

Areas of Oversight: ERP and MFM Fellowship Oversight Summary

The creation of a partnership between the MFM Fellowship and the ERP program has been a very positive experience for the fellows. Our goal as a program is to help ensure the Fellow has a good experience, both academically and professionally, and that degree training is meaningful to career development.

We respect that these students have come to Madison to continue their medical education with the MFM Program and the degree opportunity involves some *additional* coordination on the student's part. It is important however to recognize that while all aspects of the clinical Fellowship are run under the dept. OBGyn, the advancement and awarding of the degree is under rules established and overseen by the Graduate school, and those degree requirements must be handled by the degree awarding program alone. Being a department does not confer that power, only programs have that power. A failure to understand this can lead to an awarded degree not being valid, which is not something any of us want to happen. For that reason it is important that progress to degree always be handled through the appropriate channels. To that end we have developed the enclosed table to help clarify our individual roles with the degree fellowship students.

	MFM	ERP
Admissions	<ul style="list-style-type: none"> ▪ MFM coordinates all applications and Interviews ▪ Selection of MFM Candidates for Match is also ultimately by MFM Fellowship Director, with input of ERP Director in anticipation of ERP admission considerations that will follow. ▪ MFM Prepares Graduate School Application for MFM Fellow as soon as match is made. Use two most relevant references from MFM application and add specific third letter of recommendation from MFM Fellowship Director. ▪ Submit to Grad school listing ERP as selected program of application. Inform ERP office this has been submitted. 	<ul style="list-style-type: none"> ▪ ERP Processes MFM graduate school applications according to Graduate School Guidelines / standards. ▪ Includes review of Grad School application for completeness. Contact MFM if incomplete. ▪ Submit admission recommendation to Graduate School. ▪ Request waiver of TOEFL requirements if applicable for international Fellows. ▪ MFM Interview is taken as sufficient as long as they met with Dr. Bird at the time of interview.
Course Advising	<ul style="list-style-type: none"> ▪ Input from Divn MFM is clearly required if fellow is to meet MFM Board Certification and Fellowship objectives. ▪ Review of <i>timing</i> of <u>ERP selected classes</u> is also relevant to ensure clinical responsibilities are still met or to help meet career / professional goals. ERP requirements however cannot be over ruled if degree is to be awarded. 	<ul style="list-style-type: none"> ▪ <u>Degree required courses</u> must meet <u>ERP</u> degree requirements and Graduate School standards as modified for MFM Fellows. ▪ Approved Thesis committee has authority to certify course plans that meet degree guidelines. ▪ ERP Program Director can approve / reject course substitutions for degree if no committee is yet formed or if an unusual request is to be made for substitutions.
Steps to Meeting Degree Requirements	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ <u>Appointment of Thesis Advisory Committee in year one</u> must be coordinated through ERP as per Program policy. This in reality is the same as or on top of the clinical Fellowship Committee composition. Both Directors should discuss and coordinate together to achieve this. ▪ <u>Certification of course plan for Degree</u> should occur in <u>year</u>

		<p>one or early in year two and must use ERP forms as per ERP Program policy. The meeting <i>does not need to be announced to the program</i> so the candidate and or their MFM assistant can set this up, or ERP office can help set it up.</p> <ul style="list-style-type: none"> ▪ <u>Preliminary Exam (PhD only)</u> must again be undertaken per ERP Program guidelines/policy and exam <u>must be set up one month ahead</u>. All <u>prelim documents must be submitted through and only through the ERP office 30 days ahead of the exam</u>.
<p>Thesis Submission and Defense</p>	<ul style="list-style-type: none"> ▪ <u>Thesis defense</u> requires a Warrant from the Grad School and <u>Only ERP can request the degree Warrant</u>. However MFM staff may still be working with the candidate to prepare the draft thesis and plan the defense. If so, at the time of completion of the draft thesis and about one month before defense, MFM Fellowship staff should help the candidate plan a fixed time, date and location for the defense <u>and communicate that to ERP office along with the title of the thesis (using ERPs Warrant request form)</u>. Only then will a warrant be issued. ▪ NOTE: Any location chosen for the exit seminar and defense MUST be suitably sized and equipped for the expected audience and <u>publically</u> accessible to anyone in the ERP program. ▪ MFM Staff may send and ADDITIONAL announcement to members of OBGyn but this cannot substitute for the ERP announcement. ▪ <u>Final thesis preparation for deposit</u> – given approval by the Thesis committee at the time of defense, the final corrected thesis must then be prepared according Grad school Guidelines and submitted to the Library for completion of Degree. ERP office can advise on this but it is a task for which the candidate is ultimately responsible. Therefore the MFM Division can help with this <u>BUT ERP itself requires the final version must be approved by and deposited (unbound) in the University library</u>. This must be completed and ERP also requires a pdf copy of the final thesis be sent to the ERP office for our records. 	<ul style="list-style-type: none"> ▪ <u>Degree completion paperwork</u> (request for Warrant) must be through the ERP Program office one month ahead of defense as <i>only that office has the authority to request the warrant</i>. ▪ <u>Exit Seminar/Oral Defense</u> –must be announced to the entire ERP program (students and faculty) two weeks before the event to ensure anyone who wishes to attend can do so. This announcement MUST come from the ERP office. ▪ <u>Preparation / submission of final corrected Thesis</u> – this must be prepared by Grad school Guidelines and submitted to the Library for completion of Degree. ERP office can advise on this but it is a task for which the candidate usually takes responsibility. Therefore the MFM Division can help with this BUT ERP itself requires the final version must be approved by and deposited (unbound) with the library. ERP also requires a pdf copy be sent to the ERP office for our records.