



AUPO FCC RESPONSIBILITIES

The AUPO FCC would like to thank you for your voluntary participation in its compliance program. Below is important information for you to help maintain compliance.

- **Subspecialty Program Requirements**

The program requirements for each subspecialty, posted on the AUPO FCC website, are the basis for the AUPO FCC application, exit survey and review process. These requirements have been established and approved by each subspecialty's related professional society. Please consult these often and share them with your fellows at the beginning of their fellowship.

- **Our Website**

Please visit our website at aupofcc.org; there you can find:

- List of compliant programs by subspecialty
- Program requirements for each subspecialty
- View your fellow's procedure logs
- Triennial/Quadrennial review samples
- Exit Survey samples
- Application forms for programs seeking compliance

- **Verify Your Fellows**

Every year, verifying your fellows for the new academic year is required by your program. This is an important process that allows for the AUPO FCC to communicate with your fellows, set them up with a secure login so they can start logging their procedures and to help the AUPO FCC identify possible compliance issues. You will receive an email with instructions every August with a link to an online form where you can report this information.

- **Fellow Start Dates**

The AUPO FCC strongly suggests that all compliant programs do not have a clinical start date that precedes July 1. The AUPO FCC strongly recommends that the fellowship director provide a reasonable and adequate amount of time for the resident to travel from their residency program to the fellowship program without impinging on the residency. It is expected that no clinical activity should begin prior to July 1.

- **Pay Your Annual Fee**

The annual fee for a compliant program is \$375.00 for up to two approved fellowship positions and \$75.00 for each additional approved position. This fee is required annually for continued compliance even if you do not have a fellowship position for that year. Every March your program will receive an invoice by mail for your annual dues.

- **Triennial/Quadrennial Reviews**

Reviews are required of compliant programs every 3 or 4 years depending on the subspecialty's established requirements. If your program is due for a review you will be notified in April by email with instructions and documentation samples for reference. We encourage advance preparation before beginning your review. You will have approximately two months to complete the review.

- **Exit Surveys**
Exit surveys are required every year by all graduating fellows. Fellows are given the opportunity to evaluate the program through a series of questions and, depending on the subspecialty, they will accurately list either procedure, case, or surgical logs. They will receive a secure login to answer these questions and update the log throughout their fellowship. We encourage you to remind them to update their log often.
- **Change of Fellowship Director**
A change in Fellowship Director can be requested at any time by logging into your program's user account. A letter of support from the department chair will need to be uploaded and a biographical information will need to be updated for the new Fellowship Director. This information is reviewed by the AUPO FCC Subspecialty Managers and the Review Committee for approval. Additional information may be required. Please contact the AUPO FCC staff at aupofcc@aao.org
- **Increase in Fellowship Positions**
Increases in AUPO FCC Compliant positions may be requested by the Fellowship Director by logging into your program's user account prior to May 1 for a July 1 start date. If applicable, a letter of support from the parent department chair must be uploaded and a short form will need to be completed before submitting. The request will be reviewed by the AUPO FCC Subspecialty Managers and the Review Committee for approval. Additional information may be required.
- **Compliance Certificate**
Certificates are issued only for newly compliant programs and programs that have successfully completed their triennial/quadrennial review.
- **SFMatch Website – Compliance Logo Posting**
AUPO FCC compliant programs that have registered with the SFMatch will have a compliance logo posted on the SFMatch website <http://sfmatch.org>. This posting informs prospective fellows of programs that voluntarily participate with the AUPO FCC and have achieved the compliant status.
- **Appeals Process**
The Fellowship Directors receiving a notice of non-compliance may appeal by written notice to the Chair of the AUPO FCC within 30 days of the date on the letter, detailing the reasons that the notice of non-compliance is believed to be in error.

** Failure to comply with the **RESPONSIBILITIES AND DEADLINES** may result in loss of compliance*
