



AUPO FCC – Additional Compliance Information and Directions

The AUPO FCC would like to thank you for your voluntarily participation in the compliance program. As we settle into the new academic year, we would like to send out a few reminders:

1. You have agreed to specific requirements to maintain compliance.
2. Exit surveys from each fellow are an important piece of the process and are required for continued compliance.
3. Timely submission by the fellows is critical. Meeting the required deadline for submission of the fellow exit survey is ultimately the Fellowship Directors' responsibility.
4. Encourage your graduating fellows to start their Exit Survey now by using our system to log their procedures. Do not wait until the end when there will be the inevitable obligations and commitments to other transition issues that will take over their time.
5. Exit Surveys not submitted in their entirety (partial completion) are not accepted and will place your program in serious risk of non-compliance.
6. Fellow exit surveys not submitted in their entirety by the deadline will result in the removal of the program's compliance listing on the AUPO FCC website and the compliance logo from the Match website.

Fellow Exit Surveys are composed of 3 parts.

- **Part 1:** Fellow's contact information is available now.
- **Part 2:** The Logging System is used to document the required surgical procedures, case logs, papers/presentations, conferences / journal clubs, etc. It is available after Part 1 is complete and will be available up until the last day of training.
- **Part 3:** The yes/no questionnaire is available 30 days prior to the end of the fellowship and only after Part 2 is complete.

Note: Each section must be completed in sequential order before they can move on to the next section.

AUPO FCC Program Requirements

Fellows are required to acknowledge receipt and review of the AUPO FCC Program Requirements for your subspecialty. Please refer your fellows to the requirements document located on [your subspecialty's home page](#).

WARNING: Unless an extension has been granted, on July 31, 2017 any programs that have incomplete exit surveys will be viewed as a non-compliant program; the AUPO FCC compliance logo and your program listing will be removed from the AUPO FCC and SF Match websites. Additional fees will apply for Logo replacement after this date.

Directions:

Verification of Fellows –

- Login to your programs account under **Manage your Program** on your [Subspecialties Homepage](#) and click on “**Fellows/Position Verification**”.
- Part 1 – Review your program’s contact information for accuracy. You may make changes to any contact information and change the Program Coordinator. Changes to your Fellowship Director will have to go through an approval process and AUPO FCC staff will need to be contacted. Once you have verified this information as correct please click on the submit button.
- Part 2 – Verify all fellows and positions for your program. Programs that use SF Match will have sent the name(s) of your new fellow(s) to the AUPO FCC and it will show in the form. Please confirm this information, provide fellow email address and SF Match ID number. For all AUPO FCC approved positions without fellow information, either enter the fellow information or provide an explanation why the position is unfilled.
- When Part 2 is complete and without errors you may submit your information. An email will automatically be sent to your new fellow(s) with their login information and link to access their Exit Survey and Case Log.

Review and Confirmation of Completed Exit Surveys

- Login to your programs account under **Manage your Program** on your [Subspecialties Homepage](#) and click on “**Review and Confirm Completed Fellow Logs**”.
- This page will provide a list of completed Exit Surveys. Each Exit Survey will allow you to review the Case Log section of the Fellow’s Exit Survey and confirm that this information is accurate.
- Once this is done it will show as **Confirmed**. This page will also allow you to view your current Fellow Logs status.