

## **Procedures for Evaluating International Applicants for Fellowship**

### **Interview Team Responsibilities**

After the December 1<sup>st</sup> application deadline, the Interview Team is notified of the anticipated number of applicants requiring an interview. The Interview Team will determine how and when the interviews will be conducted – in-person, via videoconference, or via conference call. The Interview Team is responsible for contacting the applicants to schedule the interview and should provide adequate advance notice. Generally an interview should last no longer than one hour. The Interview Team is also responsible for ensuring that a Report Form is completed for each applicant interviewed, and that the forms are returned to the ACS Office.

Interviews need to be conducted and Report Forms completed and returned to ACS no later than **May 31<sup>st</sup>**.

The following information will be provided to the Interview Team to use to schedule, prepare for, and conduct the interviews:

- A list with contact information for all applicants requiring an interview – use to schedule interviews
- A Biographical Summary for each applicant that includes contact information for the applicant's References – review prior to the interview
- Each applicant's CV - review prior to the interview
- A fillable PDF Report Form to be completed for each applicant at the conclusion of the interview and returned to the ACS Office – complete following the interview.

### **Biographical Summary**

This is a summary of the information provided on each applicant from their application for Fellowship to include training, past and present hospital appointments, reference names and emails, along with additional information about the applicant.

### **References**

The College contacts each of the applicant's references. However, due to confidentiality, the College is unable to share the information provided by the references with the Interview Team. It is recommended that the Interview Team contact the applicant's references. If the College feels that it is particularly important that a specific reference be contacted, we will notify the Interview Team.

- Each applicant is asked to submit the names of three Fellows of the College to serve as references.
- References should practice in the same geographic location as the applicant.
- References must not be family members.
- References should be aware of the applicant's current practice.
- References should have been contacted by the applicant and agreed to serve as references.
- The names and contact information for the references are listed on the applicant's biographical summary, and the Interview Teams can contact references to discuss the applicant.

- The ACS Office may, or may not have heard back from all of the applicant’s references at the time of the interview.

### **The Interview**

The interview provides the member of the Interview Team with an opportunity to meet and personally review each applicant and is considered a very important part of the application process. The American College of Surgeons requires that all applicants for Fellowship be interviewed by two individuals.

#### Scheduling the interview

- Contact the other member(s) of the team to review the list of applicants and devise the interview plan
- Contact the applicants to schedule their interviews

#### Conducting the interview

- Determine the method to conduct the interviews
  - In-person meeting/interview
  - Video conferencing – some suggested free resources include the following:
    - EZTalks Starter – eztalks.com
    - Free Conference Call – freeconferencecall.com
    - Google Hangouts – hangouts.google.com (need a free Google account)
    - Imo Video calls – mobile app (download via Apple or Google Play)
    - KaKao Talk – mobile app (download via Apple or Google Play)
    - Skype – skype.com
    - Slack – slack.com

#### The interview should be used to:

- Evaluate the clinical judgment and surgical ability of the applicant
- Evaluate the applicant's continuing medical education
- Evaluate the applicant’s medical ethics in accordance with College standards as articulated in the *Statements on Principles*
- Talk about the benefits of Fellowship
- Encourage the applicant to join their local ACS Chapter and attend Chapter meetings if a Chapter exists in the country
- Participate in the ACS International Surgery on-line Community
- Encourage the applicant to attend the Clinical Congress.

The Report Form should be used as a guide during the interview and the Interview Teams should ask each applicant the questions on the form. In addition, the following questions may be helpful in determining the applicant’s suitability for Fellowship:

- Can you tell us about an operation you wish you had not done?
- Do you use your peers as consultants, either in helping to decide the selection of a specific operative procedure or to participate in the conduct of an operation?
- Do you feel you have been able to participate in enough continuing education activities to keep current with advances in your specialty?
- Are there specific areas in your practice where you wish to gain new information?
- How do you feel you would rate yourself with respect to your professional standing among your peers?
- What should the ACS be doing for you?

- What can you do for the ACS?

#### **PLEASE NOTE**

- The Interview Team is expected to conduct the interview in an objective manner. If any Interview Team member is related to, or has experienced prior difficulties or problems with, an individual applicant, the member should withdraw from the meeting while that particular applicant is interviewed.
- Applicants should be told that the Interview Team is a fact-finding team which makes a recommendation as to each applicant's eligibility for Fellowship and that it is the Board of Regents which makes the final determination as to whether or not an applicant is eligible for Fellowship. After the Board of Regents has made its determination, applicants will be notified of the action taken on their application by the Chicago office.
- Neither the applicants' interviews nor the Team's recommendations are to be discussed with individuals outside of the Interview Team. All inquiries concerning the opinions and reports of the Interview Team are to be referred to the Division of Member Services of the American College of Surgeons.

#### **The Report Form**

The Interview Team is required to complete a Report Form for each applicant at the conclusion of the interview, including any who fail to attend their scheduled interview.

- The form can be printed and filled out by hand during the interview but the final version must be completed electronically and submitted to ACS. Handwritten Forms will not be accepted.
- Particular attention should be paid to the question, "Does the Interview Team consider this applicant eligible for Fellowship?"
- If the Interview Team decides that more information is needed prior to a decision, or if they would like to refer the decision to the next level of applicant review, they should check the "Refer decision to Board of Regents" box.
- Any adverse comments should be documented in detail.
- When a recommendation is made to deny an application, appropriate documentation **must** be provided to support that opinion.
- Each team member will sign, note the meeting date, and date the Report Form to return it to the ACS Office. A typed signature is acceptable.

**The completed Report Forms should be emailed the Credentials Team at [intlapp@facs.org](mailto:intlapp@facs.org) by May 31<sup>st</sup>. Questions can also be directed to the email box [intlapp@facs.org](mailto:intlapp@facs.org)**

#### **Training**

A training webinar will be held in November 2017. The webinar will be recorded and posted on the ACS Website.