AOCMF Fellowship Program for CMF Surgeons
Your gateway to the worldwide AOCMF network
“AOCMF Fellowships allow unique opportunities for surgeons to advance their training, attain expertise, cross pollination and networking with the other CMF specialties of our global AO community.”
Dear colleague,

Since 1971, AO CMOF has provided fellowships to nearly 1,200 surgeons from all around the world. This program is a great opportunity to visit a leading center in one or more of the craniomaxillofacial (CMF) surgery disciplines: facial trauma, head and neck oncology, reconstruction, orthognatics/craniofacial surgery, among others. At the same time, our fellowship program is a very unique way to closely interact with our legendary worldwide network of CMF surgeons in pursuit of excellence in facial surgery across the specialties.

We look forward to receiving your fellowship application soon.

Gregorio Sánchez-Aniceto, MD
Chair, AO CMOF International Board
Director, Maxillofacial Surgery Department
12 de Octubre University Hospital, Madrid, Spain

The International AO CMOF Fellowship
The AO CMOF Fellowship provides additional experience in AO techniques for CMF surgeons. It is directed at fully-trained CMF surgeons. However, surgeons in the second half of their training can be considered. The purpose of these fellowships is to make fellows familiar with indications, planning, techniques, and pitfalls of osteosynthesis, under guidance of AO experts. This applies not only to fractures, but also to the variety of CMF surgical procedures that are being performed around the world by AO CMOF surgeons. AO Fellowships are not organized courses and the knowledge acquired depends largely on the initiative of the fellow.

Worldwide reach and duration
Fellowships are offered by a number of dedicated fellowship centers in various countries around the world, including Austria, Chile, China, Germany, Great Britain, France, Hong Kong, India, Iran, Mexico, South Korea, Spain, Switzerland, Taiwan, Thailand and the US.

A regular AO CMOF Fellowship lasts 4–8 (exceptionally, up to 12) weeks.

Fellowship funding
The fellowship usually covers the accommodation and living expenses. Travel costs are funded entirely by the participant. The stipend is based on the price level ratio of purchasing power parity conversion factor to market exchange rate provided by the World Bank. Most clinics provide basic accommodation for one person only. AO CMOF strongly recommends that you do not bring your family along. If alternative accommodation is required, the fellow has to organize and pay for this himself/herself. At some clinics, AO CMOF has rented a permanent and furnished apartment at reasonable rates, which must be used during the fellowship. The rental costs will be deducted directly from the stipend. Due to high demand, not every application may be accommodated.
Eligibility, requirements and preconditions

Eligible applicants must have graduated from a training program in one of the CMF specialties, be a dentist or medical doctor, and have completed an AOCMF Management of Facial Trauma course (called “AOCMF Principles course” prior 2017) or an AOCMF Advanced course. If no AOCMF Management of Facial Trauma course has been offered within reasonable distance of the applicant’s home country, an educational AOCMF Symposium may be accepted as an exception. All applicants must be AOCMF Member or AOCMF Member Plus.

Applicants above the age of 40 might be rejected. AOCMF has no obligation to accept all applicants and will not communicate its reasons for rejecting an applicant.

It goes without saying that applicants must be very motivated to increase their knowledge of treatment of CMF problems, with emphasis on AO techniques and philosophy, and interested in becoming actively involved in further AO activities.

Letters of recommendation

Each applicant should submit a first letter of recommendation from the head of his or her institute. Also mandatory is a second letter of recommendation from any AO member who knows the applicant personally. Both reference letters must be on official letterhead and duly signed.

Application form

In addition to the completed application form, which needs to be completed via Webform, applicants should submit /upload the following documents:

- Curriculum vitae
- Copy of medical and/or dental school diploma(s)
- Copy of AOCMF educational activity certificate
- Two letters of recommendation
- One recent passport-size photograph
- Health certificate (see page 7 in brochure)
- Proof of English language proficiency (Toefl, Cambridge Certificate)

All forms need to be submitted in electronical form. All documents must be in English. Diploma(s) from medical and/or dental schools require official translation if the title is not in English.

Language concerns

Language is a common concern when placing a fellow. We strongly recommend a basic knowledge of the working language of the host country. Fellows must be aware that the staff of the host country will be able to communicate
in English. Communication with patients, however, is usually in the local language. Therefore, a fellow may not always be included in the ongoing discussions if he/she is not well-versed in the native language.

Family and accompanying people
AOCMF recommends all that fellows come alone so they are able to derive maximum benefit from the expert instruction available and the AOCMF Fellowship experience as a whole. Having the family nearby may be a distraction. Please be aware that this is a learning experience and not a vacation.

Feedback/confidential reports
We are extremely grateful to those involved in training and guidance during a fellow’s stay. The reports we receive from the consultant physicians at the AOCMF Fellowship Centers confirm that the relationship is reciprocal. If fellows are enthusiastic and willing to learn during an AOCMF Fellowship, they will benefit enormously as will the host hospitals. However, if the medical staff feel that the fellow has come as a tourist rather than for experience, instruction and discussion will rapidly fade away. In every case, it is valuable for us to receive open feedback from both sides. These confidential reports help us to continuously evaluate and improve our program. Therefore, we have introduced a logbook (see below) which each fellow is requested to complete during his/her fellowship and which must be submitted with the confidential report to get an AOCMF Certificate of fellowship.

Logbook on operations
Every fellow is requested to keep a logbook or diary to document all activities that occur during the AOCMF Fellowship. It must list all operations the fellow followed or attended, either as an observer or as a scrubbed assistant. We expect also some follow-up comments on every surgery attended. The logbook must be submitted, together with the confidential report (see above), at the end of the fellowship. Fellows should be aware that the host clinic is also requested to answer questions regarding participants.
Application date
Applications can only be submitted during the month of April for the following year.

Preferences
The candidate may express a preference for a continent, country, or clinic. If possible, the candidate’s preference is granted; however, the final decision lies with AOCMF and is based on availability and suitability of the candidate’s profile (and the individual preconditions).

Coordination
Due to the large number of applications received, AOCMF exclusively coordinates all arrangements. No direct arrangements between a prospective fellow and a specific clinic will be accepted or supported.

Confirmation of acceptance
AOCMF must receive confirmation of your acceptance of the AOCMF Fellowship that is offered to you within one month of being notified (AOCMF Fellowship proposal). Hence, the arrangement is considered a binding contract. If no response is received within that period, AOCMF considers itself free to assign the place to another candidate.

Changes of place and date
Any last-minute changes of dates or places may inconvenience the entire fellowship. If a fellow is unable to fulfill the conditions outlined in this document, the head of the fellowship center involved may propose to the Fellowship Coordinator a premature termination of the fellowship.
Health certificate
Before start of the fellowship, a certificate proving negative test results for hepatitis B, hepatitis C, HIV and TB has to be presented to AOCMF. If this is not presented, the fellow will not be authorized to scrub in at surgery. Some clinics might require a separate health certificate on their own form. This must be provided to the clinic within the specified deadlines.

Working hours
The fellow is expected to follow the daily routine of the clinic and be available for emergencies at night and on weekends. Active participation as a scrubbed assistant is possible in most clinics, but may not be possible in the United States, United Kingdom, France and Hong Kong. If scrubbing in is essential for an applicant, she/he should inquire at AOCMF if this is possible in his/her desired destination.

Leave or absence
Temporary leave or absence requires approval from the head of the fellowship center. AOCMF shall also be informed prior of any leave or absence. If for some reason the fellow wishes to change placement or leave before completion of the allotted period, he/she must seek permission from both the head of the fellowship center and AOCMF. The stipend will be decreased accordingly.

Introductory presentation
Some clinics suggest, as an introduction, that the fellow give a brief presentation to the staff. This can be on a subject matter with which fellow is familiar with or in which the fellow is actively involved. We recommend that fellows contact the clinic to inquire about these presentations.

Reporting
A confidential report is also submitted by the host clinic. This will be used as reference for any further communication or information.

Insurance
During your stay, you will not be insured against any illness or accident through either AOCMF or the fellowship center. Please check whether your medical insurance also covers medical treatment in foreign countries. Furthermore, you will not be covered by malpractice insurance. If you are not insured for these risks, we strongly recommend arranging this before leaving for your AOCMF Fellowship.

Travel arrangements
The fellow is responsible for his/her own travel arrangements and specifically for fulfilling any visa requirements. Please contact the respective immigration authorities immediately upon receipt of the final confirmation letter.