

Society for Academic Emergency Medicine Request for Applications for Telehealth Fellowship Approval Program

Description:

The Society for Academic Emergency Medicine recognizes there are many valuable non-ACGME-approved post-graduate training opportunities for EM residency graduates. In an effort to promote standardization of training within a sub-specialty area, guidelines have been developed for any eligible fellowship program to earn the endorsement of SAEM as an approved fellowship. SAEM has developed guidelines for training programs that address curricular elements, faculty support recommendations, and career development opportunities.

Approval of a telehealth fellowship is contingent upon a review of the institutional environment, success of prior graduates and current members of the faculty fellowship team, and proposed curriculum for future fellows. All approved institutions must have an ACGME- approved emergency medicine residency and support for administrative programs in place. They must demonstrate strong collaboration with clinicians, educators, and researchers as well as with other clinical services that supervise relevant rotations. This support may frequently be provided by collaboration with existing administrative fellowship programs in the institution. If such a program is not available for collaboration at an applying institution, careful attention will be given by reviewers to ensure adequate support is available including the opportunity for mentorship from high-level institutional administrators.

Approved telehealth programs may be one or two years. Two year programs must offer a higher level of training with demonstration of providing fellows with skills to assume leadership roles within the the field and application must outline options for pursuit of master's level training such as an MBA, MHA or similar leadership program.

A site visit and/or interview may be requested at the discretion of the SAEM Fellowship Approval Committee members. Initial approval of a fellowship is for a period of three academic years (July 1 – June 30). At the end of the initial period, programs with demonstrated success can apply for renewal of approval every five years. Approved programs must communicate to the committee annually any changes in administrative emergency medicine fellowship personnel. In the event of the departure or replacement of the program director, a secondary review will be required.

Description of Process:

1. Submit the application as a single .pdf file to SAEM prior to the application deadline (or next business day if the deadline falls on a weekend or holiday).

2. The application fee is \$400 for first-time applicants and \$500 for renewals. Applications will not enter the review process until the fee is received. The fee must be received on or before the submission deadline. No exceptions will be made. The full application will be reviewed by the SAEM Fellowship Approval Committee (this process requires approximately 2 months).
3. After approval, the fellowship will receive the designation "SAEM Approved" on the SAEM Fellowship Directory list.

Essential Elements for an SAEM-Approved Fellowship in Emergency Telehealth

An emergency medicine telehealth fellowship should prepare the participant to become a leader in telehealth and health innovation by combining theoretical and hands-on training including expertise in clinical operations, quality improvement processes, entrepreneurship and patient safety. In addition to demonstrating strong clinical leadership skills, graduates also should gain the necessary foundational skills to generate scholarship that will facilitate career advancement in an academic environment if chosen.

1. Administration – development of fundamental skills essential to managing a telehealth department and associated hospital operations. This includes acquisition of advanced knowledge of: principles of effective leadership, continuous quality improvement, personnel management, performance improvement, data science, workforce development, information technology applications relevant to tele-emergency medicine practice, budgeting and accounting processes, and coding and billing. The fellow will acquire these skills via direct tutoring by expert faculty members and direct participation in committees and/or work groups that are responsible for managing these initiatives. Upon completing the training program, the fellow will have acquired expertise in operational and personnel management for telehealth and tele-emergency practice.

2. Education – the development of fundamental medical education experiences to allow the fellow to evolve as a leading educator in telehealth. The fellow will be required to understand the various use cases of telehealth, understand how to teach as well as develop programs to evaluate progress of learners. This may include establishing expertise in key areas of administrative core content as listed above, with educational materials developed by the fellow that can be used to advance the field of tele-emergency care.

3. Research – the development of fundamental skills in quality/safety, ED and/or hospital operations or clinical research to allow the fellow to evolve as a leading researcher in telehealth or emergency medicine in general. The program should include focused health services research training, training in design and conduct of clinical trials, training in writing and reviewing scientific manuscripts and a broad understanding of the uniqueness of research in technology and innovation. By graduation, a fellow should produce a scholarly project or at minimum a well-developed potentially fundable proposal.

Fellowships should demonstrate how they will prepare graduates to become scholars, and may choose to have a curriculum that provides broad training in all areas of scholarship (administration, education, and research), or to develop separate tracks that focus on one or more areas of scholarship in more depth while still including a degree of exposure and training in all three areas. To be approved, fellowships must have demonstrated ability to train fellows at their institution. They should also provide faculty that have published track record in telehealth and fills into each of the domains listed.

In order to meet the standards for an approved fellowship, the following curricular elements (core content) must be addressed. All fellowships and graduating fellows must address the all of the core components of 'Telehealth operational skills' listed below, and, the majority of the elements of at least one of the two tracks (education or research) also listed below.

All Fellowship Programs:

Telehealth Operational skills

1. Development of policies, guidelines and/or protocols to advance telehealth care in the ED, acute care setting, transitions of care and follow-up care
2. Development of policies, guidelines and protocols to advance patient safety and experience while using telehealth.
3. Participation in performance improvement projects in telehealth use cases
4. Participation in improvement in value based on financial analysis.
5. Participation in quality review
6. Participation in clinical data analytics
7. Participation in the budgeting process

Educational Skills

1. Curriculum development for training of students, residents, advanced practice providers and/or attending physicians
2. Delivery of educational topics to EM residents through choices of:
 - a. Didactic lectures
 - b. Textbook and chapter content
 - c. Skills workshop on applying telehealth to emergency care
 - d. Podcasts
 - e. Blogs
3. Journal Clubs
4. Mentorship of trainees in telehealth or digital health topics

Research skills

1. Substantive exposure to research methodology and data analytics
2. Proposal writing and review
3. Analysis of existing literature
4. Scholarly submission of individual research abstracts and/ or manuscripts on the topic of telehealth.
5. Understanding of development of collaborative research consortiums

Two-year fellowships Additional Skills.

All two year fellowship applications must demonstrate additional curricular components and completion of an advanced degree.

Telehealth Operational skills

1. Leadership skills as demonstrated by leading a project, team or new process
2. Ability to effectively evaluate and reeducate in QA and PI programs on cases relevant to telehealth
3. Evaluation of current programs, processes, or guidelines and ability to engage and improve them
4. Understanding and use of data science to improve telehealth processes
5. Participation in local, regional or national groups outside of the fellowship institution to advance telehealth and emergency care, education or research
6. Completion of an MBA, MHA or other administrative degree

Educational Skills

1. Based on research and education interests, participate meaningfully in creation, modification or on-going improvement of a manual or training program for a skillset necessary for telehealth

Research Skills

1. Submission of a manuscript on dedicated topic
2. Precepting research project of undergraduate or graduate medical student on topics related to telehealth