

Guidelines for the Operation of Scholarship Oversight Committees
Children's Mercy Hospital

Please refer to details of the scholarly activity requirement in a document entitled [Training Requirements for Subspecialty Certification](#) (January 2004), which is downloadable directly from the ABP's Web site. (also attached, see appendix)

Overview of Timeline

0-6 months	6-12 months	12-24	24-36 months	1 month prior to graduation
SOC chair assigned	other SOC members chosen			fellow submits personal statement and actual work product to SOC
	1st meeting of SOC	minimum of 2 SOC meetings	minimum of 2 SOC meetings	SOC signs personal statement and work product and submits to PD
			fellow presents/defends project to SOC	

Composition of SOC: A minimum of 3 voting members

1. A chairperson for the SOC is appointed or approved by the PD before the completion of the first 6 months of fellowship. The chairperson must be a faculty member of the fellow's subspecialty, and be actively involved in teaching fellows.
2. A minimum of two additional members of the SOC should be chosen and approved by the PD in months 6-12 of training, as the 1st meeting of the SOC must occur prior to the completion of the 1st year of training.
3. The second member must be based outside the subspecialty discipline, and have expertise in the fellow's area of research interest.
4. The third voting member may consist of a faculty member within the subspecialty discipline, OR may be based outside the subspecialty discipline with expertise in research.
5. The Program Director and Associate Program Directors may not serve as voting members of the SOC, but may serve as mentors and may participate in the activities of the SOC.

6. The fellow may suggest suitable members for the SOC, but all members must be approved by the PD.

SOC Responsibilities (a suggested timeline is attached)

1. Determine whether a specific activity is appropriate to meet the ABP guidelines for scholarly activity
2. Determine a course of preparation beyond the core fellowship curriculum to ensure successful completion of the project
3. Evaluate the fellow's progress as related to scholarly activity
4. Meet with the fellow early in the training period and regularly thereafter. A minimum of one meeting must be held in the 1st year of training. A minimum of two meetings must be held in each subsequent year of training. Additional meetings may be held as necessary to ensure satisfactory progress.
5. Require the fellow to present/defend the project related to his/her scholarly activity
6. Advise the program director on the fellow's progress and assess whether the fellow has satisfactorily met the guidelines associated with the requirement for active participation in scholarly activities

Fellow's Research Requirements

1. To engage in specific areas of scholarly activity to allow acquisition of skills in the critical analysis of the work of others
2. To assimilate new knowledge, concepts, and techniques related to the field of one's practice
3. To formulate clear and testable questions from a body of information/data so as to be prepared to become effective subspecialists and to advance research in pediatrics
4. To translate ideas into written and oral forms as teachers
5. To serve as consultants for colleagues in other medical or scientific specialties
6. To develop as leaders in their fields.
7. All fellows will be expected to engage in projects in which they develop hypotheses or in projects of substantive scholarly exploration and analysis that require critical thinking. Areas in which scholarly activity may be pursued include, but are not limited to: basic, clinical, or translational biomedicine; health services; quality improvement; bioethics; education; and public policy. Fellows must gather and analyze data, derive and defend conclusions, place conclusions in the context of what is known or not known about a specific area of inquiry, and present their work in oral and written form. In addition to biomedical research, examples of acceptable activities might include a critical meta-analysis of the literature, a systematic review of clinical practice with the scope and rigor of a Cochrane review, a critical analysis of public policy relevant to the subspecialty, or a curriculum development project with an assessment component.

Responsibilities of the Fellow

1. Identify prospective SOC members and present these suggestions to the PD
2. After approval from the program director, contact the prospective members and complete the "Fellow's Scholarship Oversight Committee Members" form. This completed form is due by the end of the 3rd quarter of the first year of fellowship.
3. Coordinate SOC meetings. A minimum of one meeting must be held in the 1st year of training. A minimum of two meetings must be held in each subsequent year of training. Additional meetings may be held as necessary to ensure satisfactory progress.
4. It is recommended that the fellow submit an updated individualized learning plan to the SOC members at least one week prior to each meeting.
5. Submit the appropriate "SOC Meeting Form" with the fellow's section completed to the SOC members at least one week prior to each meeting.
6. Collect the signatures of the SOC members not present at the SOC meeting for the meeting summary statement.
7. Submit copies of your personal statement and final work product to the SOC by June 1st of the final year of training.
8. Submit your research to a regional and/or national meeting
9. Present your research at the Children's Mercy Hospital Research Days.

Responsibilities of the SOC Chairperson

1. Complete the "SOC Meeting Form" after each meeting, with all SOC members' signatures, and submit to the PD within 1 week of the meeting.
2. Complete the summary statement on the "SOC Meeting Form" at each meeting. The summary statement should include the following:
 - a. An evaluation of the fellow's progress on the suggested timeline (on-track, behind, or ahead of schedule)
 - b. Any specific recommendations for improvement/progress that were made to the fellow
 - c. Specific action items to be completed by the next meeting
3. Submit signed copies of the fellow's personal statement and final work product to the PD by June 10th of the final year of training.

Definitions

1. Personal statement: A comprehensive document written by the fellow, describing the scholarly activity that includes a description of his/her role in each aspect of the activity and how the scholarly activity relates to the trainee's own career development plan.
2. Final work product: Examples include, but are not limited to:
A peer-reviewed publication in which a fellow played a substantial role

An in-depth manuscript describing a completed project

A thesis or dissertation written in connection with the pursuit of an advanced degree

An extramural grant application that has either been accepted or favorably reviewed

A progress report for projects of exceptional complexity, such as a multi-year clinical trial.

Appendix ABP requirements

Principles Regarding the Assessment of Scholarly Activity

Core Curriculum All fellows must participate in a core curriculum in scholarly activities. This curriculum should provide skills that lead to an in-depth understanding of biostatistics, clinical and laboratory research methodology, study design, preparation of applications for funding and/or approval of clinical or research protocols, critical literature review, principles of evidence-based medicine, ethical principles involving clinical research, and the achievement of proficiency in teaching. The curriculum should lead to an understanding of the principles of adult learning and provide skills to participate effectively in curriculum development, delivery of information, provision of feedback to learners, and assessment of educational outcomes. Graduates should be effective in teaching both individuals and groups of learners in clinical settings, classrooms, lectures, and seminars, and also by electronic and print modalities. Additional content specifications **Click here** have been developed for subspecialty examinations based on the competencies related to the core curriculum in scholarly activities.

Scholarly Activities In addition to the core curriculum described, all fellows are expected to engage in specific areas of scholarly activity to allow acquisition of skills in the critical analysis of the work of others; to assimilate new knowledge, concepts, and techniques related to the field of one's practice; to formulate clear and testable questions from a body of information/data so as to be prepared to become effective subspecialists and to advance research in pediatrics; to translate ideas into written and oral forms as teachers; to serve as consultants for colleagues in other medical or scientific specialties; and to develop as leaders in their fields.

All fellows will be expected to engage in projects in which they develop hypotheses or in projects of substantive scholarly exploration and analysis that require critical thinking. Areas in which scholarly activity may be pursued include, but are not limited to: basic, clinical, or translational biomedicine; health services; quality improvement; bioethics; education; and public policy. Fellows must gather and analyze data, derive and defend conclusions, place conclusions in the context of what is known or not known about a specific area of inquiry, and present their work in oral and written form.

A Scholarship Oversight Committee in conjunction with the trainee, the mentor, and the program director will determine whether a specific activity is appropriate to meet the ABP guidelines for scholarly activities. In addition to biomedical research, examples of acceptable activities might include a critical meta-analysis of the literature, a systematic review of clinical practice with the scope and rigor of a Cochrane review, a critical analysis of public policy relevant to the subspecialty, or a curriculum development project with an assessment component. These activities require active participation by the fellow and must be mentored. The mentor(s) will be responsible for providing the ongoing feedback essential to the trainee's development.

Work Product of Scholarly Activity Involvement in scholarly activities must result in the generation of a specific written “work product.” Examples include, but are not limited to:

A peer-reviewed publication in which a fellow played a substantial role

An in-depth manuscript describing a completed project

A thesis or dissertation written in connection with the pursuit of an advanced degree

An extramural grant application that has either been accepted or favorably reviewed

A progress report for projects of exceptional complexity, such as a multi-year clinical trial

Scholarship Oversight Committee Review of scholarly activity and the written work product will occur at the local level. Each fellow must have a Scholarship Oversight Committee. The Scholarship Oversight Committee should consist of three or more individuals, at least one of whom is based outside the subspecialty discipline; the fellowship program director may serve as a trainee’s mentor and participate in the activities of the oversight committee, but should not be a standing (i.e., voting) member. This committee will:

Determine whether a specific activity is appropriate to meet the ABP guidelines for scholarly activity

Determine a course of preparation beyond the core fellowship curriculum to ensure successful completion of the project

Evaluate the fellow’s progress as related to scholarly activity

Meet with the fellow early in the training period and regularly thereafter

Require the fellow to present/defend the project related to his/her scholarly activity

Advise the program director on the fellow’s progress and assess whether the fellow has satisfactorily met the guidelines associated with the requirement for active participation in scholarly activities

Requirement for Application for the Certifying Examination Upon completion of training, the ABP will require:

Verification from the training program director that the clinical and scholarly skills requirements have been met

A comprehensive document (ie, personal statement), written by the fellow, describing the scholarly activity that includes a description of his/her role in each aspect of the activity and how the scholarly activity relates to the trainee’s own career development plan

The actual “work product” of the scholarly activity as described above

Signature of the fellow, program director, and members of the Scholarship Oversight Committee on both the personal statement and work product of the fellow as described above

Please refer to the General Eligibility Criteria for Certification in the Pediatric Subspecialties.

Fellow's Scholarship Oversight Committee Members

Fellow's Name:

Date:

1. SOC Chair:

Research Interests:

Signature: _____ Date: _____

2. SOC Member (External to the Subspecialty Discipline)

Contact information:

Research Interests:

Signature: _____ Date: _____

3. SOC Member (External or Internal to Subspecialty Discipline)

Contact Information:

Research Interests:

Signature: _____ Date: _____

4. Optional Additional Members:

Fellow's Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____

Initial Meeting of Scholarship Oversight Committee

To be completed by fellow prior to meeting

List areas of interest in your subspecialty
List previous scholarly activity
Describe your 5 year and 10 year career goals

To be completed by the SOC Chair at the meeting

List the areas of interest to be explored by the fellow
List specific goals that the fellow is expected to meet prior to the next SOC meeting

Signatures: Fellow: _____ Chair: _____

Members: _____

Date: _____

Second Meeting of Scholarship Oversight Committee

To be completed by fellow prior to meeting:

Describe chosen area of interest for scholarly activity
Describe the work product that will be generated
List your overall goals and a timeline for the project
List your 6 month goals

Additional Meetings of Scholarship Oversight Committee

To be completed by fellow prior to meeting:

Describe your progress toward the goals that were set at your last meeting.

If you are not on track to meet your timeline, provide suggestions for resources that could help you meet your timeline.

List your goals for the next 6 months:

Additional Meetings of Scholarship Oversight Committee
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To be completed by SOC Chair at the meeting:

Please evaluate the fellow's progress toward meeting his/her scholarly activity goals:

_____ The fellow is ahead of schedule

_____ The fellow is on track for meeting his/her goals

_____ The fellow is behind schedule and is not on track for meeting his/her goals

Summary of guidance/feedback provided:

Specific items to be completed by next meeting:

Signatures: Fellow: _____ Chair: _____

Members: _____

Date: _____

Final Meeting of Scholarship Oversight Committee

To be completed by fellow prior to meeting:

List the work product(s) that you are submitting for final review and attach a copy:

List the any special funding that was received for the project, including intramural and extramural grants.

Has the product been submitted or accepted for publication? If so, where?

List all presentations of the work product, including oral presentations, posters, thesis defense, etc.

Attach a copy of your personal statement.

Final Meeting of Scholarship Oversight Committee
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To be completed by the SOC chair at the meeting:

Please evaluate the fellow's progress toward meeting his/her scholarly activity goals:
_____ The fellow has satisfactorily met the guidelines associated with the requirement for active participation in scholarly activities. A final copy of the work product and personal statement have been reviewed by the SOC and signed by all members of the SOC and the fellow, and will be submitted to the program director.

_____ The fellow has **not** satisfactorily met the guidelines associated with the requirement for active participation in scholarly activities, and recommendations for meeting the guidelines is listed below.

Recommendations for completing the requirements and a timeline for completion:

Signatures: Fellow: _____ Chair: _____

Members: _____

Date: _____

