

IBCSOMS Certificate of Added Qualification Handbook

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IMPORTANT: The enclosed Rules and Procedures are specific to initial Subspecialty Certification in Head and Neck Oncologic and Reconstructive Surgical services.

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The IBCSOMS reserves the right to make changes in its rules and procedures for its examination and certification at any time and without prior notice. These rules and procedures supersede all rules and procedures prior to August 1, 2017.

Mission

The mission of the International Board for Certification of Specialists in Oral and Maxillofacial Surgery (IBCSOMS) is to assure the public of safe and optimal care through the development and maintenance of high standards of certification Fellows in the specialty.

Objectives

The objective of the IBCSOMS is to elevate the standards of oral and maxillofacial surgery through a certification and maintenance of certification process that fosters excellence and encourages learning, thus promoting the delivery of superior health care.

To meet this objective, the IBCSOMS will:

- Evaluate specialist who apply for initial certification and assure that they have the requisite training, education and experience.
- Administer a certification process that assesses the knowledge, experience, and skills requisite to the provision of high quality patient care in oral and maxillofacial surgery.
- Administer a certification process which will allow to have a CAQ on either Ablative Head and Neck Oncologic Surgery only or a double certification in both Ablative and Reconstructive Microsurgical Head and Neck Surgery

Certificate of Added Qualifications (CAQ) in Head and Neck Oncologic and Reconstructive Surgery

The Certificate of Added Qualification (CAQ) in Head & Neck Oncologic and Reconstructive Surgery is designed for oral and maxillofacial surgeons certified by IBCSOMS who have demonstrated significant qualifications in this specialized area, and who conduct a practice with emphasis on, and commitment to, this focused component of oral and maxillofacial surgery.

Holding a CAQ does not bestow special privileges related to the practice of Head & Neck Oncologic and Reconstructive Surgery. The possession of this CAQ does not comprise comprehensive qualification for surgical privileges nor does it imply exclusion of other practitioners of either Oral and Maxillofacial Surgery or other disciplines without this certification.

The ultimate goal of this IBCSOMS CAQ is to inform the public and our professional colleagues that the qualified oral and maxillofacial surgeon who holds this Certification has completed additional specialty education, a certification examination process, and is qualified to practice Head & Neck Oncologic and Reconstructive Surgery as a focused specialty area of oral and maxillofacial surgery.

CAQ Eligibility & Application Requirements

The eligibility pathway for qualification to take the CAQ Examination.

An Applicant:

1. Must be a certified Fellow, in good standing, by the International Board for Certification of Specialists in Oral and Maxillofacial Surgery (IBCSOMS)
2. Must have full, active, unrestricted hospital privileges to admit and provide head and neck oncologic and reconstructive surgery services.

3. Must submit a Surgical Case Log (See page 3 for a description of the Case Log requirements) of head and neck oncologic and reconstructive surgery services.
4. Must complete an Application for Examination to be found on the IBCSOMS Website (www.ibcsoms.org)
5. Must remit a non-refundable Application Fee at the time of Application submission. (See page 5 for an outline of all Fees).
6. Must submit three (3) Letters of Recommendation from the following:
 - a. Principal Head and Neck Surgical Supervisor of the training
 - b. Chief of Surgical Services at the applicants' current principal hospital.
 - c. Chair of the applicants multidisciplinary tumour board.
 - d. Peer head and neck surgeon

The Letters of Recommendation must attest that the applicant:

- i. Is actively and consistently involved in head and neck oncologic and reconstructive surgery and their role within the service
 - ii. Is an ethical surgeon; and,
 - iii. Is not under scrutiny for any pending disciplinary, legal or other matters related to the practice of surgery.
9. Must have full, active, unrestricted hospital staff privileges to provide head and neck oncologic and reconstructive surgery services.

General

The IBCSOMS may request additional information or data that addresses an applicant's ethical and moral standing in the specialty.

Application Requirements

All Applicants, whether applying under the Primary or Alternate Eligibility Pathways must:

1. Complete an Application and Surgical Case Log located on the IBCSOMS website at www.IBCSOMS.org. Instructions for completing the Application are included.
2. Submit 3 letters of recommendation.
3. Remit, when completing the on-line Application, a non-refundable Application Fee. IBCSOMS accepts Visa, MasterCard and American Express for online payments..

Surgical Case Log

1. A surgical case log spanning no longer than the last 24 months preceding submission of an Application must be submitted as part of the Application.
2. Must include 100 operative surgical cases of head and neck oncologic and reconstructive surgical services, managed by the applicant as the primary surgeon.
3. May not include surgeries and procedures performed in an office setting.
4. May not include surgeries performed while enrolled in a Fellowship program unless there is attestation that the Fellow was the primary surgeon in the case.
5. May not include cases performed in foreign mission trips. (Such cases do not reflect the structure of the applicant's regular practice in his/her home institution).
6. If the applicant is applying to the combined CAQ in both Ablation and Microsurgical Reconstruction, the case log must include 25 additional cases of free tissue transfer (microsurgery), local and regional flaps with the Application.
7. A Surgical Case Log form is included as part of the on-line CAQ Application at: www.IBCSOMS.org.

Requirements for Case Log Submission

Head & Neck Oncology

- a. Excision of benign/malignant tumors involving hard and soft (Minimum 60 total procedures for categories a & b)
- b. Excision of benign and malignant salivary gland tumors.
- c. Neck dissections (Minimum 25 procedures)
- d. Surgical airway management (Minimum 15 procedures)

Reconstruction

- a. Surgical management with Pedicled local, regional and distant flaps (free tissue transfer – microsurgery) for head & neck reconstruction (Minimum 25 procedures)

Examination Application Process

1. Once the Application has been completed and all required documentation received by the IBCSOMS administrative office, the CAQ Committee will determine an applicant's eligibility.
2. If an applicant's eligibility is approved, he/she will be notified of his/her Candidate status. The approved Candidate will then return to the IBCSOMS website and register for the next CAQ examination date.
3. An approved Candidate will be granted two opportunities to take the CAQ examination. A Candidate's failure to take or pass the CAQ Examination within these two opportunities will be required to submit a re-application; fulfill all eligibility requirements; and, remit an Application Fee at the time of re-application.
4. At the discretion of IBCSOMS, a Reapplication may include additional letters of recommendation and, an updated Surgical Case Log.

CAQ Examination Registration

Once an applicant has been approved as a Candidate, he/she will be provided information to visit the IBCSOMS website and register for the next Examination administration. A non-refundable Examination Fee, payable by an acceptable credit card, will be required as part of the Candidate's online registration. It is the Candidate's responsibility to be aware and meet all deadlines. The fees for the Application and Examination are required to be made using VISA, MasterCard, or American Express credit cards.

CAQ Examination

The head and neck oncologic surgery CAQ Examination is a two-hour 85 item computer examination. The Reconstructive Surgery Examination is an optional module with 45 questions for the computer examination. The candidate must participate in the Head and Neck Oncologic examination to sit for the Reconstructive Surgery examination.

For the Head and Neck Oncologic portion of the examination the questions will cover broad but comprehensive topics relating to the diagnosis, surgical and medical management, including complications, of pathologic conditions. Additionally, the reconstruction management of ablative defects, immediate and delayed, will be included.

The oral examination for the head and neck oncologic surgery must be completed if a candidate would like to participate in the reconstructive surgery examination. Both examinations will be held concurrently.

CAQ Examination Administration

The CAQ Examination will be administered every other year, beginning in 2018, in Osaka, Japan..

Examination Blueprint

A. Pathology

- a. Airway Management
- b. Benign Lesions of hard tissue
- c. Malignant Lesions of hard tissue
- d. Benign & Malignant lesions of soft tissue
- e. Salivary Gland
- f. Management of neck and neck lesions
- g. Chemo and radiation

B. Reconstruction

- a. Pedicle Flaps (required for head & neck oncology)
- b.

2018 Examination Schedule at a Glance

CAQ Application and Examination Dates	
Examination Application And Application Fee Period	March 1, 2018-August 17, 2018
IBCSOMS Application Review Completion Deadline	August 24, 2018
Applicant Notification of Approval/Denial Deadline	August 24, 2018
Examination Administration	October 17—October 20, 2018
Examination Results Communicated	November 30, 2018

CAQ Fees

Application Fee A non-refundable Application Fee in the amount of \$500 must be remitted at the time an Application is completed on the IBCSOMS website.

An approved Application and Application Fee are valid for two examination administrations, only. Thereafter, a new Application and Application Fee must be submitted.

Examination Fee

A non-refundable CAQ Examination Fee in the amount of \$2000 for the Head and Neck Oncologic Examination must be remitted at the time of Examination registration on the IBCSOMS website. An additional Fee of \$500 will be charged if the candidate decides to apply for the combined CAQ on both Ablative and Reconstructive Microsurgery.

A CAQ Examination Fee may be deferred for one examination administration, only. However, the Candidate must request the deferral no later than 180 days prior to the scheduled Examination administration date. A Candidate that does not pass the Examination must submit a new Examination Fee upon re-application.

A candidate that defers his/her examination until the next administration may, at the discretion of IBCSOMS, be required to submit supplemental information, including but not limited to, verifiable evidence of participation in a tumor board; letters of recommendation, and, an updated surgical case log for the period of time preceding the deferred examination date.

Policy

Applicants' Responsibilities

The timely submission of applications and the accuracy of the information submitted therein are the sole responsibility of the applicant. The IBCSOMS recommends reading and following all instructions thoroughly.

Application submissions arriving at the IBCSOMS administrative office past the posted deadline, regardless of the reason will not be accepted.

It is the applicant's responsibility to keep a current address, e-mail and telephone number on file. The IBCSOMS does not share contact information with any other organization. Third party request for information on a Candidate's

Annual Registration Fee

A non-refundable Annual CAQ Registration Fee of \$50 must be submitted along with the Annual Diplomate Registration form and Diplomate Annual Fee.

Release of Examination Results

The IBCSOMS will not release any examination result information by phone, fax, or e-mail. The IBCSOMS does not report pass or fail information to third parties. The IBCSOMS reserves the right to withhold examination results if any application materials are found to be deficient, expired or inaccurate. All result letters for a particular examination are mailed out in identical envelopes on the same day. The IBCSOMS is not responsible for delays because of outdated contact information on file or mail service.

Appeal Mechanism

A Candidate who is unsuccessful in the CAQ Examination has a mechanism to appeal the outcome. Information about the appeal process is available upon written request from the IBCSOMS administrative office.

For questions please contact:

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