

# AO CMF Fellowship Program— **Your gateway to the worldwide AO CMF network**



Excellence  
in facial surgery  
**across the  
specialties**

## Mission

The AO's mission is promoting excellence in patient care and outcomes in trauma and musculoskeletal disorders.

## Purpose statement

Our goal is to promote excellence in facial surgery across the specialties through teaching and learning, combined with research and development.

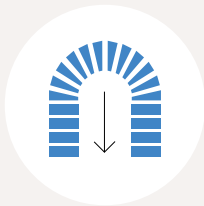
## The AO principles of fracture management

1



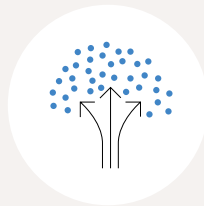
Fracture reduction and fixation to restore anatomical relationships.

2



Fracture fixation providing absolute or relative stability, as required by the “personality” of the fracture, the patient, and the injury.

3



Preservation of the blood supply to soft-tissues and bone by gentle reduction techniques and careful handling.

4



Early and safe mobilization and rehabilitation of the injured part and the patient as a whole.

“AO CMF 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 CMF has provided fellowships to nearly 1,200 surgeons from around the world. The fellowship 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, and orthognathics/craniofacial surgery, among others.

At the same time, it is a one-of-a-kind opportunity to closely interact with our acclaimed global network of CMF surgeons in pursuit of excellence in facial surgery across the specialties, to benefit of mentorship opportunities and to be noticed as a high-potential surgeon for a future leadership role in AO CMF. The fellowship program is a platform for identifying future leaders in our organization and great talents in CMF surgery.

We look forward to receiving your fellowship application soon.



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



# Universitätsspital Basel





“A wonderful opportunity to learn, connect, and network with professionals. I feel transformed and overall I would say, it is a live changing experience for me.”

**Dr. Mohammed A. S. Abdullahi**

University of Maiduguri Teaching Hospital  
Borno State, Nigeria

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## The international AO CMF Fellowship

The AO CMF Fellowship provides additional experience in AO techniques and it is designed for fully trained CMF surgeons. However, surgeons in the second half of their training can be considered. The purpose of these fellowships is to familiarize fellows 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 performed around the world by AO CMF surgeons. The AO CMF Fellowships are not organized courses and the knowledge acquired depends largely on the initiative of the fellow.

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## Worldwide reach and duration

Fellowships are offered by AO CMF at several dedicated fellowship centers in various countries around the world, including Brazil, Chile, China, Germany, Great Britain, France, Hong Kong, India, South Korea, Spain, Switzerland, Taiwan, Thailand and the United States.

A regular AO CMF Fellowship lasts 4–8 weeks and, in exceptional cases, up to 12 weeks.

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## Fellowship funding

The fellowship stipend contributes to fellows' accommodations 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. Some clinics provide basic accommodation for one person only. AO CMF strongly recommends that you do not bring your family along.

If alternative accommodation is required, the fellow must organize and pay for this himself/herself. At some clinics, AO CMF has rented a permanent and furnished apartment at reasonable rates, which must be used during the fellowship. The rental costs are deducted directly from the stipend.



# Requirements and preconditions

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## 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 the AO CMF Course—Management of Facial Trauma (known as the AO CMF principles course prior 2017) or an AO CMF advanced course. If no AO CMF Management of Facial Trauma course has been offered within reasonable distance of the applicant's home country, an educational AO CMF symposium may be accepted as an exception. All applicants must be AO CMF Member or AO CMF Member Plus and should consider remaining within the AO CMF network after completion of the fellowship.

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

Applicants must be very motivated to increase their knowledge of the treatment of CMF problems, with emphasis on AO techniques and philosophy, and interested in becoming actively involved in AO activities.

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## 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.

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## Application form

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

- Letter of intent
- Curriculum vitae
- Copy of medical and/or dental school diploma(s)
- Copy of AO CMF educational activity certificate(s)
- Two letters of recommendation
- One recent passport-size photograph
- Health certificate (see page 9 in brochure)
- Proof of English language proficiency (Toefl, Cambridge Certificate, or similar)

A fellow whose education was in English or who attended school or studies in English does not need to provide a language test but should mark the information on the application form. 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.

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## Language concerns

Language is a common concern when placing a fellow. We strongly recommend that fellows have 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 local language.



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## Family and companions

AO CMF recommends that all fellows come alone so they are able to derive maximum benefit from the expert instruction available and the AO CMF 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.

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## 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 AO CMF Fellowship Centers confirm that the relationship is reciprocal. If fellows are enthusiastic and willing to learn during their AO CMF Fellowship, they will benefit enormously as will the host hospitals. Please be aware that nor the medical staff nor AO CMF do accept fellows who rather come as a tourist than for experience. Full commitment is expected from every fellow throughout the entire duration of the stay. In every case, it is valuable for AO CMF to receive open feedback from both the fellowship center and the fellow. These confidential reports help us to continuously evaluate and improve our program. Therefore, we have introduced a reflection journal (see below) which each fellow is required to complete during his/her fellowship, and which must be submitted with the confidential report to get an AO CMF Certificate of Fellowship.

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## Reflection journal on operations

Every fellow is required to keep an electronic reflection journal to document all activities that occur during the AO CMF Fellowship. It must list all operations the fellow performed or attended, either as an observer or as a scrubbed assistant. We also expect some follow-up comments on every surgery performed or attended. The reflection journal 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 required to answer questions regarding participants.

# Regulations and procedures

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## Application date

Applications can only be submitted during the month of April for the following year.

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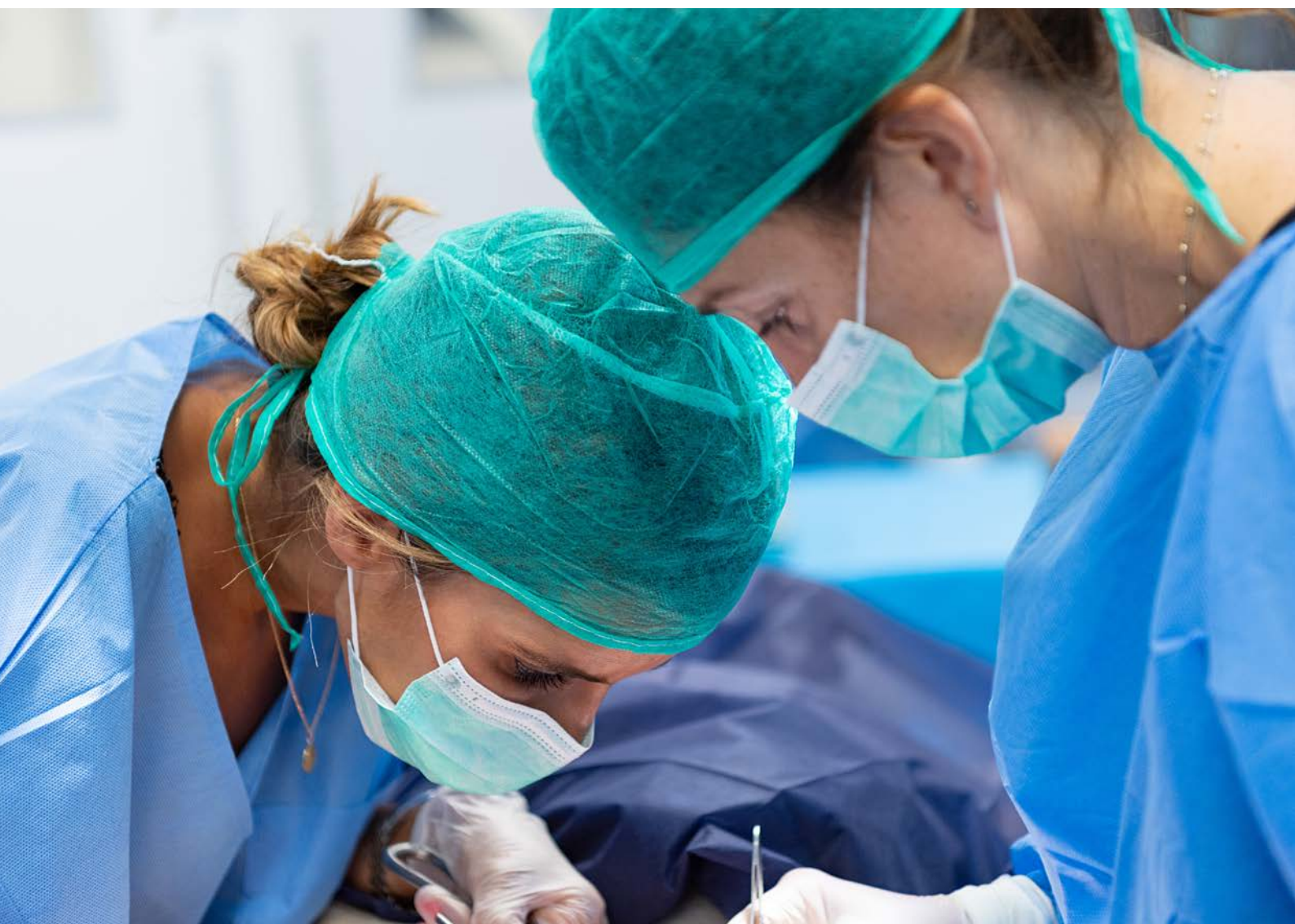
## Preferences

Fellowship candidates may express a preference for a continent, country, or clinic. If possible, the candidate's preference is granted; however, the final decision lies with the AO CMF regional fellowship coordinator and is based on availability and suitability of the candidate's profile.

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## Coordination

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





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## Confirmation of acceptance

AO CMF must receive confirmation of your acceptance of the AO CMF Fellowship opportunity assigned to you within one month of receiving the AO CMF Fellowship proposal. Hence, the arrangement is considered a binding contract. If no response is received within that period, AO CMF considers itself free to assign the place to another candidate.

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## Changes of place and date

Any last-minute changes of dates or places may negatively influence the entire fellowship. If a fellow is unable to fulfill the conditions outlined in this document, the head of the fellowship center involved may ask the fellowship manager to terminate the fellowship.

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## Health certificate

At application, a certificate proving negative test results for hepatitis B, hepatitis C, human immunodeficiency virus (HIV) and tuberculosis (TB) must be presented to AO CMF. If this is not presented, the fellow will not be authorized to scrub in at surgery. Some clinics may require a separate health certificate on their own form. This must be provided to the clinic within the specified deadlines.

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## Working conditions

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 AO CMF about whether this is possible in his/her preferred destination. Further information about each clinic can be found on the AO CMF website.

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## Leave or absence

Temporary leave or absence requires approval from the head of the fellowship center. AO CMF must 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 fellowship period, he/she must seek permission from both the head of the fellowship center and AO CMF. The stipend will be reduced accordingly.

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## Reporting host clinic

A confidential report is also submitted by the host clinic. This will be used as reference for further communication, information and talent identification.

# Regulations and procedures

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## Insurance

During your stay, you will not be insured against any illness or accident through either AO CMF or the fellowship center. Please check whether your medical insurance 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 such coverage before leaving your country to begin your AO CMF Fellowship.

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## 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.

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## Introductory presentation

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

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# AO CMF membership

## Join the number one network for oral and craniomaxillofacial experts

### Membership Benefits



**Explore** the full collection of member benefits on the AO CMF website!  
Being part of the AO CMF Fellowship community is just the beginning of your AO CMF journey.



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**AO**  
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