

2016 CERTIFICATE OF ADDED QUALIFICATIONS IN HEAD AND NECK ONCOLOGIC AND RECONSTRUCTIVE SURGERY HANDBOOK

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Mission

The mission of the American Board of Oral and Maxillofacial Surgery is to assure the public of safe and optimal care through the development and maintenance of high standards of certification and re-certification of Diplomates in the specialty.

Objectives

The objective of the ABOMS 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 ABOMS will:

- Evaluate specialists 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 maintenance of certification process that assures Diplomates are committed to lifelong learning, keep current in knowledge and skills, and practice in a safe and contemporary manner

Organization

The American Board of Oral and Maxillofacial Surgery (ABOMS) is the certifying Board for the specialty of oral and maxillofacial surgery in the United States and is recognized and approved by the Council on Dental Education of the American Dental Association.

A committee was authorized at the 1945 annual meeting of the American Society of Oral Surgeons to establish an American Board of Oral Surgery, which would conduct examinations for the certification of specialists in oral surgery. In 1946, the American Board of Oral Surgery was incorporated under the laws of the State of Illinois. During the following year, the American Board of Oral Surgery was approved by the Council on Dental Education of the American Dental Association and was authorized to proceed with the certification of specialists in oral surgery. The American Board of Oral Surgery was renamed the American Board of Oral and Maxillofacial Surgery in 1978 to reflect the scope of the specialty. The name modification was incorporated under the laws of the State of Illinois.

The operation of the American Board of Oral and Maxillofacial Surgery is entrusted to an eight-member Board of Directors. These Directors are Diplomates of the American Board of Oral and Maxillofacial Surgery and Fellows of the American Association of Oral and Maxillofacial Surgeons. One Director is elected each year to an eight-year term by the House of Delegates of the American Association of Oral and Maxillofacial Surgeons. A Certification of Added Qualifications (CAQ) Examination Committee composed of Diplomates of the American Board of Oral and

Maxillofacial Surgery is appointed by the Board of Directors to prepare and conduct the CAQ examination. The Board of Directors and its CAQ Examination Committee serve without salary.

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 ABOMS 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 ABOMS 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

The ABOMS administers two eligibility pathways for qualification to take the CAQ Examination.

Primary Eligibility Pathway Criteria

An Applicant:

1. Must be an ABOMS Diplomate, in good standing.
2. Must successfully complete, at a minimum, a one-year Fellowship in Head and Neck Oncologic and Reconstructive Surgery recognized by the American Board of Oral and Maxillofacial Surgery (See page 10 for a list of ABOMS recognized Fellowships); **or**,
 - a. Be certified as a Diplomate, in good standing, by the American Board of Otolaryngology (ABO).
3. Must have full, active, unrestricted hospital staff privileges to provide head and neck oncologic and reconstructive surgery services.
4. Must submit a Surgical Case Log (See page 4 for a description of the Case Log requirements and a facsimile of the Log) of head and neck oncologic and reconstructive surgery services.
5. Must complete an Application for Examination to be found on the ABOMS Website at www.aboms.org.
6. Must remit a non-refundable Application Fee at the time of Application submission. (See page 8 for an outline of all Fees).

Alternate Eligibility Pathway Criteria

Applicants that have not completed an ABOMS recognized Fellowship and who are not certified by the American Board of Otolaryngology may, nonetheless, be eligible.

An applicant:

1. Must be an ABOMS Diplomate, in good standing.
2. Must submit a Waiver Letter requesting exemption from the Fellowship/ABO certification requirement that addresses the following:
 - a. Training, in lieu of completing a recognized Fellowship, in Head and Neck Oncologic and Reconstructive Surgery;
 - b. Current role in performing such surgery (i.e. primary surgeons, 1st assistant, etc.);
 - c. Identification of the tumor board with which the applicant participates; and,
 - d. Identification of radiation and medical oncologists with whom the applicant most frequently collaborates.
3. Must submit three (3) Letters of Recommendation from:
 - a. Practitioners with whom the applicant has collaborated on a tumor board(s) (e.g. surgical colleagues, radiation and/or medical oncologists, etc.).
 - b. Academic Department Chairs at the applicant's academic medical center.
 - c. Chiefs of Service at an applicant's hospital.
4. The Letters of Recommendation must attest that the applicant:
 - a. Is actively and consistently involved in head and neck oncologic and reconstructive surgery;
 - b. Is an ethical surgeon; and,
 - c. Is not under scrutiny for any pending disciplinary, legal or other matters related to the practice of head and neck oncologic and reconstructive surgery.
5. Must have full, active, unrestricted hospital staff privileges to provide head and neck oncologic and reconstructive surgery services.
6. Must submit a Surgical Case Log (See page 4 for a description of the Case Log requirements and a facsimile of the Log) of head and neck oncologic and reconstructive surgery services.
7. Must complete an Application for Examination to be found on the ABOMS Website at: www.aboms.org.
8. Must remit a non-refundable Application Fee at the time of Application submission. (See page 8 for an outline of all Fees).

General

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

Surgical Case Log

A surgical case log spanning the last 24 months preceding submission of an Application must be submitted as part of the Application.

The Case Log:

1. Must include 100 operative surgical cases of head and neck oncologic and reconstructive surgical services, managed by the applicant as the primary surgeon.
2. May not include surgeries and procedures performed in an office setting.
3. May not include surgeries performed while enrolled in a Fellowship program.
4. 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).
5. May not include cases performed at a hospital or institution with which the applicant is no longer affiliated.

A Surgical Case Log form is included as part of the on-line CAQ Application at: www.aboms.org. The following represents an example of the information for the Log:

CASE 1	
Patient Identifier:	Date of Service:
Primary Diagnosis:	
Surgical Procedure:	
Primary Surgeon:	
Assisting Surgeon:	
Institution:	State:

Instructions for completing the Log are included with the form.

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 ABOMS website at www.aboms.org. Instructions for completing the Application are included.
2. Remit, when completing the on-line Application, a non-refundable Application Fee. ABOMS accepts Visa, MasterCard and American Express for online payments.
3. Submit the following documents by the United States Postal Service mail or other delivery service; or, by FAX at (312) 642-8584 to the ABOMS administrative office: at 625 N. Michigan Avenue, Suite 1820, Chicago, IL 60611.

- a. For Primary Eligibility Pathway applicants, documented verification from the Fellowship Director of the Program from which the applicant completed his/her head and neck oncologic surgery fellowship; or, documented verification of the applicant's ABO certification.
- b. For Alternate Eligibility Pathway applicants, Waiver Letters and Letters of Recommendation.

Examination Application Process

Once the Application has been completed and all required documentation received by the ABOMS administrative office, the CAQ Committee will determine an applicant's eligibility.

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 ABOMS website and register for the next CAQ examination date.

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 in effect at the time of re-application.

At the discretion of ABOMS, a Reapplication may include additional evidence of continued participation in a tumor board; letters of recommendation; and, an updated Surgical Case Log.

Special Accommodations

The ABOMS will make every effort to provide all appropriate and reasonable efforts to accommodate any requests in accordance with the American with Disabilities Act. Issues such as a second language, test anxiety, slow reading without an identified underlying physical or mental deficit, and failure to achieve a desired outcome are not learning disabilities and generally are not covered by the Americans with Disability Act.

Candidates that require special accommodations must contact the ABOMS administrative office to receive detailed information concerning documented disability or qualifying medical conditions.

CAQ Examination Registration

Once an applicant has been approved as a Candidate, he/she will be provided information to visit the ABOMS 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.

CAQ Examination

The CAQ Examination is a two-hour 100 item paper and pencil (written) examination.

The questions will cover broad but comprehensive topics relating to the diagnosis, surgical and medical management, including complications, of pathologic conditions about the head and neck. Additionally, the reconstruction management of ablative defects, immediate and delayed, will be included.

Refer to the Examination Blueprint on page 7 of this Handbook.

CAQ Examination Administration

The CAQ Examination will be administered every other year, beginning in 2016, at a location determined by ABOMS.

The administration of the CAQ Examination will be during the week of September 19, 2016 during the 97th Annual Meeting of the American Association of Oral and Maxillofacial Surgeons in Las Vegas, Nevada. An approved Candidate will be notified of the specific time and examination room information at the time of Examination registration. Please note that Examination registration can only be completed through the ABOMS website at, www.aboms.org.

2016 Examination Schedule at a Glance

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 Application and Examination Dates	
Examination Application And Application Fee Period	February 9, 2016 through April 28, 2016
ABOMS Application Review Completion Deadline	June 30, 2016
Applicant Notification of Approval/Denial Deadline	July 15, 2016
Examination Registration and Fee Period	July 15, 2016 through August 15, 2016
Examination Administration	September 19, 2016
Examination Results Communicated	December 1, 2016
Certification Effective Date	January 1, 2017

CAQ Certification Period

All Candidates (whether holding an unlimited or time-limited Diplomate Certification) that successfully passes the CAQ Examination will be issued a ten (10) year time-limited CAQ Certification. The effective date of the certification period will be January 1st of the year following the examination.

CAQ Certification Examination Blueprint

Areas addressed in the 100 item Examination:

Pathology

- A. Benign Lesions of Hard Tissue
 - (odontogenic tumors; vascular lesions)
- B. Salivary Gland
 - (minor and major salivary gland tumors)
- C. Malignant Lesions of Hard Tissue
 - (sarcomas of the facial skeleton; squamous cell carcinoma of the jaws; metastatic lesions)
- D. Malignant Lesions of Soft Tissue
 - (melanoma and non-melanoma skin cancer; oral and oropharyngeal squamous cell carcinoma; thyroid and parathyroid tumors; vascular lesions; neural lesions; metastatic lesions)
- E. Chemo-radiation
 - (induction chemotherapy; concomitant chemo-radiation therapy; IMRT; the unknown primary cancer; nasopharyngeal and hypo-pharyngeal cancer)

Reconstruction

- A. Non-vascularized Grafts
- B. Free Vascularized Flaps
- C. Pedicle Flaps

CAQ Certification Maintenance

A Diplomate that holds a time-limited Certificate and a CAQ Certification must comply with all Annual Registration and Certification Maintenance requirements associated with maintaining his/her certification as an ABOMS Diplomate.

The following additional Certification Maintenance requirements must also be fulfilled as a condition of CAQ requalification:

- a. 30 additional hours of Category I continuing education programs specifically focused upon head and neck oncologic and reconstructive surgery.
- b. Letter of Attestation of continued participation in a Tumor Board.
- c. Successfully passing a CAQ Requalification Examination.

A Diplomate without a time-limited Certificate and who holds a CAQ Certification must comply with all Annual Registration requirements and fulfill the following Certification Maintenance requirements as a condition of CAQ requalification:

- a. 30 hours of Category I continuing education programs specifically focused upon head and neck oncologic and reconstructive surgery.
- b. Letter of Attestation of continued participation in a Tumor Board.
- c. Successfully passing a CAQ Requalification Examination.

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 ABOMS 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 \$1,500 must be remitted at the time of Examination registration on the ABOMS website.

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 ABOMS, 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.

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.

Policy

Applicants' Responsibilities

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

Application submissions arriving at the ABOMS administrative office past the posted deadline, regardless of the reason will not be accepted and returned to the applicant. The ABOMS strongly recommends that materials be sent by a secured carrier (i.e. UPS, Fed-EX, DHL, USPS). Exceptions are not made for submissions lost in the mail.

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

application, Board status, or results will not be granted. Throughout the certification process, it is necessary for the Board to communicate with Candidates on issues that are imperative. In addition, time-sensitive information regarding applications, examination registration and results require direct contact.

The ABOMS will not be responsible for missed communications when the applicant does not have current information on file with the ABOMS administrative office. Applicants may check their contact information and the status of their applications by logging into their profile online at www.aboms.org. Please allow one business day for electronic submissions to update on your profile and 1-2 weeks for processing of submissions made by mail.

Extensions on Expiring Application

Requests for extension of eligibility must be made after expiration of the current application for the CAQ Examination. Requests for extensions must be in writing and additional supporting documents may be required. Each request will be individually reviewed and considered by the Board of Directors.

Refunds

All fees are non-refundable.

Receipts for Fees Paid

Candidates who submit application materials online will receive e-mail confirmations including transactions numbers for any fees paid.

Release of Examination Results

The ABOMS will not release any examination result information by phone, fax, or e-mail. The ABOMS does not report pass or fail information to third parties. The ABOMS 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 ABOMS 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 ABOMS administrative office.

*Disclaimer ABOMS reserves the right to change certification or application requirements and deadlines for future examinations. The Board may, at its discretion, approve or deny any Candidate for examination or certification who does not fully satisfy application or credentials requirements.

ABOMS Recognized Head and Neck Oncologic and Reconstructive Surgery Fellowships

Florida, Jacksonville

University of Florida-Jacksonville
Head and Neck Oncologic Surgery and
Microvascular Fellowship

Florida, Miami

University of Miami Tumor and
Reconstructive/Microvascular Fellowship

Louisiana, Shreveport

Louisiana State University School of Medicine
Head and Neck Surgery & Microvascular
Reconstruction Fellowship

Maryland, Baltimore

University of Maryland Medical Systems
Head & Neck Oncology and Microvascular
Surgery Fellowship

Michigan, Ann Arbor

University of Michigan Hospital
Oral/Head and Neck Oncologic and
Microvascular Reconstructive Surgery Fellowship

Minnesota, Minneapolis

North Memorial Medical Center and Hubert Humphrey
Cancer Center
Oral/Head & Neck Oncologic and Reconstructive
Surgery Fellowship

Oregon, Portland

Head and Neck Surgical Associates (Portland, OR)
Head and Neck Oncologic and Microvascular
Reconstructive Surgery Fellowship

Tennessee, Knoxville

University of Tennessee Medical Center
Oral/Head and Neck Oncologic Surgery
Fellowship

Texas, Fort Worth

John Peter Smith Hospital
Maxillofacial Oncology and Reconstructive
Surgery Fellowship

Contact Information

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