

AOSPINE MIDDLE EAST AND NORTHERN AFRICA SHORT-TERM FELLOWSHIPS—GUIDELINES

Introduction

Quality, consistency and academic qualification are key elements to a fellowship program. To ensure we achieve these criteria it is necessary to reaffirm the principles behind and guidelines for AOSpine Middle East and Northern Africa (AOSMENA) fellowships.

Aims

The purpose of an AOSMENA fellowship is to provide additional experience for trained orthopedic and neurosurgeons interested in spinal surgery. It is the responsibility of the host Center to ensure that the fellow becomes conversant in the principles, indications, planning, techniques and complications of spinal surgery. Fellows are expected to enthusiastically immerse themselves in all aspects of the program offered by the host Center.

AOSpine Centers

Short-term fellowships are offered in official AOSpine certified AOSpine Centers (further details on the AOSpine website), namely hospitals or clinics throughout the regions. Candidates can specify three preferred AOSpine Centers in their application. However, the final decision regarding choice of AOSpine Center will be made on the basis of the number of applications and availability of the AOSpine Center.

An AOSpine fellowship cannot be done in an AOSpine Center where the fellow already works, or in a hospital that is not certified AOSpine Center.

Duration

AOSpine offers short-term fellowships that range in duration from one week up to twelve weeks. No long-term fellowships are offered within the AOSMENA Fellowship program.

Support

An AOSMENA stipend for each fellow is sent to the account of the fellow once the fellowship has commenced, based on availability of the required budget. If a regular bank transfer is not possible, additional fees (e.g. for a Western Union transfer) will be deducted from the fellow's stipend. The stipend is calculated based on the current World Bank Purchasing Power Parity in order to cover the costs for food and accommodation in the host country. All travel expenses are the responsibility of the fellow or sponsor.

Some Centers provide a simple accommodation for the fellow. If family or hotel housing is required, arrangements must be made privately by the fellow himself. This can be expensive, and AOSMENA cannot cover such additional expenses. Nor can AOSMENA personnel or the Center arrange housing for the fellow and family.

Fellowship Application

The Fellowship application form for the following year opens annually at May 1, and closes at May 31. Fellows are kindly asked to use the correct form from their respective region (referred to their working country).

An AOSMENA short-term fellowship is granted at the discretion of AOSMENA, based upon the candidate's application and experience. Successful candidates must meet the following criteria:

- Be a paying member of AOSpine
- Be a spine physician (or in-training, but at least in the 4th year as resident in the specialty), or specialized in Orthopedics, Neurosurgery, or Trauma surgery with a strong interest in spine surgery.
- Speak and understand English, or the local language where the AOSpine Center is located.
- Submit a complete online application form and required documents in time (1-31 May)
Required documents are: Letter of Motivation, Curriculum vitae, Copy of medical school diploma, Copy of the most recent AOSpine course certificate, Letter of recommendation from your superior, Letter of recommendation from one other professional, 1 recent passport sized photograph, English Language proficiency (mandatory if mother tongue not English)
Applicants are aware that they agreed to the General Terms and Conditions as well as to the Data Privacy Policy of the AO Foundation. In particular applicants agree and accept that their data and documents are shared with all entities involved in evaluating applications for fellowships. Furthermore these data and documents will be stored in the database of the AO Foundation. In case a fellowship is granted the data and documents will also be share with the responsible HCPs of potential host clinics on a confidential basis. Applicants agree and accept the process of evaluation for fellowships as setup, and that there is no possibility to object decisions taken during this process.
- Have previously participated in an AOSpine Course
- Have not participated in any other AO fellowship within the past two years (from the date when the application is handed in)

Applications will only be accepted using the official application form on the AOSpine website.

Scoring and decision

All applications that fulfill the criteria are forwarded to the respective Country Council for their advisory feedback. If the feedback to their best knowledge and conscience does not contain any fact-based reason to exclude an applicant (e.g. due to false declarations), all applications will be scored and ranked through measurable indicators, which are:

1. AOSpine history:
Consecutive years of paid AOSpine membership, participation in AOSpine Courses, participation in other AOSpine events, Faculty in AOSpine events
2. Expected career:
Age (no exclusion due to age; however, certain age ranges will be scored differently), Quality of letter of motivation, Strong interest in spine surgery, Well defined goals for fellowship, Commitment of future engagement with AOSpine
3. Past achievements:
Publications (non-spinal topics or non-impacted journals), Publications in impacted journals, Participation in financed research projects
4. Social relevance:
Applicant works in a low income country (according to the World Bank), or area with lack of spinal care

The AOSMENA AOSpine Centers & Fellowships Officer will examine the application and the candidate will be contacted with a decision. This process may take up to 3 months after the submission deadline of May 31.

Coordination & Contact

All fellowships are organized by AOSMENA. Direct arrangements between candidate and Center are not permissible. Please contact in case of any question fellowshipsME@aospine.org.

Confirmation & Changes

AOSMENA must receive confirmation of acceptance within 1 month after a fellowship has been offered. The arrangement is then considered binding. If no response is received within 1 month, AOSMENA shall be free to reassign the fellowship to another candidate.

Any later subsequent wish for change of timing or location may jeopardize the fellowship. Furthermore if a fellow cannot fulfill the requirements set out in this document, AOSMENA may consider early termination of the fellowship.

If a fellow fails to participate to an agreed level or has compromised the learning experience through failure to attend the Center, no certificate will be awarded and future tenures through AOSMENA may be jeopardized.

During the Fellowship

The fellow is expected to follow the daily routine of the Center and should be available for emergencies at night and on weekends. AOSpine fellowships are usually considered to be observerships. Thus, active participation as a scrubbed assistant may be possible, but can't be guaranteed. In case a fellow may be allowed to assist operations scrubbed in, for legal reasons the fellow will not be permitted to perform surgery.

Fellows will not be insured against accident, illness or malpractice through either AOSMENA or the Center. It is the responsibility of each fellow to ensure that their medical insurance covers medical treatment in foreign countries. Furthermore it is strongly recommended that the fellow takes out malpractice insurance prior to starting the fellowship.

Some Centers suggest, by way of an introduction, that fellows give a short presentation to staff. This can be on a subject or topic with which the fellow is familiar or actively involved. We recommend that fellows communicate with the AOSpine Center upon confirmation of fellowship to enquire about this.

English is spoken by medical staff at many Centers. However some staff members and patients may only speak their mother tongue, and staff meetings, ward rounds and outpatient clinics may be held in local language. Therefore it is advisable to acquire some knowledge of local language before the fellowship begins, allowing for better communication and integration. White coats may be provided by the Center, however to be sure please check this prior to starting the fellowship.

Evaluations

The AOSMENA short-term fellowship program can only develop with the help of constructive and honest feedback from each fellow. Following completion of the fellowship, an evaluation form must be completed and returned to AOSMENA within 1 month. This is a mandatory requirement for each fellow to receive the AOSMENA fellowship certification. This form will be shared with the AOSpine Center, and the AOSMENA Board Officer for Spine Centers and Fellowships.

The AOSpine Center is also required to complete an evaluation form upon completion of each fellowship, which will be shared with the fellow, and the AOSMENA Board Officer for Spine Centers and Fellowships.