

Pakistan Orthopaedic Association



POLICY and PROCEDURE MANUAL (PPM)

For

POA Accreditation of Fellowship Training Program in Sub Specialties.

By

POA Research and Education Committee.

Chairman.

Prof Abu Bakar Siddiq

Members

1. Prof. Tahseen Riaz (convenor)
2. Prof. Anisuddin Bhatti
3. Prof. Dilawaiz Nadeem
4. Prof. Arif Khan
5. Prof. Amin Chinoy
6. Prof. Rizwan Akram

GENERAL RULES/REGULATIONS FOR POA - FELLOWSHIPS IN SUB-SPECIALTIES.

1. Introduction;

Pakistan Orthopaedic Association (POA) is national professional body responsible to promote practice of high quality Orthopaedic Surgery in Pakistan. The quality of Medical Education constitutes the basis for quality of Health Care Services. POA has initiated sub specialty training in Pakistan.

2. Mandate

After Becoming POA Member, Only **Life Member** can obtain training at Level-IV through sub specialty fellowship training. Priorities for establishing a sub-specialty program fellowships in Orthopaedic Surgery are based on community needs and availability of infrastructure for the sub-specialty, which are mandatory for accreditation of the programs, the first time and every time.

The sub-specialty fellowship training in Orthopaedic Surgery will ensure in depth knowledge, high quality of skills and attitudes essential for Orthopaedic Surgeons to solve complex musculoskeletal problems of human body in area of their subspecialty, adequately as an accomplished competent sub specialty expert.

3. List of Subspecialty Fellowships:

POA has identified following sub- specialties to start fellowship training of one year in each.

- a. Trauma
- b. Arthroplasty
- c. Spine Surgery
- d. Hand & Plastic Reconstruction
- e. Musculoskeletal Tumors
- f. Deformity Correction and Limb Lengthening.
- g. Pediatrics Orthopaedics
- h. Sports Surgery & Arthroscopy
- i. Foot and Ankle
- j. Any subspecialty approved in future

4. Administration of Sub Specialty Fellowship Programs

Each Sub Specialty Fellowship Program can have more than one trainers/supervisors/mentor.

a. **CRITERIA FOR POA SUPERVISOR**

1. He must be a life member of POA
2. Program Director of Sub Specialty (Level-IV) Program must have primary interest in the Fellowship Sub-Specialty.
3. Member should be at least Five years after acquiring a Fellowship of at least One year duration in the concerned sub specialty and for deformity correction & Bone regeneration is for minimum 6 months.
4. If an applicant has NOT got a Fellowship in the concerned sub specialty, Minimum experience of a member to be considered for becoming the supervisor for POA Fellowship in Orthopaedic Sub-specialties should be at least Ten years in the concerned Sub Speciality.
5. Two publication in the sub specialty as 1st author per year published in HEC Recognized Journal
6. One of the Sub Specialty Fellowship Program supervisor at each site shall be responsible to administer the "**Fellowship Program**" and will be called the "Fellowship Program Director".

7. The Program Directors of same subspecialty subject of all POA approved/accredited sites shall constitute the "Fellowship Committee in the same subject".

b. CRITERIA FOR POA Fellowship Centre

1. Training Manual/Curriculum for sub-specialty training with clear learning objectives.
2. Log Book for Fellows to record (Surgeries/procedures, OPD, admissions & bedside learning, research experience, conferences, seminars, workshops, lectures attended and lectures given).
3. Record of the training site hospital showing patient data of surgeries and surgeons.
4. List of Training Facilities available for "Fellowship in Sub Specialty Surgery" at training site Hospital.
5. Library, Pathology, Radiology, related specialties etc.
6. List of Faculty (Whole Time/Part time)
7. Dedicated faculty – at least one full time Trainer for one Fellow, or more than one part time faculty (POA Education and Research Committee will determine the equivalence)
8. He must give undertaking that from Head of Department that his practice is dedicated to the relevant subspecialty.
9. OT, Equipment and Specialized Instruments for Sub Specialty Surgery
10. Diagnostic Facilities (Radiology). Equipment with expertise.
 - a. Digital X Rays
 - b. CT Scan
 - c. MRI
 - d. Ultrasound
11. Diagnostic Facilities(Pathology)
 - a. Histopathology
 - b. Microbiology
 - c. Chemical Pathology
 - d. Immunology
12. Dedicated Beds for same Sub Specialty Surgery (minimum required 05)
13. ICU Beds for Sub Specialty Surgery Patients (minimum required 01)
14. Availability of Adjunct Facilities like Neurosurgery, Neurology, Rehabilitation, Surgery, Medicine and Pain Management services and others.
15. System and quality of Implants.
16. Patient Medical Record Keeping systems
17. Paper Records (Pt. Files, Registers, printed stationary)
18. Electronic Records and functioning IT Systems
19. Record of Surgical Procedures.
20. Total major sub specialty surgical procedures done by that department running subspecialty fellowship should be 100 per year.
21. Instruments and Implants Sterilization System.
22. Learning Facilities in the Hospital (Lecture Rooms, Tutorial/workshop rooms etc.)
23. Library and learning support facilities (e-Library, Books, Journals, video-conference)
24. Linkages with other International / National Sub Specialty Surgery Institutions/bodies.
25. Fellow's Entry, in training Evaluations and Exit Examination Systems and guide lines.
26. Exit/ pass out of the candidate from Fellowship will be by passing log book evaluation and internal evaluation by 02 peers of same subspecialty invited by host institution. The trainer will act as internal examiner
27. Salary/other Facilities offered to the Fellows.
 - a. By the applicant Institution.
 - b. By POA

- c. Any Other
- 28. System at hospital to address any misunderstanding/conflict between Fellow and trainers.

5. Criteria for Candidate

- a. Candidates shall possess MS/ FCPS (Pak) or equivalent qualification recognized by and registered by Pakistan Medical & Dental Council (PM&DC)
- b. He\She shall be Life member of Pakistan Orthopaedic Association.
- c. One year after doing post-graduation (M.S/FCPS.)
- d. Provide minimum of two letters of recommendation from consultants with whom the candidate has recently worked with for a minimum period of six months.
- e. The candidate applying from Baluchistan will be considered sympathically
- f. **Filled Application form** **(Appendix # I)**

6. Responsibilities of "Fellowship Committee of each sub specialty".

Towards achieving the mission, the "Fellowship Committee of each sub specialty" shall, fulfill the responsibility to recommend followings to the Education and Research Committee of POA.

- a. Curriculum/Training Manual
- b. Log Book for the fellows to record clinical and academic experience during training.
- c. Technical requirements of the department to run sub-specialty fellowship in a subject.
- d. List of essential learning facilities required in one subject
- e. The nature and volume of clinical material that should be available to the program.
- f. The senior teaching staff which should be involved in the each fellowship program.
- g. To assist the Education and Research Committee of POA to inspect/review the program
- h. To assist the Program sites in making evaluations/examinations of the fellowships.
- i. To recommend number of fellows in each year of the program.

7. Interview Committee

Formula

Chairman	Chairman Research and Education committee
Members	<ul style="list-style-type: none"> a. One member from Research and Education committee b. Supervisors of respective subspecialty

8. Admission, Internal Assessments, Exit Examination and Certification of Fellowships.

- a. Candidates will apply directly to the POA office along with required documents.
- b. POA Education and Research Committee will hold Interview (oral or written or both), and will submit its recommendations to the committee. The committee is the final authority to select the candidate and send the candidate to centre.
- c. The committee will submit recommendations to POA office for further processing
- d. POA will "Register the candidate" to follow and support the fellow.
- e. Examination System: Continuous Internal Evaluation by the supervisor (s) with record to performance quarterly.
- f. Final Examination of the candidate from Fellowship will be by passing (1) log book (2) written and oral evaluation; by 02 peers of same subspecialty (approved by POA Education and Research Committee) to be invited by host institution. The program director of fellowship/trainer will act as internal examiner.
- g. On successful completion of fellowship, Certificate will be awarded which is subject to submission of two research article to JPOA, attendance certificate and a log book signed by your supervisor.

9. Number of Seats.

- a. The Education and Research Committee, during inspection will decide the number of seats at on site (depending upon the application of the training site, facilities of training and arrangements for the salary).

- b. Fellowship will be for one year from 1st Jan to Dec 31 whenever, second seat is allowed, the training will be from first July to end of June next year.

10. Curriculum/Training Manual

Supervisor should provide to the fellows, a detailed written curriculum of training program at the beginning of fellowship according to the following.

- a. Introduction
- b. General Objectives
- c. Specific Objectives
- d. Admission Procedure
- e. Fellowship seats with reference to beds, faculty and overall workload.
- f. Structure of the Training Program
- g. Contents of the Program- curriculum (Topics with statements of "**Objectives of learning with outcome competencies**" which can be measured during accreditations.
- h. Technical Manual containing list of requirements (equipment/instruments/patient load/quality standards) for running fellowship program according to curriculum
- i. Methods of Instructions/ Training
- j. Internal Assessments.

11. Salary/Remuneration of the Fellows.

- a. The monthly take home salary/stipend can vary between 50,000/- month to 70,000/- month.
- b. The POA share in remuneration shall vary from Institution to institution. This will mainly depend on the nature of work of the Fellow.
- c. In private institutions where Fellows will be involved in service to the private (paying) patients, the remuneration will be paid by the institutions.
- d. In public and charity hospitals where all patients are treated free, the remuneration will be paid by POA.
- e. In mixed situation the POA Education and Research Committee will make final judgment.

12. Quality Assurance of Fellowship Programs.

Institutions having been approved for Fellowship Training will practice following.

- a. Continuous monitoring of fellowship program by the program director. The Program Director will make "Annual Monitoring Report" stating the problems encountered while administering the programs and those which were solved. The Program Director will forward the unsolved problems to the hospital administration. The monitoring report will be submitted every year to the Sub Specialty sub-committee of Education and Research Committee.
- b. Peer Review by Institution
Two (2) peers of same specialty will be invited by the hospital/department every 2 to 3 years, to visit the site where fellowship is being run. The peers must be from POA approved sub specialty of same subject. With the help of Program Director, the peers will review the monitoring reports, and carry out detailed inspection of the program in the light of the requirements given in the table at para-12. The peers will interview the staff of the hospital, fellows, supervisors and the patients and give their report as to the quality of the program. The peer review report will be submitted every 2 to 3 years to the Sub Specialty sub-committee of Education and Research Committee.
- c. Third level Accreditation.
POA Education and Research Committee can perform 3rd party evaluation once every 6 to 10 years.

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	<ul style="list-style-type: none"> 2. CT Scan 3. MRI 4. Ultrasound 								
26.	<p>Diagnostic Facilities(Pathology)</p> <ul style="list-style-type: none"> 1. Histopathology 2. Microbiology 3. Chemical Pathology 4. Immunology 								
27.	Dedicated Beds for same Sub Specialty Surgery (minimum required 05)								
28.	ICU Beds for Sub Specialty Surgery Patients (minimum required 01)								
29.	Availability of Adjunct Facilities like Neurosurgery, Neurology, Rehabilitation, Surgery, Medicine and Pain Management services and others.								
30.	System and quality of Implants.								
31.	<p>Patient Medical Record Keeping systems</p> <ul style="list-style-type: none"> 1. Paper Records (Pt. Files, Registers, printed stationary) 2. Electronic Records and functioning IT Systems 								
32.	<p>Record of Surgical Procedures.</p> <p>Total major sub specialty surgical procedures done by that department running subspecialty fellowship should be 100 per year.</p>								
33.	Instruments and Implants Sterilization System.								
34.	Learning Facilities in the Hospital (Lecture Rooms, Tutorial/workshop rooms etc.)								
35.	Library and learning support facilities (e-Library, Books, Journals, video-conference								
36.	Linkages with other International / National Sub Specialty Surgery Institutions/bodies.								
37.	<p>Fellow's Entry, In training Evaluations and Exit Examination Systems and guide lines.</p> <p>Exit/ pass out of the candidate from Fellowship will be by passing log book evaluation and internal evaluation by 02 peers of same subspecialty invited by host institution. The trainer will act as internal examiner</p>								
38.	<p>Salary/other Facilities offered to the Fellows.</p> <ul style="list-style-type: none"> 1. By the applicant Institution. 2. By POA 3. Any Other 								
39.	System at hospital to address any misunderstanding/conflict between Fellow and trainers.								
40.	Recommendations								

The final evaluation of the program will be based on over all satisfactory level of followings;

1	2	3
Physical and Technical Facilities	Documentation and Data Records/Facilities	Dedicated Faculty, Curriculum, Log Book

Final Recommendation

1.

- 1. Chairman:
- 2. Member
- 5. Member

- 3. Member
- 4. Member