**Training Program Description**

1. 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
2. Introduction
	1. History
	2. Duration
	3. Prerequisite Training/Selection Criteria
	4. Goals and Objectives for Training
	5. Program Certifications
3. Resources
	1. Teaching Staff
	2. Facilities
4. 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.
5. 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.