



Quick Reminders for Program Directors

- Within 60 days of when training has been completed, the Program Director must submit a Program Director Approval form in the TAC portal per the [Fellowship Training & Certification Requirements](#) and [Fellowship Training Program Accreditation Requirements](#).
- As a reminder, only one fellow can be considered to have played the Principal Role for any one procedure. The Program Director is responsible for ensuring that fellows are not double counting cases in the Principal Role. See page 3 of the [Fellowship Requirements](#).

It is the responsibility of the Fellowship Training Program Director to know the TACC's [Program Accreditation Requirements](#).

Program Directors are responsible for:

- Participating in the annual Abdominal Transplant Surgery Fellowship Match.
- Completing the bi-annual milestone assessment.
- Ensuring that all fellows maintain an online surgical log, complete the required curriculum modules in the Academic Universe, and complete the Knowledge Assessment requirements.
- Ensuring that the program adheres to the Fellows Managed Time Policy, as defined on page 14 of the Program Requirements. Click [here](#) to view the Managed Time Policy Webinar.
- Notifying the TACC of any major structural and institutional changes that will affect the fellows' education and training experience. This includes: 50% or more change in surgical faculty, CMS or UNOS actions against the transplant program, changes in Fellowship Training Program Director or administrator/coordinator, and voluntary closures of organ transplant programs by transplant center.