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**National Institute for Health Specialties**

**Rubrics for Pediatric Rheumatology Fellowship Program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION** | | | | | |
| **1 Institution Information** | | | | | |
| Institution: | Click or tap here to enter text. | | | | |
| Address: | Click or tap here to enter text. | | | | |
| Date: | Click or tap here to enter text. | | | | |
| **Requirements** | **Status** | | | **Evidence**  **if applicable** | **Comments** |
| **Met** | **P. Met** | **Not Met** |
| **INSTITUTION** | | | | | |
| 1. The program is sponsored by a National Institute for Health Specialties accredited sponsoring institution. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A valid program letter of agreement (PLA) exists with each participating site. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program has a mechanism to monitor the clinical learning and working environment at each participating site. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT FOR INSTITUTION SECTION:** | Click or tap here to enter text. | | | | |
| **PROGRAM PERSONNEL AND RESOURCES** | | | | | |
| **Program Director** | | | | | |
| 1. The program director has an active consultant license. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program director has qualification(s) or competency in medical education |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program director has at least 3-years’ experience in educational training/management |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The sponsoring institution provides the program director with adequate protected time for program administration (0.3 Full-Time Equivalent) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program director actively participates in the Graduate Medical Education Committee |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Faculty** | | | | | |
| * + 1. Physician faculty hold a specialist or a consultant license in their specialty/subspecialty |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The program director has designated core faculty members who have a significant role in Fellow education and supervision |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The sponsoring institution provides core faculty members with adequate protected time for Fellow education (0.2 Full-Time Equivalent) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The ratio of core faculty to Fellow is a minimum of 1:1.5 |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The ratio of all faculty to Fellows is a minimum of 1:1. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Faculty members regularly participate in organized educational and teaching activities. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Faculty members regularly attend faculty development activities. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Faculty are evaluated at least annually by the program director. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Program Coordinator** | | | | | |
| * + 1. The program has a dedicated program coordinator. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The sponsoring institution provides the program coordinator with adequate time and support to perform the administrative duties of the program. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Resources** | | | | | |
| 1. The following clinical services are available in the sponsoring institution or the participating site(s). |  | | | | |
| * Inpatient experience |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Ambulatory experience |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * A clinical immunology lab |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * CT scan |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Bone densitometry |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * MRI |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Angiography |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Musculoskeletal ultrasound |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Ultrasound for both diagnostic and interventional musculoskeletal applications in the hospital |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Ultrasound for both diagnostic and interventional musculoskeletal applications in the ambulatory clinic |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Facilities for rehabilitation medicine |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Orthopedic surgery services for synovial biopsies |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Orthopedic surgery consultation for joint arthroplasty |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Consultation services for obtaining biopsies of kidney, muscle, nerve, skin, and arteries |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Pathology services for muscle, vascular, and synovial biopsy materials |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Critical care unit |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Allergist and immunologist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Anesthesiologist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Dermatologist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Neuroradiologist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Medical geneticist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Neuroradiologist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Ophthalmologist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Orthopedic surgeon |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Pathologist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Physiatrist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Radiologist |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Dietician(s) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Mental health professional(s) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Nurse(s) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Pharmacist(s) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Physical and occupational therapist(s) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Respiratory therapist(s) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * School and special education contacts |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Social worker(s) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * Electronic medical record (EMR) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The patient population served is diverse with a variety of clinical conditions. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Allied healthcare services are available (including psychologists, social workers, occupational therapists, case managers, dieticians, physiotherapists, etc.) to assist in patient care. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Consultation from other clinical services is available in a timely manner. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Adequate clinical and teaching space is available including meeting rooms, classrooms, examination rooms, computers, visual and other educational aids, and office space for educational staff. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program has a mechanism to monitor the number of other learners (including medical students, interns, residents from other programs), to ensure it does not interfere with the program’s Fellows’ learning experience. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF PERSONNEL AND RESOURCES SECTION:** | Click or tap here to enter text. | | | | |
| **FELLOW APPOINTMENT** | | | | | |
| 1. There is a minimum of one Fellow in each year of the program. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Eligibility and selection of Fellow as per NIHS criteria. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Program orientation process for new Fellows available including but not limited to policies, work structure, curriculum, wellbeing, physician impairment, fatigue, and sleep deprivation, etc. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Clinical Workload is appropriate |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Financial Compensation |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Annual Leave |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Mentoring adequate |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF FELLOW APPOINTMENT:** | Click or tap here to enter text. | | | | |
| **EDUCATIONAL PROGRAM** | | | | | |
| **Curriculum** | | | | | |
| 1. The program has written competency-based goals and objectives for each rotation. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The goals and objectives are available for all Fellows and faculty members. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Didactic activities take place regularly. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The following didactic-sessions take place at least monthly: |  | | | | |
| * 1. Grand rounds. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Case-based discussions. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Multidisciplinary meetings/conferences. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Journal clubs and evidence-based reviews. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Subspecialty-specific Lectures and workshop. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Fellows are provided with protected time to attend didactic activities. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Clinical Experiences** | | | | | |
| 1. Fellows’ clinical experience includes the following rotations: |  | | | | |
| * 1. At least 30 months of broad-based, clinically oriented experiences |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Fellow must have experience with rheumatic patients in both inpatient and outpatient settings |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least 1-month rotation in adult rheumatology |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least 1-month elective rotation that is relevant to rheumatology |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least 1-month rotation of clinical research |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program has a mechanism to ensure that Fellows receive adequate clinical supervision. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Fellows are engaged in teaching others (residents and students) |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF THE EDUCATION PROGRAM SECTION:** | Click or tap here to enter text. | | | | |
| **SCHOLARLY ACTIVITIES** | | | | | |
| **Fellow Scholarly Activities** | | | | | |
| * + 1. The program provides the Fellows with research training. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The program provides Fellows with opportunities to participate in scholarly activities. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The program provides a scholarship oversight committee for each fellow to oversee and evaluate their progress as related to the scholarly project. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Faculty Scholarly Activities** | | | | | |
| * + 1. Faculty demonstrate accomplishment in scholarly activities. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF THE SCHOLARLY ACTVITITES SECTION:** | Click or tap here to enter text. | | | | |
| **FELLOW EVALUATION AND PROMOTION** | | | | | |
| **Fellow Evaluation** | | | | | |
| * + 1. The program has objective performance evaluation tools for all core competencies. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Fellows are evaluated by multiple evaluators (e.g., faculty, peers, patients, etc.). |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Fellows receive feedback after each rotation. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Evaluations are documented at the end of each rotation. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The Program Director or designee meet at least semi-annually with each Fellow and review the Fellow’s performance. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Semi-annual evaluations are documented for each Fellow. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. Final evaluations are completed for each Fellow at the end of the training period (Summative letter). |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **Fellow Promotion** | | | | | |
| * + 1. The program has written annual Fellow promotion criteria. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * + 1. The promotion criteria are available for Fellow to review. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF FELLOW EVALUATION AND PROMOTION SECTION:** | Click or tap here to enter text. | | | | |
| **CLINICAL COMPETENCY COMMITTEE** | | | | | |
| * 1. The program has a clinical competency committee that meets at least semi-annually. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. CCC has at least three members. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. At least one of the CCC members is a core faculty. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. CCC has a written description of the duties, meeting process, decision making and reporting of the committee |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. CCC meetings are minuted |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. CCC reviews each Fellow’s performance at least semi-annually, and develops individual plans for Fellows |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. The Program Director or designee meets with each Fellow semi-annually and shares the CCC’s findings and plan |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF CLINICAL COMPETENCY COMMITTEE SECTION:** | Click or tap here to enter text. | | | | |
| **PROGRAM EVALUATION COMMITTEE** | | | | | |
| 1. The program has a Program Evaluation Committee (PEC) that meets at least annually. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The PEC has at least two faculty members, one of whom is a core faculty. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The PEC has Fellow representatives from each year of training. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The PEC has a written description of the duties, meeting process, decision making and reporting of the committee. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The PEC produces an annual program evaluation report. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The program annual report is presented by the Program Director or designee to the GMEC annually. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. At minimum, the PEC evaluates the following aspects of the program: |  | | | | |
| * 1. Competency-based rotation goals and objectives. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Curriculum. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Fellow and faculty scholarly activity. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Written program evaluations. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Annual program survey by faculty and Fellows. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Aggregate faculty evaluation. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Aggregate Fellow in-training examination. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Board pass rates. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Graduate performance. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Fellow recruitment and retention. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Quality and safety of patient care. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Prior annual program reports. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The annual report is distributed and discussed with the Fellows and faculty. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF PROGRAM EVALUATION COMMITTEE SECTION:** | Click or tap here to enter text. | | | | |
| **DUTY HOURS** | | | | | |
| * 1. The program has a mechanism to monitor Fellows’ working hours. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. The program adheres with duty hour regulations. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Duty hours are limited to 80-hours per week averaged over 4-weeks. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Fellows have one day off in seven free from all clinical and educational duties, averaged over 4-weeks. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF DUTY HOURS SECTION:** | Click or tap here to enter text. | | | | |
| **FELLOW SUPERVISION** | | | | | |
| * 1. The program has a written supervision policy. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Each Fellow in the program has appropriate privileges assigned to them based on their level of training, ability, and complexity and acuity of the situation. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| * 1. Faculty are aware of supervision requirements. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |
| **OVERALL ASSESSMENT OF FELLOW SUPERVISION SECTION:** | Click or tap here to enter text. | | | | |
| Overall assessment of all domains: | Click or tap here to enter text. | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION** | **NAME** | **SIGNATURE** | **DATE** |
| ***Program Director*** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Designated Institutional Official/ Head of Medical Education Department*** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |