaire to Program Fellowship Director**

Based on the inconsistencies identified under Section 3.0 b) the program fellowship director will be provided with follow-up questions and document requests corresponding to the discrepancies identified.

- a) After the follow-up responses and documentation are received, EUFAC may institute a review process of 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. No further action, besides noting the inconsistency and subsequent response in the program's EUFAC file
  2. Referral of matter to EUFAC Chair for review.
  3. 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 to require a change in accreditation status will be notified within 15 business days of the final determination.
- iv. Initiate process to change fellow complement of program
1. Programs who are determined by EUFAC to require a change in fellow complement will be notified within 15 business days of the final determination.