



SCHOLARSHIP OVERSIGHT COMMITTEES FOR THE PEDIATRIC SUBSPECIALTIES

Fellows enrolled in a Nationwide Children's Hospital (NCH) ACGME-accredited pediatric medical subspecialty program (ABP fellows) should fulfill all American Board of Pediatrics (ABP) subspecialty certification requirements, if available.¹ Pediatric subspecialty Program Directors (PDs) must design educational programs which adhere to ABP certification guidelines and must track each fellow's compliance with these guidelines.

ABP Definition of Scholarly Activity Work Product

All residents applying to ABP for subspecialty certification must demonstrate evidence of scholarly activity through 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

Documentation Necessary for ABP Certifying Examination (see www.abp.org for most current requirements)

1. Verification from PD that clinical and scholarly skills requirements are met
2. Submission of a comprehensive document (i.e., personal statement), written by the fellow, describing the scholarly activity including 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
3. Submission of the actual "work product"
4. Signature of the fellow, PD, and members of Scholarship Oversight Committee (SOC see below) on both the personal statement and work product of the fellow as described above

Nationwide Children's Hospital Approach

1. Each ABP fellow must have a SOC. The SOC must consist of three or more individuals, at least one of whom is based outside the subspecialty discipline; the PD may serve as a fellow's mentor and participate in the SOC but may not be a voting member.
2. Each pediatric subspecialty program will identify faculty with research experience qualified and willing to serve on a SOC. SOC members may be physicians or research scientists. They must have a faculty academic appointment.
3. The GME Office in conjunction with the core pediatrics Program Directors and leaders of the Research Institute will provide education and support for SOC members and fellows.
4. The GME Office will maintain a list of faculty to serve on SOC's who are knowledgeable about the NCH and ABP processes/expectations. This list will be updated annually and posted on the GME intranet.

5. The PD will assure that during the first 3 months of NCH training ABP fellows investigate research projects and other scholarly opportunities in order to match their career interests with potential projects and to assemble an SOC to guide these pursuits.
6. The PD or designee and fellow will jointly identify 3-5 faculty members to serve on the fellow's SOC. SOC members must be reported to the GME Office within the fellow's first 6 months at NCH.
 - a. ABP fellows must meet with their SOC within the first six months of starting their fellowship. A written record of this meeting must be signed and dated by each SOC member and the PD. Documentation of SOC meetings must be kept in the fellow's file with copies submitted to the GME Office.
 - b. The purpose of this first meeting is to agree upon the expectations for scholarly activity, and to outline a plan to fulfill these requirements.
 - c. ABP fellows do not need to have a final research plan prepared for this initial meeting.
 - d. ABP fellows transferring to NCH must have a minimum of two years of training at NCH. If a fellow had a previous SOC, the fellow must provide the PD with previous SOC documentation.
 - e. The PD should provide the GME Office with written explanation if no SOC has been identified/assembled within the first six months of training.
7. ABP fellows seeking to add a SOC member not listed on the approved NCH SOC list must obtain approval from their PD.
 - a. The PD must notify the GME Office of this new SOC faculty..
 - b. The GME Office will contact the faculty member to familiarize them with their roles and responsibilities and add to the SOC list.
8. SOC meeting frequency and documentation
 - a. SOC's must meet at least two times per year.
 - b. The ABP fellow is responsible for assuring written documentation of the meeting.
 - c. Minutes must be maintained in the fellow's file.
 - d. Records may be stored either in hard copy or electronically.
 - e. A copy of each meeting's minutes must be submitted to the GME Office within 2 weeks of the meeting.
 - f. Minutes must be retained per the GME policy.
 - g. The GME Office tracks SOC compliance and provides an updated list at each GMEC meeting.
9. Fellows should evaluate SOC members at least once each academic year using a standard evaluation form developed by the GME Office.
10. Fellows who wish to change the membership of their SOC need written approval from the PD and other SOC members.
11. Fellows who are pursuing a graduate degree *and* have a thesis/dissertation committee may use their graduate committee as their SOC with written approval by the PD. The thesis/dissertation committee members must agree to fulfill all of the requirements listed above.

¹ABP fellows who are not eligible for Board certification due to international residency training are required to meet all SOC requirements.

Approved by GME Committee: 8/16/04; 8/19/09; 8/15/12