

# Fellowship Validation

## Application Guidelines

### Overview of requirements

1. Fellowship can be performed in:
  - a. A EUROSPINE Surgical Spine Centre of Excellence (SSCoE).
  - b. A non-EUROSPINE Surgical Spine Centre of Excellence (Non-SSCoE). In this case, fellows are required to ask EUROSPINE for the approval of their fellowship at the chosen host centre **prior** to the fellowship taking place (**3-months in advance**). This must be done in writing by contacting our office at [education@eurospine.org](mailto:education@eurospine.org). The centre will be assessed based on the quality criteria described in SSSCoE guidelines to ensure it meets criteria for appropriate education.
2. The host training centre must be a hospital other than the home hospital where the fellow has been trained or works at prior to the fellowship.
3. The host training centre must specialise in spine health or be an autonomous spine centre in the orthopaedic and/or neurosurgical spine department, preferably in a teaching hospital or in large public or private hospital.
4. The host training centre must be led by a full-time spine surgeon.
5. The host training centre must have a structured day schedule including rounds, outpatient clinic and surgical OR sessions.
6. The host training centre must have regular interdisciplinary dialog.
7. The host training centre must lead a structured education session at least once per week that must include case discussion, basic scientific/evidence-based issues and review of papers/journals.
8. The host training centre uses registry monitoring of all cases or the fellow is encouraged to be responsible for its implementation.
9. The host training centre must be able to provide sufficient exposure to a wide range of procedures and spine surgeries. An overall minimum number of 300 cases have to be treated surgically annually at the host training centre. Five pathology groups are identified as per the SSSCoE guidelines:
  - a. degenerative diseases
  - b. tumour (including intradural pathologies)
  - c. infectious, inflammatory and metabolic diseases
  - d. injuries
  - e. deformities (including congenital spine diseases)
10. The fellow **must remain in the institution for a minimum of 6 months**.
11. The fellow must be a board certified orthopaedic, trauma or neurosurgeon.
12. In case a fellowship cannot be completed because the applicant himself is a leader or

head of a spine unit/department, other qualifications can be considered, as follows:

- a) applicant must have extensive experience as faculty in national or international spine societies (at least 3 consecutive years of experience as faculty and teaching activity at least twice a year).
- b) **or** applicant must be an outstanding personality, or a leader in his field as chair, head of department or an officially nominated representative of a national or international spine society
- c) **or** be member of a committee of a national or international spine society
- d) **or** be a member of a scientific or editorial board of a national or international peer-reviewed spine journal

### Process and timeline

13. Fellows are responsible to organise their fellowship directly with their chosen host training centre. EUROSPINE will not provide the fellow with any support, financial compensation, salary or grant.
14. Applicants will apply for fellowship validation through the online application and will submit the required proofs that they performed their fellowship.
15. The following documents, as proofs the fellowship was performed, will have to be provided:
  - a. Either a certificate stating that at least 6 months of fellowship was performed in a EUROSPINE Surgical Spine Centre of Excellence (SSCoE) will be required – **or** -
  - b. In case that the fellowship is performed in a non-SSCoE centre, applicants will also need to provide confirmation from the head of unit, certifying that the training centre meets the SSSCoE quality criteria, as described in the SSSCoE guidelines.
16. Applications which are complete will be forwarded to the fellowship reviewers for their assessment.
17. Applications will be judged based on the relevance of the fellowship to the fellow's training and capacity of the host training centre to provide appropriate education and support to the fellow (based on SSSCoE quality criteria).
18. Applicants will be informed via email of the decision to validate a fellowship or not.

19. The duration of validating a fellowship from application to confirmation will take at least 4 weeks.
20. Once the fellowship, EUROSPINE diploma and both advanced course modules are completed, applicants can request for the Advanced Diplomas online. A fee of €100 to cover for the cost of administration, printing and shipping the diploma will be charged.

### Fellows' Responsibilities

Fellows are responsible for the organisation of the fellowship including:

21. In case fellowship is to be performed in a **non-SSCoE**, seeking approval from EUROSPINE that the centre can be approved as their host centre **at least 3 months prior** to the start of the fellowship. The EUROSPINE checklist for non-SSCoE centres confirming the centres meets SSSCoE quality criteria must be completed and signed by the host heads of department.
22. Contacting the host of the fellowship
23. Getting agreement from the host on:
  - a. The fellowship dates
  - b. The fellowship duration
  - c. The educational goals
  - d. The educational content
  - e. The educational methods (e.g. procedure that will be performed during the fellowship)
24. Attending the fellowship
25. Arranging and paying for all travel and accommodations accordingly. Some hospital may agree on a paid fellowship, to be agreed between the host training centre and the fellow.
26. Arrange with the host all files related to safety and vaccinations valid for the hospital.
27. Provide a fellowship report if/when required by EUROSPINE.

### Hosts' Responsibilities

28. The host must agree with the fellow on
  - a. The fellowship dates
  - b. The fellowship duration
  - c. The fellowship goals
  - d. The educational content
  - e. The educational methods (e.g. procedure that will be performed during the fellowship)

29. The host is expected to treat the fellow as a “special guest” and to prepare the staff for his/her arrival.
30. The host must ensure he/she will be available for the fellow and that the fellow will be provided with the necessary assistance.
31. The host is expected to provide the best educational experience possible for the fellow.
32. In case the host centre is a **non-SSCoE centre**, the host head of department is required to complete and sign the EUROSPINE checklist for non-SSCoE centres, confirming the quality criteria are met.
33. If point 32 applies, send the check-list, duly signed, to the EUROSPINE education team at [education@eurospine.org](mailto:education@eurospine.org) at least **3 months** prior to the start of the fellowship.