

ASCCP Colposcopy Mentorship Training Program Mentor Agreement

I. Overview

The American Society for Colposcopy and Cervical Pathology (“ASCCP”) is sponsoring and overseeing a Mentorship Program (“Program”) in which experienced licensed physicians or other licensed healthcare practitioners (the “Mentor”) will instruct and observe in pertinent colposcopy examinations other licensed physicians or other licensed healthcare practitioners (the “Mentee”), who meet certain qualifications set by ASCCP.

II. Mentor Qualifications

A) Training and Experience

Mentor represents and warrants to ASCCP, and agrees to provide supporting documentation in support of this representation to ASCCP, that he/she is an experienced licensed physician or licensed healthcare practitioner with the following qualifications:

- ❖ a physician who completed his/her colposcopy training in a U.S. accredited (ACGME) residency program within the past 5 years must submit a letter from the residency program stating that the prospective mentor learned and performed colposcopy during the residency. The letter should attest whether he/she was supervised for at least 25 colposcopic examinations (to include 3 high grade lesions by biopsy).

OR

- ❖ a physician who did not learn colposcopy in residency or completed his/her residency or training over 5 years ago, or an advanced practice clinician who completed his/her ACCME-approved didactic and preceptored colposcopy training over 5 years ago, must provide a photocopy of their certificate from an ACCME-accredited postgraduate course (minimum 8 hours Category 1 CME or CEU credits dedicated to the diagnosis and/or treatment of premalignant diseases of the female lower genital tract) taken within the last 5 years as documentation. A single program or an aggregate of 8 or more hours from multiple courses will meet this requirement.

OR

- ❖ completed the ASCCP Colposcopy Mentorship Program within the last five years.

B) Licensure

Mentor represents, warrants and covenants that Mentor holds the proper professional license in the State in which the Mentor will instruct and observe the Mentee. Mentor also agrees to promptly notify ASCCP in the event that the Mentor’s license is revoked or becomes invalid for any reason.

C) Malpractice Insurance Coverage

Mentor represents, warrants and covenants that the Mentor has and will maintain malpractice insurance coverage. Mentor also agrees to promptly notify ASCCP in the event that Mentor ceases to be covered by malpractice insurance or if such coverage will lapse for any reason whatsoever.

D) Active Practice

Mentor represents and warrants that Mentor is an experienced licensed physician or advanced practice clinician colposcopist with an active colposcopy practice.

III. Duties of Mentor

- A) Mentor agrees to verify that each Mentee is appropriately licensed to practice in the state where the mentorship training will be conducted. The Mentor must submit required paperwork for each Mentee they intend to supervise.
- B) Mentor agrees to complete and submit any forms or other information required by the Mentor's institution to the ASCCP National Office. MENTOR MUST ALSO OBTAIN AN OFFICIAL ASCCP WRITTEN LETTER OF APPROVAL TO SERVE IN THE PROGRAM PRIOR TO BEGINNING THE TRAINING. No retroactive exams will be counted.
- C) Mentor agrees to directly supervise the Mentee in a minimum of 25 consecutive colposcopic exams on women with cytology results of ASC/AGC or more severe to obtain a basic level of proficiency. Mentor further agrees to oversee the Mentee's documentation of at least 3 cervical cases with high grade findings (CIN 2/3 on biopsy) prior to submitting forms to the ASCCP. Of the 25 cases there should be a minimum of 12 cervical, vaginal or vulvar biopsies and 4 endocervical curettages (ECC) with sufficient cells for diagnosis. Direct supervision of the Mentee must include the identification of the transformation zone, detection of the presence and extent of the most severe lesion(s) of the lower genital tract, selection of the biopsy site(s), and collection of biopsy specimen(s).
- D) Mentor agrees to discuss each case with Mentee and review with Mentee the ASCCP Consensus Guidelines, additional case study images, CD-ROMs, or other teaching materials to ensure a good learning experience during the mentorship.
- E) Mentor agrees to provide comments, signatures and dates as indicated on all forms.
- F) Mentor agrees to maintain one copy of all records submitted to the ASCCP National Office.

IV. Benefits to Mentor

- A) Joy of teaching;
- B) Recognition on the ASCCP website; and
- C) Free tuition at an ASCCP postgraduate course or free ASCCP CD-ROM program and recommendation to ASCCP Ad-Hoc Awards Committee to grant the ASCCP "Award of Merit" for 5 successful pupils.

V. Waiver and Indemnification

In consideration of those Mentor benefits set forth herein, the Mentor: 1) Waives all claims for liability against ASCCP arising from or in connection with Mentor's participation in this program;

and 2) Agrees to indemnify, defend and hold harmless ASCCP or its respective officers, directors, employees, agents, contractors, members or participants (as applicable) for any loss, liability, costs or damages arising from or in connection with the participation of the Mentor in this program.

VI. Entire Agreement

This Agreement constitutes the entire understanding between ASCCP and the Mentor, and supersedes all prior proposals both oral and written. This Agreement may only be amended or modified by the written agreement of both parties.

VII. Applicable Law

Mentor agrees that this Agreement will be governed and construed in accordance with Maryland law, excluding its conflict of law rules. By executing this Agreement, you consent to the exercise of personal jurisdiction over you by, and venue in, the courts of the State of Maryland. Any legal action in connection with this Agreement shall be maintained only in the courts of the State of Maryland. In the event of litigation arising from this Agreement, the Mentor and ASCCP agree that the prevailing party shall recover its attorney's fees and any costs incurred.

VIII. Signature

The Mentoring physician or licensed healthcare practitioner whose signature appears below affirms that he or she has reviewed and understands this entire Mentor Agreement, and agrees to all of its terms and conditions.

This agreement is made this _____ day of _____, 20__.

ASCCP

Witness

Mentor

Witness