

AMSSM Fellowship Directors' Code of Ethics for the Match & Due Process for Non-Compliance

1. Primary Care Sports Medicine fellowship directors will honor and respect other fellowship programs in all written electronic and/or verbal communication with potential candidates.

2. All AMSSM affiliated fellowship programs agree to participate in the NRMP Primary Care Sports Medicine Fellowship Match in order to ensure the integrity of the match process. Only programs that adhere to the AMSSM Fellowship Directors' Code of Ethics for the Match will:
 - A. be extended the discounted rate of fellowship membership to its fellows (or be eligible for Fellow Starter Kit package that funds cost of fellowship membership);
 - B. be extended the discounted rate for fellows' registration to AMSSM's annual meeting,
 - C. be listed on AMSSM's website Directory of Fellowships;
 - D. be extended the discounted rate for fellows registration for the AMSSM Fellows' Research and Leadership Conference;
 - E. be extended the discounted rate for fellows registration for the Sports Medicine In-training Examination (SM ITE);
 - F. be allowed to submit fellow cases and research for presentation at AMSSM's annual meeting (unless the fellow joins at the non-discounted rate);
 - G. be afforded the opportunity for faculty to participate in leadership positions within AMSSM;
 - H. be afforded the opportunity for fellows and program directors to apply for grant funding through the AMSSM or the AMSSM Foundation.

(Exceptions – A newly accredited program will be given a one year “grace period” to begin its participation in the NRMP Primary Care Sports Medicine Fellowship match. Military sponsored programs are exempt from participating in the match.)

3. Communicating thanks to candidates for coming to a program for an interview is acceptable practice. Applicants may contact the fellowship program with regards to specific questions left unanswered after an interview. A phone call, text message, letter or e-mail to applicants to discuss specific questions not related to the rank order is also appropriate. The fellowship programs may directly contact applicants if they are contacted by the NRMP as an unmatched program.

4. If asked by the applicant to disclose where he/she is ranked, the program director should state that the rank order list is confidential and as a program participating in the NRMP Primary Care Sports Medicine Fellowship Match this information cannot be disclosed. Likewise, program directors may not ask applicants any questions regarding the applicants' rank order lists.

5. Possible violations of the AMSSM Fellowship Directors' Code of Ethics for the Match will be reviewed by the Fellowship Committee using the following due process prior to withdrawal of benefits to the program in violation.

Due Process in Determining Non-Compliance

Prior to any withdrawal of benefits, a program suspected of violations of the AMSSM Fellowship Director's Code of Ethics for the match will undergo the following due process.

1. Introduction

- A. Any violation of the code of ethics must be submitted in writing to the chair of the AMSSM Fellowship Committee.
- B. Regarding non-participation in the match, the Fellowship Committee will review details of the NRMP Fellowship Match for PCSM each year once available from NRMP. Using various directories, and the NRMP data, any discrepancies regarding match participation will be further investigating.
- C. Any published violations of the match process as determined by NRMP would also be considered a violation of the code of ethics.

2. Investigation

- A. The investigation stage would begin with a letter of inquiry to the program director of the program in question. A letter would be sent to the program director detailing the suspected offense and explaining the possible consequences for violations of the code of ethics. The program director would be requested to provide a detailed response within 30 days.
- B. Once an explanation was received back from the program director (or the 30 day response time expired), the review committee (4 members of the steering committee of the fellowship committee and chaired by the chairman of the fellowship committee) would determine whether a violation of the code of ethics had occurred. Typically, this determination should be made within 30 days of receiving the program director's response.
- C. The review committee will notify in writing the current Program Director and the Designated Institutional Officer (DIO) of the sponsoring institution of the committee's determination and, if applicable, any action that will be taken against the fellowship program.
- D. If a program is found to be in violation and benefits are withdrawn, the program director can request full reinstatement of AMSSM benefits for the program at any point when he/she feels that the program has become compliant once again with the Code of Ethics. The request must include a written statement that details how the program has become fully compliant with the code of ethics. The review committee will review the request and determine after considering all the circumstances whether to reinstate the program.

Refer to <http://www.nrmp.org> for the NRMP Statement on Professionalism for further delineation of violations and penalties of the Match as defined by the NMRP.

By signing this document, I agree to conditions/expectations listed within this Fellowship Directors' Code of Ethics for the Match document.

Fellowship Applicant's Signature

Date