

AOSPINE MIDDLE EAST 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 (AOSME) fellowships.

Aims

The purpose of an AOSME 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.

Spine Centers

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

An AOSpine fellowship can't be done in a Center where the fellow already works.

Duration

AOSpine offers short-term fellowships that range in duration from one week up to twelve weeks.

Support

An AOSME stipend for each fellow is sent to the account of the fellow once the fellowship has commenced. 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 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 AOSME cannot cover such additional expenses. Nor can AOSME personnel or the center arrange housing for the fellow and family.

Fellowship Application

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

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

- **Submit a complete online application form and required documents in time (1-31 May)**
Required documents are: 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)
- **Be a member of AOSpine**
- **Be a graduate of a spine program or be in an orthopedic or neurosurgery residency**
- **Have a strong interest in spine surgery**
- **Have previously participated in two AOSpine events**
One of these has to have been an official AOSpine course. If AOSpine doesn't offer courses in the fellow's working country, the second event can alternatively be an AOSpine webinar or an AOSpine congress symposium.
- **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. The AOSME Spine Centers & Fellowships Officer will examine the application and the candidate will be contacted with a decision. This process may take up to 3 months.

Coordination & Contact

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

Confirmation & Changes

AOSME 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, AOSME 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, AOSME 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 AOSME 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. Active participation as a scrubbed assistant may be possible, but can't be guaranteed, as AOSpine fellowships are usually considered to be observerships. 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 AOSME 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 Spine 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 AOSME short-term fellowship program can only develop with the help of constructive and honest feedback from each fellow. Following completion of the fellowship, a confidential evaluation form must be completed and returned to AOSME within 1 month. This is a mandatory requirement for each fellow to receive the AOSME fellowship certification.

The Spine Center is also required to complete a confidential evaluation form upon completion of each fellowship.