



Fellowship Director – Non-ACGME

Department of Anesthesiology

Reports to:	Departmental Vice Chair for Education
Collaborators:	Subspecialty Section Head Residency Program Director ACGME Fellowship Directors Fellowship Coordinator
Authority:	Decisions made collaboratively; oversight and final decision by the Vice Chair for Education
Percent Effort:	0.1 FTE (0.5 days/week)
Term of Appointment:	No term, serves at the discretion of the Chair

The non-ACGME fellowship director designs, manages, revises, and evaluates the fellowship in keeping with the overall departmental learning objectives, and recommendations from the respective subspecialty professional society. Communication with fellows, administrative staff, faculty, and the departmental education team is essential for successful ongoing execution of the fellowship.

The fellowship director needs to remain current with practices in education, technology, and administration. This includes development and planning for the future success of the fellowship.

The fellowship director bridges residents, fellows and faculty; therefore, must demonstrate leadership and interpersonal skills to meet each group's needs.

The fellowship director is also a member of the Department of Anesthesiology Education Committee.

Professional Requirements:

- Maintenance of board certification, hospital privileges and standards of professionalism within the department as outlined in the posted Leadership Expectations is required.
- Commitment to education excellence and participation in continuing medical education (CME) for education is required.

Primary Areas of Responsibility Include, but Are Not Limited To:

- Attend and participate in Education Committee meetings and activities.
- Participate in and help facilitate departmental educational initiatives.
- Mentor other faculty, fellows and residents in education related activities.
- Perform roles as a positive, professional role model for learners.
- Review evaluations and collate to assess competency and overall clinical performance of fellows.

- Review and respond appropriately to fellow evaluation information, including meeting with learners as needed.
- Collaborate with Section Head, Vice Chair for Education and Education Committee to ensure the overall educational mission of the department is executed.
- Meet annually with Vice Chair for Education to review fellowship plans for upcoming year and assess current fellowship performance.
- Monitor quality of didactic and operating room teaching by faculty and intervene with individual faculty when needed.
- Report, when appropriate, on teaching contributions (quality and quantity) of faculty members.
- Provide individual faculty with learner feedback on their teaching activities, when appropriate.
- Assist administration in identifying and mentoring an Assistant Director; assign him or her specific duties appropriate to the position
- Communicate with Vice Chair for Education and Education Committee regularly regarding students of concern.
- Provide career guidance for residents entering fellowship and fellows entering sub-specialty careers.
- Design, revise, and implement a curriculum to cover all necessary content during the fellowship. This includes orientation, content, learning objectives, didactic sessions, simulation, assessment and evaluation.
- Ensure up-to-date teaching methods are utilized for dissemination of educational content.
- Communicate fellowship goals and planning to the education team annually.
- Communicate with Vice Chair for Education quarterly or as needed for updates.
- Review regularly (at least annually) and revise when needed the fellowship learning objectives to ensure they appropriately reflect the goals, content, and expected competencies.
- Implement and document appropriate changes in fellowship based upon evaluations, Education Committee input, departmental goals, sub-specialty section initiatives, or from self-assessment.

Leadership Expectations:

The mission in the School of Medicine and Public Health is to advance health without compromise through service, scholarship, science, and social responsibility. This is a leadership position and it is the expectation that the incumbent will develop plans in conjunction with, will follow policies established by the Department of Anesthesiology, the University of Wisconsin School of Medicine and Public Health and UW Health, and meet the professional standards of the Department of Anesthesiology, UW Health and the University of Wisconsin School of Medicine and Public Health.

Annual Review:

The Vice Chair for Education will be responsible for outlining goals and expectations as well as conducting annual reviews of the Clerkship Director's performance.