

Guidelines for Training Program Description

Program descriptions submitted to ECFMG as part of a J-1 sponsorship application package must provide a comprehensive summary of the program curriculum and include all information bulleted below. Although there is no specific length requirement, program descriptions are typically 2-3 pages long. Please be reminded that ECFMG is authorized to sponsor individuals for participation in approved programs of graduate medical education only, not employment. All program descriptions must be prepared on official institutional letterhead and signed by the program director.

A. Program Demographics

1. Name of Host Institution
2. Specialty/Subspecialty
3. Address (Mailing)
4. Address (Physical location, if different from mailing)
5. Phone Number
6. Fax Number
7. Address of Program Website
8. Program E-mail
9. Program Director
10. Alternate Program Contact

B. Introduction

1. **History:** Identify how long the program has been in existence and include the number of individuals who have completed the training program since its inception.
2. **Duration:** Define an exact duration for the training program, including any optional years or tracks.
3. **Prerequisite Training/Selection Criteria:** Identify prerequisite training requirements and other selection criteria, including license, credentials, exams, etc., used in appointing candidate(s).
4. **Goals and Objectives for Training:** Define the educational purpose and intended goals of the training program.
5. **Program Certifications:** List any additional certifications or recognitions held by the program.

C. Resources

1. **Teaching Staff:** List the teaching staff involved in providing the educational experience and their supervisory responsibilities over the participant(s). It is **not** necessary to send a faculty member's Curriculum Vitae (C.V.).
2. **Facilities:** List all training sites where rotations are conducted.

D. Educational Program (Basic Curriculum)

Describe the following elements of the training program:

1. Clinical and research components.
2. Trainee's supervisory and patient care responsibilities.
3. **Clinical** procedural requirements.
4. Didactic sessions and teaching methods used to ensure program goals and objectives are met.
5. If the program is more than twelve months in duration, describe the progression in responsibilities by PGY level.

E. Supervision and Evaluation

1. Describe how trainee is mentored and supervised.
2. Describe the formal evaluation process used to assess the educational performance of the trainee.