

12. Program Agreement:

Program Director Agreement

Please have the program director confirm a commitment to fulfill responsibilities outlined in the Requirements document which can include:

Program Director Responsibilities

The program director must administer and maintain an educational environment conducive to educating the fellows in each of the delineated competency areas. The program director shall:

- Prepare and submit all information required and requested by ICPNT.
- Be familiar with and oversee compliance with ICPNT policies and procedures available on the ICPNT website.
- Obtain review and approval of the sponsoring institution's general medical office or designated institutional official, or equivalent local institutional oversight official (which may be the chair or head of anesthesiology or local equivalent) before submitting to ICPNT information or requests for the following:
 - Application for ICPNT accreditation of a new program.
 - Major changes in program structure outlined in original application.
 - Fellowship program citations, and responses to all proposed adverse actions regarding the fellowship program.
 - Voluntary withdrawal as an ICPNT-accredited program.
 - Requests for appeal of an adverse action regarding the fellowship program.
- Coordinate supervision policy with the residency program director that specifies the lines of responsibility for the anesthesiology residents or other direct providers and the neuroanesthesiology fellows.
- Organize a formal and transparent selection process for neuroanesthesiology fellows and complete all necessary institutional and ICPNT requirements for documentation of selection and recruitment.
- Based on ICPNT guidelines as an educational template, maintain a written outline of the educational goals of the program with respect to the knowledge, skills, and other attributes of fellows at each level of education, and for each major rotation or other program assignment.
- Regularly organize teaching and academic activities for the fellows such as journal clubs, case conferences, morbidity and mortality meetings, continuous quality improvement activities, didactic conferences, webinars (or other internet-based educational opportunities) and research conferences.
- Monitor and document work-hours of the fellows and ensure that the institutional work-hour policy is followed.
- Provide mentorship and career guidance to the fellows.
- Certify and document successful completion of fellowship by fellows.
- Maintain up to date records of all fellowship activities. Maintain a transcript of successful fellowship rotations and case numbers and forward to ICPNT at the conclusion of a successful fellowship.
- Report to ICPNT any unsuccessful completion, program withdrawal, or termination of fellowship. Documentation of the basis for each should be provided.

Upon successful completion of the fellowship provide to the graduating fellow an institutional certificate of completion of the fellowship. As allowed by institutional protocols the certificate should indicate that the completed fellowship was accredited by the International Council on Perioperative Neuroscience Training of the Society for Neuroscience in Anesthesiology. Upon notification of successful completion of the fellowship by the program director, ICPNT will also issue a certificate indicating that the successfully completed fellowship was accredited by ICPNT.

Program Director:

I agree

Full Name (serves as electronic signature)

Please confirm your application payment method

Your Comments and Suggestions

We Would Like to Hear From You

Please provide a document containing suggestions and comments about your experience with the application and the process. Please offer your thoughts so we can improve the ICPNT community and all it provides for programs and fellows. Thank you!