SAEM Fellowship Approval Programs
Operational Guidelines

Introduction

This document provides the framework for the SAEM Fellowship Approval Programs and outlines the processes thereof.

Purpose

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 for fellows, this program has been developed for eligible programs to earn the endorsement of SAEM as an approved fellowship. SAEM has developed guidelines for training programs that address milestones in curricular elements, faculty support recommendations, and career development opportunities.

Fellows that complete an SAEM-approved fellowship are also considered by SAEM to have earned the standard qualifications and skills of an emergency medicine fellow in the specialized area of training. Fellows must enroll in the SAEM program and meet the stated requirements in order to be considered approved. Fellows will receive a certificate of approval upon completion.

Institutions

- To apply for SAEM approval of a fellowship program, the institution must submit an application to SAEM by the deadline (or next business day if the deadline falls on a weekend).
- 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 initial approval period is three academic years (July 1 – June 30). Renewals will be granted for five years upon review and acceptance of renewal application.
- On an annual basis, approved programs must communicate to SAEM any changes in fellowship program personnel.
- In the event of the departure or replacement of the program director, another review will be required in order to maintain approval status. The institution must submit a renewal application for the next cycle and will not be able to register any new fellows until the renewal application is approved.

Fellows

Eligibility

Fellows must:

- Be signed up for a fellowship at an SAEM-approved institution.
- Be a current member of SAEM, and maintain membership in SAEM throughout the fellowship training.
- Meet the learning objectives in the SAEM application.

Registration

- Must be a member of SAEM to register.
- Fellows enrolling in the SAEM Fellowship Approval Program must complete and submit the Fellow Registration Form to SAEM by the published deadline.
- No fee is required to register.

- Once the registration is approved, the fellow is enrolled in the program. A letter will be sent to the fellow indicating he or she is now enrolled.

Progress and Final Reports
- Annual progress reports are required from all registered fellows on September 14 (or next business day if the deadline falls on a weekend).
- If a required report is not received within 10 business days of the deadline, the fellow will be dropped from the program.
- SAEM membership dues must be up to date in order to submit all required reports.
- Submit the final progress report within two years of the conclusion of fellowship training.
- Final approval reports must be received by the published deadline with all required documentation to be considered for review.

Approval
- Upon completion of all required reports, and upon favorable decision from the review committee, participants will be determined to be SAEM-approved fellows. This means that the fellow has successfully completed a high-quality fellowship as determined by SAEM.
- A certificate will be mailed to fellows who have passed the program.
- Announcements of the names of approved fellows will be published in the SAEM newsletter and e-news after each cycle.
- Once the fellowship is complete, no additional steps are required of the fellow to maintain approval.

Review Committees

The Fellowship Approval Committee is responsible for the review of all fellowship applications and progress reports. Members of the Committee are selected by the president-elect of SAEM and will contain no less than two representatives from each fellowship category.

Conflict of Interest

The review committee is dedicated to the peer review of institutional applications in a fair, unbiased manner free from conflict of interest. In an attempt to avoid any real or perceived conflict of interest, any members of the committee who are key personnel on the given application, or who are from the same institution as the applicant organization or fellow, will be excused from its review.

Review Process

Applications from both institutions and fellows are distributed to the committee after any conflicts of interest are identified and prior to the review. Each committee member reads all of the applications in preparation for the discussion unless a conflict exists. Reviewers who have a conflict of interest are ineligible to review the application that presents the conflict and are excused from the call or meeting during the review of the application. The committee chair moderates the discussion, giving his or her initial thoughts on each application as it is presented. After the discussion, the committee votes on whether or not the application meets the requirements. A simple majority is required to carry the vote. If the application receives the required votes, it is approved.

In the event that the committee needs clarification, it may request more information from the applicant after the review. Once the applicant responds, the committee may vote via email, phone, or in person to approve or reject the application. Rejected institutions may apply again during the next application cycle. Feedback from the review will be given to all rejected applicants for use in making improvements to their programs.

Criteria

The criteria for approval are described in the institutional application and in the fellow registration form.

Renewal Process

After the initial three-year approval period, institutions may renew their application for an additional five-year period. Renewal applications follow the same cycle as initial applications, with submission deadlines on April 1 and September 1 of each year. The fee for renewal applications is $500.

Timeline

This timeline is approximate and is subject to change.

April 1	Institutional applications due
May 15	Review of first cycle at SAEM Annual Meeting
June 20	Notifications sent
September 14	Fellow progress reports and registration forms due
October 1 (may be held at ACEP)	Review of second cycle for institutions and fellow reports and registrations
November 1	Institutional and fellow notifications sent