



Dear Fellow,

It is with great pleasure that we welcome you to the VCU Ultrasound Fellowship. The following letter will serve to outline your minimum responsibilities towards the fellowship requirements as designated by the Emergency Ultrasound Fellowship Accreditation Council (EUFAC). Though we expect that you will achieve great things beyond what is outlined here.

Your major responsibilities, include, but are not limited to the following:

- Fellow must attend 70% of ultrasound-related seminars, conferences, and journal clubs *in person*.
- Fellow must personally perform, acquire, and interpret at least 1,000 ultrasound exams during the course training.
- Fellow must perform image review and quality assurance on 200 exams per month on average during the course of training.
- Fellow must participate in at least 5 ultrasound image acquisition educational sessions on average per month (approx. 20hrs/month) where they obtain ultrasound images, either in a clinical or educational setting.
- Fellow should participate in scholarly activity; including, but not limited to, submission of 1 study to the IRB, developing a plan and/or submitting research for publication, and submission for presentation to scientific society meetings.
- Fellow is expected to play a large role in ultrasound education to the department its learners at all levels; creating educational materials such as lectures, handouts, and study guides; and developing proficiency in delivering educational materials such as didactics and hands-on education
- Fellows are expected to participate in administrative experiences and quality assurance duties for the department, such as: ultrasound billing reporting and audits; and hospital-wide or intradepartmental meetings on ultrasound; and ultrasound-specific committees
- Fellow must attend at least one national ultrasound conference.

As an adult learner, our expectation is that you will be engaged with and put forth effort towards these goals in an effort to develop your skills and complete the fellowship requirements. However, failure to make timely, adequate progress will result in the following actions:

- One-on-one meeting with fellowship director to discuss delinquent areas of concern
- Letter of concern will be sent if meeting with fellowship director does not adequately alter delinquent areas. At this time, moonlighting opportunities will be revoked until delinquency adequately addressed.

- Probationary status will be assigned if the above actions do not achieve satisfactory remediation and will be in place until delinquency adequately addressed.
- Expulsion from fellowship will be considered if the above actions do not result in correction of delinquency.

In turn, our responsibilities to you, the fellow, from the fellowship director and core ultrasound faculty include, but is not limited to, the following:

- Provide a learning and working environment that emphasizes excellence in the safety and quality of care rendered; excellence in professionalism through faculty modeling; commitment to the well-being of the fellow; the joy of curiosity, problem-solving, intellectual rigor, and discovery.
- Maintain EUFAC accreditation.
- Prepare fellow for the Focused Practice Designation (FPD) exam.
- Foster the education of the fellow in all aspects required through EUFAC including image acquisition and interpretation, research skills, teaching skills, and administration.
- Review all fellow evaluations semi-annually and provide each fellow with this documented, semiannual evaluation of his or her performance with feedback.
- Provide summary review and decisions regarding fellow progress, including promotion, remediation, and dismissal following institutional policies and procedures.
- Provide an opportunity to review the fellowship program, fellowship director and ultrasound faculty members

Finally, we strive to create an open and engaging learning and working environment, geared towards maximizing each fellow's potential. Therefore, it is the fellow's responsibility to alert the fellowship director if there are any personal or professional barriers to achieving that end.

We are looking forward to a great academic year!

Sincerely,

David Evans, MD, FACEP
VCU EM Ultrasound Fellowship Director

Fellow Acknowledgement