



Breast Surgical Oncology Fellowship Program Site Visitors Report Template Rubric and Guidelines

The rubric below lists each grading element of a Breast Surgical Oncology Fellowship site visit and the grading scale. Please note that each grading element/requirement within this document stems from one of the three Breast Surgical Oncology Fellowship Governing Documents. For a full explanation of the standards to which your program should be adhering, please should refer to the current versions of the: 1). BSO Curriculum and Minimum Training Requirements, 2). BSO Program Requirements, and 3). BSO Policies and Procedures

Site Visitors from the Breast Surgical Oncology (BSO) Training Committee (comprised of SSO and ASBrS representatives) will complete the site visit form. Following the visit, the Site Visitors will present their report to the BSO Training Committee at one of their regular meetings. The full BSO Training Committee will then decide on the approval term and any follow-up requirements, which will be communicated back to your program in a Site Visit Decision Letter following the Training Committee's meeting.

Please note that, while site visitors may discuss your program's strengths and discuss opportunities for improvement, they will refrain from offering their opinions on their recommendations for proposed term lengths and approval, as these decisions are made by the full Training Committee.

Criterion	Deficient	Meets	Exceeds
<p>Identifies each grading element/requirement. For further details on each requirement, please review the current Breast Surgical Oncology Fellowship Governing Documents.</p> <p>For each item, Site Visitors will indicate a compliance rating and submit their comments specific to the program being evaluated.</p>	<p>Typical problems, weaknesses, or errors that characterize that do not meet expectations for the requirement and will require remediation</p>	<p>Program meets the expectations for quality on this criterion</p>	<p>Program exceeds the expectations for quality on this criterion.</p>

OBJECTIVES			
Requirement	Objectives	Compliance Rating	Comments
1.1	Breast Imaging	Choose an item.	
1.2	Benign Breast Disease	Choose an item.	
1.3	Malignant Breast Disease	Choose an item.	
1.4	Breast Surgery Including Palliative Intent Surgery	Choose an item.	

1.5	Community Outreach and Leadership	Choose an item.	
1.6	Surgical Management/Counseling for Genetic Syndromes	Choose an item.	
1.7	Medical Oncology	Choose an item.	
1.8	Pathology	Choose an item.	
1.9	Plastic and Reconstructive Surgery	Choose an item.	
1.10	Psycho-Oncology	Choose an item.	
1.11	Radiation Oncology	Choose an item.	
1.12	Cancer Rehabilitation	Choose an item.	
1.13	Clinical Research	Choose an item.	
			Recommendations

GENERAL REQUIREMENTS

Requirement		Compliance Rating	Comments
2.1	Multidisciplinary Approach	Choose an item.	
2.2	Initial assessment of new patients and clinical responsibilities	Choose an item.	
2.3	Didactic Program - is there a set of cyclic curriculum that every fellow follows? If not, is it embedded in a surgical oncology curriculum, does it contain seminal review articles, etc.?	Choose an item.	
2.4	Lack of conflict with general surgery trainees	Choose an item.	
2.5	Accreditation of program and institution	Choose an item.	
2.6	Appropriate educational environment (the fellow is integrated into each service - not just an observer)	Choose an item.	
2.7	Program director or co-director must be board certified and a member of the SSO and ASBrS. The faculty must demonstrate evidence of scholarly work.	Choose an item.	
2.8	Formal evaluation process of fellows	Choose an item.	
2.9	Formal evaluation process of program/program director/faculty by fellows	Choose an item.	

2.10	Staff of individual rotations provide goals/objectives for their respective rotations	Choose an item.	
2.11	Fellow attends at least 70% of assigned conferences	Choose an item.	
2.12	Program tracks outcomes and uses them for self-improvement	Choose an item.	
2.13	Program has a stable source of funding for the fellowship and organizational structure	Choose an item.	
2.14	Program has organized administrative staff to help run the fellowship and provide support to the program as well as the fellow	Choose an item.	
2.15	Diverse surgical experience – does the fellow work with multiple surgeons or is it more of an apprenticeship model?	Choose an item.	
			<u>Recommendations</u>

Training in Breast Disease

Requirement		Compliance Rating	Comments
3.1	A minimum of two months of clinical training in surgical management of breast disease is required.	Choose an item.	

3.2	<p>Each breast fellow must participate in a minimum of the following operative procedures:</p> <ul style="list-style-type: none"> • 1 major ductal exploration and excision for nipple discharge • 50 partial mastectomy or diagnostic excisional biopsy (including palpation guided, image guided, and oncoplastic partial mastectomy) • 40 mastectomies (must be a range of total, skin-sparing, and nipple/areolar sparing) • 50 axillary sentinel node biopsies • 5 level 1, 2 completion axillary node dissection 	Choose an item.	
3.3	<p>Percutaneous procedures: minimum of 13 cases (FNA, cyst aspiration, percutaneous core needle sampling/palpation or image guided, seroma aspiration with or without drain placement)</p>	Choose an item.	
3.4	<p>Breast ultrasound: minimum of 15 (hands on) or 30 (observation only)</p>	Choose an item.	
3.5	<p>Required Rotations (if block time is not used for required rotations, the program must document in detail – through case logs and multidisciplinary team attendance records – and be able to defend how the time requirement is met)</p> <ul style="list-style-type: none"> • Surgery • Medical Oncology • Radiation Oncology • Pathology • Radiology • Plastic and Reconstructive Surgery 	Choose an item.	
3.6	<p>Web-based OP Case Log – fellows adequately log their operative and non-operative cases</p>	Choose an item.	
3.7	<p>Imaging – each fellow must participate in a minimum of the following:</p> <ul style="list-style-type: none"> • 8 screening cases • 8 breast ultrasounds and/or nodal ultrasounds • 8 diagnostic mammograms • 8 breast MRIs 	Choose an item.	
3.8	<p>Radiation Oncology – each fellow must participate in a minimum of the following:</p> <ul style="list-style-type: none"> • 15 new breast cancer consultations • 5 new breast cancer or recurrent breast cancer simulations • 15 follow-up visits and/or physics reviews 	Choose an item.	

3.9	Surgical Pathology – each fellow must participate in a minimum of the following: <ul style="list-style-type: none"> • 8 cancer case sign outs • 8 frozen or intra-op evaluations • 8 benign and/or high risk lesions 	Choose an item.	
3.10	Medical Oncology – each fellow must participate in a minimum of the following: <ul style="list-style-type: none"> • 15 new breast cancer consultations/recurrent disease consultations • 15 follow-up visits 	Choose an item.	
3.11	Plastic Surgery – each fellow must participate in a minimum of the following: <ul style="list-style-type: none"> • 8 reconstructive cases 	Choose an item.	
3.12	Clinical investigation training in basic methodology for conducting clinical trials	Choose an item.	
3.13	Clinical research training	Choose an item.	
3.14	Course on clinical research on human subjects and ethics	Choose an item.	
3.15	Supportive and Rehabilitative Care	Choose an item.	
			<u>Recommendations</u>