

<p style="text-align: center;">Society of Reproductive Surgeons Fellowship in: MINIMALLY INVASIVE REPRODUCTIVE SURGERY Preceptor Program Overview, Objectives, and Responsibilities</p>
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Preceptor Overviews/Objectives:

1. To teach and provide Fellows a level of proficiency with advanced reproductive surgical techniques with respect to the following specialized area:
 - a. Minimally Invasive Reproductive Surgery
2. To educate familiarity with the fundamental principals of clinical research and interpretation of recorded literature and peer reviewed journals
3. To demonstrate a better understanding in the multidisciplinary management of patients with reproductive medicine disorders, like infertility, endometriosis, myoma of the uterus, and chronic abdominal and pelvic pain syndromes in conjunction with gastroenterology, urology, and pain management

Preceptee Expectations:

- Be available for all surgical cases including emergency cases if they occur
- Call coverage for office and surgery patients
- Office and hospital patient management
- Encouraged to research, review and publish scientific articles/videos
- If interested, the completion of a clinical research project

Representations and Warranties

By applying to join the MIRS program, the program director and institution acknowledge:

1. The preceptor will maintain membership in the SRS.
2. All information submitted by the program director in this application is true to the best of our knowledge and belief.
3. The program director has the surgical skills and knowledge to be a MIRS preceptor.
4. We have received and read
 - a) Guidelines for the MIRS Fellowship,
 - b) The application form of preceptee, and
 - c) The preceptee questionnaire.

5. We agree to abide by such Fellowship guidelines, policies, procedures, rules, and regulations that may be implemented from time to time.
6. The institution and the program director understand and agree that the MIRS Fellowship Committee may not accept our application for one or more reasons, which do not have to be justified.
7. We agree to practice medicine according to the professional and ethical standards of our specialty.
8. We understand and agree that I, as an applicant to become a preceptor, have the burden of producing adequate information for proper evaluation of my professional competence, character, ethics and other qualifications, and for resolving any doubts about such qualifications. We fully understand that any significant misstatements or omissions from this application are cause for denial of appointment to or dismissal from the MIRS program.
9. The program director realizes that the acceptance by the MIRS Fellowship Committee, as the program director, does not necessarily qualify him/her to perform certain procedures.
10. The program director has the primary responsibility of the Fellow's training.

The Society of Reproductive Surgeons MIRS Fellowship Program Committee Acknowledgement and Responsibilities

1. The MIRS Fellowship Program Committee offers fellowships for applicants accepted by an approved institution. The Fellowship Program Committee's responsibilities include:
 - a. Providing guidelines for fellowship programs
 - b. Providing evaluation of potential fellowship sites
 - c. Approval or disapproval of program directors for fellowship training
 - d. Providing continuous evaluation of the program director, who will be evaluated not only by the credentials of the preceptee accepted for training, but also upon the skill and knowledge obtained by the preceptee during training
 - e. Providing application forms for preceptee, program director, and institution
 - f. Providing a certificate to the preceptee upon completion of his/her training, if approved by the program director and the SRS MIRS Fellowship Committee.
2. All details of the fellowship are subject to agreement between preceptor and

preceptee. The fellowship disclaims all responsibilities except those specified in the immediately preceding paragraph.

3. In the performance of all discharge of its obligations pursuant to this Agreement, the institution and program director are at all times acting as an independent contractor engaged in the profession and practice of medicine. Program Director shall employ his/her own means and methods and exercise his/her own professional judgment in the performance of such services, and the Fellowship shall have no right of control or direction with respect to such means, methods, or judgments, or with respect to the details of such services. The sole concern of the Fellowship Committee under this Agreement or otherwise is that, irrespective of the means selected, such services shall be provided in a competent, efficient, and satisfactory manner. It is expressly agreed that the institution and program director shall not for any purpose be deemed to be an employee, agent, partner, joint venture, ostensible or apparent agent, servant, or borrowed servant of the Fellowship.

Institution Agreements and Responsibilities

1. If accepted as a MIRS site, the institution agrees that the MIRS Fellowship Committee may terminate the continued participation as a preceptor site, if the objectives and terms of the fellowship are not being achieved.
2. Institution agrees to not accept any preceptee who has not completed an approved residency program and/or who does not have a license (institutional or otherwise) to practice medicine in your state and country.
3. As a MIRS site, the institution accepts and assumes the responsibility for the training of the preceptee and care of patients involved with the training.
4. As a MIRS site, the institution further acknowledges that this training program will culminate in issuance of a certificate of completion of an approved program, if the program director determines that the preceptee's performance is satisfactory. However, the certificate or issuance thereof does not certify that the fellow:
 - a. Is a competent surgeon and physician
 - b. Is eligible for any other certification, or
 - c. Has any specialized knowledge, skill, and ability
5. As an approved MIRS site, the institution hereby agrees to indemnify the SRS/ASRM for any claims brought against it in connection with the fellowship. The fellowship will not be involved in or bear responsibilities for any claims that might occur as a direct result of patient care rendered by program director and/or the preceptee and the institution, or disputes between the institution or department, the program director or faculty, and the preceptee.
6. As a MIRS site, institutions reserve the right to terminate a fellowship appointment at any time. However, it must provide the reason(s) of the

termination to the MIRS Fellowship Committee.

7. As a MIRS site, institutions understand and agree that the preceptee will be required to complete an evaluation regarding his/her training experience and that this information will be submitted to the MIRS Fellowship Committee, as privileged information to be used at its discretion.
8. The institution understands and agrees that it is my duty, as a MIRS site, to make specific arrangements with the preceptee with respect to the duties, responsibilities, liability insurance, and compensation of the preceptee.
9. As a preceptor, I understand and agree that I am responsible of my preceptee's training.
10. The institution acknowledges and agrees to maintain workplace standards described in the ASRM Anti-Harassment Policy.
11. The initial application should be submitted, along with the application fee of \$1,500.00. This payment may be made either by check or by contacting the MIRS administrative office for electronic submission. This fee is a one-time, non-refundable administrative fee.

Program Director's Acknowledgement and Responsibilities

1. Once accepted as a program director, I agree that the MIRS Fellowship Committee may discontinue my being the program director if the objectives and terms of the fellowship are not being achieved.
2. I agree to only accept a preceptee who has completed an American Board of OB/GYN approved OB/GYN residency or REI fellowship program and/or who has a license (institutional or otherwise) to practice medicine in my state and country.
3. I accept the responsibility for the training of the preceptee and care of patients involved with the training.
4. I further acknowledge that this training program will culminate in issuance of a certificate of completion of an approved program if I feel that the preceptee's performance has been satisfactory. However, the certificate or issuance thereof does not certify that the Fellow:
 - a. Is a competent surgeon and physician
 - b. Is eligible for any other certification, or
 - c. Has any specialized knowledge, skill, and ability
5. I further acknowledge that the SRS/ASRM will not be involved in or bear responsibilities for any litigation that might occur as a direct result of patient care rendered by the institution, faculty or preceptee, or disputes between the institution and/or the faculty and/or the preceptee.

6. I reserve the right to terminate a fellowship appointment at any time. However, I must provide the reason(s) of the termination to the MIRS Fellowship Committee.
7. I understand and agree that my preceptee will be required to complete an evaluation regarding his/her training experience and that this information will be submitted to the MIRS Fellowship Committee, as privileged information to be used at its discretion.
8. I understand and agree that it is my duty as preceptor to make specific arrangements with the preceptee with respect to the duties, responsibilities, liability insurance, and compensation of the preceptee.

Consent to Release Information

By applying for appointment (or reappointment) to become a preceptor, I hereby:

1. Signify my willingness to appear for interviews regarding my application;
2. Authorize the MIRS Fellowship Committee and SRS to consult with administrators, employees, and members of medical staffs of hospitals, medical schools, or organizations with which I have been associated with respect to my professional competence, character, and ethical qualifications;
3. Consent to the MIRS Fellowship Committee and SRS for inspection of all records and documents, including, but not limited to, medical records at hospitals, which may be material to an evaluation of my professional competence and my professional and ethical qualifications for the MIRS. If medical records are reviewed, the identity of the patient will be kept confidential;
4. Authorize the MIRS Fellowship Committee, SRS, and their representatives to consult with my past and present professional liability insurance carriers or self-insurance trusts with respect to professional liability claims involving me;
5. Consent to the release of information concerning me by hospitals, medical schools, and organizations that are requested by the MIRS Fellowship Committee and SRS to provide information relevant to the evaluation of my application to become a preceptor.

Release of Liability

By applying for appointment (or reappointment) both preceptor and institution, hereby:

1. Release from liability SRS/ASRM and the MIRS Fellowship Committee, its employees, agents, and representatives, of any and all of their professional review actions with respect to the evaluation of my qualifications and appointment to become a preceptor;
2. Release from liability all individuals and organizations who provide to the MIRS Fellowship Committee and its individual members, SRS/ASRM, and their representatives, information regarding my professional competence, ethics,

character, and other qualifications for an appointment as preceptor; and AGREE TO INDEMNIFY AND HOLD HARMLESS THE MIRS FELLOWSHIP COMMITTEE, ITS INDIVIDUAL MEMBERS, AGENTS, EMPLOYEES, REPRESENTATIVES, AND ASSIGNS, FROM ANY AND ALL LIABILITY FOR DAMAGES INCURRED TO, IN WHOLE OR IN PART, PERSONS OR PROPERTY ARISING:

- a. FROM THE ACTS OF THE PRECEPTOR OR THE PRECEPTEE DURING THE COURSE OF THE FELLOWSHIP IN REPRODUCTIVE SURGERY, INCLUDING, WITHOUT LIMITATION, LIABILITY FOR INJURIES TO PATIENTS RESULTING FROM TREATMENT GIVEN BY PRECEPTOR OR PRECEPTEE, AND/OR
- b. PERFORMANCE OF THE RESPONSIBILITIES OF PRECEPTOR OR PRECEPTEE PURSUANT TO THIS APPLICATION AND AGREEMENT.

Recruitment, Eligibility & Selection:

Recruitment:

Goal:

To recruit and train physicians committed to excellence in minimally-invasive reproductive surgery who:

- A. Will promote, practice, and respect the mission of reproductive minimally invasive surgery
- B. Will be compassionate providers

Applicant Eligibility:

- I. For Accredited Residency Training completion
 - A. Certificate or letter of completion with dates of training
 - B. Two letters of recommendation from program faculty or from surgical colleagues (if currently in practice)
- II. For LCME (Liaison Committee of Medical Education), graduates must have:
 - A. Doctor of Medicine diploma without reservation
 - B. Dean's letter
 - C. Successful completion of all steps of the USMLE (United States Medical Licensing Examination) at first attempt with a minimum score of 200 (80)
 - a. Transcript directly from the FSMB (Federation of State Medical Boards)
 - D. Acceptable explanation of any break in education (if applicable)
 - E. Demonstrated written and spoken fluency in English language
 - F. Proof of citizenship or resident alien status
- III. For American Osteopathic Association Graduates:
 - A. Doctor of Osteopathy diploma without reservation

- B. Dean's letter
- C. Successful completion of all steps of COMLEX (Comprehensive Osteopathic Medical Licensing Examination) at first attempt with a minimum score of 500 (80)
 - a. Transcript directly from the NBOME (National Board of Osteopathic Medical Examiners)
- D. Acceptable explanation of any break in education (if applicable)
- E. Demonstrated written and spoken fluency in English language
- F. Proof of citizenship or resident alien status

IV. For International Medical Graduates (IMGs):

- A. Doctor of Medicine diploma (or its equivalent) without reservation (translation of degree into English by certified translator and notarized if necessary)
- B. Successfully passed USMLE at first attempt (see above, II C)
- C. Current and valid ECFMG (Education Council of Foreign Medical Graduates) certificate
- D. Letter from residency program director (if applicable)
- E. Acceptable explanation of any break in education (if applicable)
- F. Demonstrated written and spoken fluency in English language

V. Application

- A. Completed application

VI. Reasons for Ineligibility:

- A. Applicant does not demonstrate sufficient commitment to the specialty of reproductive minimally-invasive surgery
- B. Quality of personal statement (content, typographical and grammatical errors), indicates inattention to detail and lack of focus on specialty
- C. Limited verbal and written skills in English language, including but not limited to, inability to write clearly and legibly

VII. Non-eligible candidates will not be offered an interview or accepted.

VIII. Applicants must have successfully participated in formal clinical training, medical school, residency training, or full-time clinical practice.

IX. The Program Director may permit the waiver of one or more of these requirements under special circumstances.

Selection:

- I. Application must be complete (including letters of recommendation) by October 1st and applicant must meet eligibility requirements in order to be considered for interview.
- II. If interview is offered, applicant will be contacted via letter, telephone, or email and applicant will be instructed to contact the center office to arrange for an appointment.

- III. Interviews will take place between October- February.
- IV. Each interviewer completes an evaluation form which includes four areas:
 - A. Professional direction
 - B. Personal characteristics and interpersonal communication skills
 - C. Clinical competence
 - D. Overall potential as a Fellow in our program
- V. The files are reviewed and screened by the Program Director. The following criteria are utilized.
 - A. Personal statement
 - B. Letters of recommendation
- VI. The Program Director will contact applicants to determine continued level of interest and to answer any questions.
- VII. New Fellows who have been selected will be sent a Letter of Intent, sample contract, and other required documents. Required documents will include malpractice application, training license application, and program manual. These applications must be filled out and returned to the coordinator within four weeks of receipt.
- VIII. Final personalized contracts are prepared, sent through the corporate approval process, and forwarded to the new Fellows within 30 days.
- IX. Orientation schedules, dates and requirements are sent to new Fellows as soon as available.

**Society of Reproductive Surgeons
Fellowship in Minimally-Invasive Reproductive Surgery
Preceptor and Institution Application**

Name of institution:

Institution's address:

Type of subspecialty training offered:

Preceptor's full name and title:

Preceptor's email address:

Other physicians who will be involved in fellowship training

Institution representative's full name and title:

Institution representative's email address:

Average number of procedures per year: _____

Operative laparoscopy: _____

Operative hysteroscopy: _____

Tubal anastomosis: _____

Number of days in the OR per week:

Number of Fellows the program can accommodate:

Does the program have an OB/GYN residency: yes / no

Does the program have an REI fellowship: yes / no

Please submit form via email to dmosley@asrm.org or fax to (205) 978-5005 for application review. If the program is accepted into the SRS minimally-invasive reproductive surgery training program, there will be a one-time \$1,500 registration fee, and program information and contracts will be mailed to the institution for review and signature.