

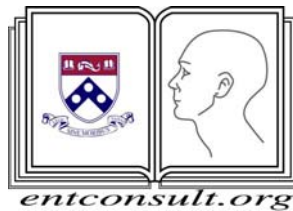


Endoscopic Sinus Surgery Visiting Mini Fellowship

September 2007 - June 2008

Hosted by:

The Department of Otorhinolaryngology: Head and Neck Surgery
University of Pennsylvania Medical Center



COURSE DIRECTORS:

David W. Kennedy, M.D.

Professor, Department of Otorhinolaryngology: Head and Neck Surgery
Vice Dean for Professional Services, University of Pennsylvania School of Medicine
Senior Vice President, University of Pennsylvania Health System

James N. Palmer, M.D.

Associate Professor, Department of Otorhinolaryngology: Head and Neck Surgery
University of Pennsylvania Health System

Alexander G. Chiu, M.D.

Assistant Professor, Department of Otorhinolaryngology: Head and Neck Surgery
University of Pennsylvania Health System

Sponsored by:



Continuing Medical Education

Endoscopic Sinus Surgery Visiting Mini Fellowship

Program Overview:

This program is designed for practicing otolaryngologists with a significant interest in endoscopic surgery and management of sinus and nasal problems. The course is a 3 or 4 day one-on-one clinical experience where participants spend time with Dr. David Kennedy, Dr. James Palmer and Dr. Alexander Chiu observing them in surgery and observing during office hours. Participants also have the opportunity to perform a cadaveric dissection and to obtain experience with computer assisted surgical navigation. The course is of particular benefit to otolaryngologists who have been to didactic courses, developed some experience with FESS and identified specific problem areas in the surgical management of patients with sinus disease. A maximum of two otolaryngologists is admitted to the mini fellowship at any one time. This allows for a close one-on-one experience with the faculty.

The participants' individual aims are identified with the faculty when they arrive during a brief breakfast and orientation. Participants spend the first morning observing Dr. Kennedy during office hours. After lunch participants perform a hand-on cadaveric dissection with Dr. Chiu and/or the rhinology fellow. On the second day, Drs. Kennedy and Palmer perform surgery in adjoining operating rooms. Participants are encouraged to move freely between operating suites to observe each surgical procedure. Although individual surgeries are subject to cancellation, participants usually have ample opportunity for observation. On the third day, post-op care is administered by Dr. Kennedy and Dr. Palmer. We encourage the Mini Fellows to attend our Wednesday afternoon clinical conferences, which highlight upcoming rhinologic cases of interest. Mini fellows may also bring a couple of CT scans of their own difficult or interesting cases to present and discuss. There is ample time for questions and answers with the faculty. We also invite visiting fellows to attend Thursday morning departmental Grand Rounds. Mini Fellows may observe surgery in the OR on Thursdays with Dr. Chiu. During lunch breaks and any free time each day, participants are asked to explore our video/DVD library.

Target Audience:

Otolaryngologists in Private or Academic Practice

OBJECTIVES:

Upon completion of the course participants should be able to:

- Describe the complex 3-D anatomy of the paranasal sinuses.
- Identify and assess new technological advances and developments in sinus surgery.
- Discuss management of difficult and severe chronic sinusitis and understand the role of post-op care.
- Perform routine nasal endoscopy for the diagnosis of sino-nasal disease.
- Explain the role and techniques of surgical stereotactic intraoperative navigation
- Describe appropriate handling of endoscopic sinus surgical instruments.

Accreditation:

The University of Pennsylvania School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Designation of Credit:

The University of Pennsylvania School of Medicine designates this educational activity for a **maximum of 35.75 AMA PRA Category I Credits**™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

A CME credit request form must be submitted at the end of the program in order to receive a CME certificate by mail following the program.

Disclosures:

University of Pennsylvania School of Medicine Office of Continuing Medical Education adheres to the *ACME Standards for Commercial Support*. Faculty disclosure information will be made available during the activity. Faculty members are also expected to disclose to participants any discussion of off-label and/or investigational use of pharmaceutical products or devices during their presentations.

Tuition Fee:

The tuition for the mini fellowship is **\$1850.00 USD** and is payable by check or by credit card. This tuition payment covers all course related expenses, but does not cover travel to/from the mini fellowship or accommodations during your stay.

Cancellation and Refund Policy:

Refunds are possible if written notification is received by our office four weeks prior to your scheduled arrival date. No refunds can be issued after that time. (All refunds are subject to a \$50.00 service charge.) The Department of Otorhinolaryngology reserves the right to cancel or postpone the program due to unforeseen circumstances. In the event of cancellation or postponement, the University will refund registration fees, but is not responsible for any related costs, charges or expenses to participants including cancellation charges assessed by airlines/travel agencies.

Nondiscrimination Statement:

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs or activities; admissions policies scholarship and loan awards; athletic or other University administered programs or employment. Questions or complaints regarding this policy should be directed to the Executive Director, Office of Affirmative Action, Suite 228, Sansom Place East, 3600 Chestnut Street, Philadelphia, PA 19104-6106 or 215-898-6993 (Voice) or 215-898-7803 (TDD).

Services for the Disabled:

If special arrangements are required for an individual with a disability to attend this program please contact the Department of Otorhinolaryngology Office of External Affairs at 215-662-2137 one month prior to the program date.

Course Attire:

Dress should be professional and comfortable as you will be working a rigorous schedule. **Please bring a white lab coat with your name on it.** All other necessary items will be provided for you. If you would like to bring your own scrubs you may do so. Otherwise we will provide scrubs for you.

Hotel Arrangements:

We have relationships with several hotels, which offer special discounted rates for our visiting mini-fellows. We recommend that you choose one of these hotels, but you may certainly explore other options. A listing of hotels and rates is provided.

You are welcome to make your own reservations or we will be happy to arrange for your hotel accommodations. If you would like us to make arrangements, kindly complete the hotel request form at the bottom of the registration form. We will contact the hotel(s) of your choice, make the necessary arrangements and contact you with the confirmation information for your records. If you make your own reservations please so indicate on the registration form.

Transportation:

Most visitors arrive into Philadelphia International Airport. From the baggage claim area it is very easy to secure a taxi. It usually takes 15-20 minutes to drive to your hotel in central Philadelphia and the fare is generally \$25.00. Airport Limo/shuttle services are also available. The cost is usually \$15.00 per person and the ride is usually 25-35 minutes.

If you are traveling by train, Amtrak 30th Street Station is generally 5-10 minutes from any of the hotels and taxis are easily accessed from the train station.

For driving directions please contact the office at 215-662-2137 or contact your hotel concierge. Parking is available at the hospital and at the area hotels. There is a fee of \$12.00-\$15.00 per day for parking at the hospital and most hotels charge \$25-\$35 per night for 24 hour parking.

2007- 2008 FESS Mini Fellowship Schedule

Monday

7:45am-8:00am	Introductions, Light Breakfast and Orientation in Otolaryngology Administrative Suite, 5 th Floor Ravdin Building
8:00am-1:00pm	Office Hours with Dr. Kennedy
1:00pm-2:00pm	Lunch & Video viewing if time allows
2:00pm-5:00pm	Hands on Dissection with Dr. Chiu and/or Rhinology Fellow

Tuesday

7:10am-5:00pm	Observe Surgery with Dr. Kennedy and Dr. Palmer
12:30pm-1:30pm	Lunch and Video viewing if time allows (lunch time varies with surgery schedule)

Wednesday

8:00am – 1:30pm	Post op care and office hours with Dr. Kennedy and Dr. Palmer
1:30pm-2:00pm	Lunch
2:00pm-4:45pm	Office Hours with Dr. Kennedy and/or Dr. Palmer
4:45pm-5:30pm	Clinical Conferences and Case Presentations

Thursday

7:00am-10:00am	This is an optional day Grand Rounds/Resident Lecture Series, 5 Silverstein Lecture Room (light breakfast provided at Grand Rounds)
8:00am-5:00pm	Observe Surgery with Dr. Chiu
12:00pm-1:00pm	Lunch on your own

Note about meals:

Breakfast: A light breakfast is provided on Monday and Thursday only. Other days are on your own.

Lunch: Tickets for our hospital cafeteria are offered so that you can choose your own lunch. You have the option to explore restaurants in the area or food carts outside if you prefer to pay on your own.

Dinner with the faculty is usually held in a restaurant near-by on Monday evening. If the faculty is not available on Monday, dinner could be re-scheduled for Wednesday.

Available Course Dates
2007-2008

September 10-13, 2007

October 1-4, 2007

November 12-15, 2007

December 10-13, 2007

January 14-17, 2008

February 4-6, 2008

April 14-17, 2008

May 12-15, 2008

June 2-5, 2008

Each session is Monday, Tuesday and Wednesday. Thursday is optional for Mini fellows who wish to stay for grand rounds and/or observation of additional surgeries with Dr. Chiu.

Applications are accepted on a first come, first served basis. If your preferred date is not available, we will offer the next available date. We recommend that you call to check availability and then send in your registration/payment for your preferred date.

Phone: 215-662-2137

Fax: 215-662-4515

e-mail: bonnie.rosen@uphs.upenn.edu

web site: <http://www.uphs.upenn.edu/pennorl>

**Application form -- Please Attach CV
Endoscopic Sinus Surgery Visiting Mini Fellowship Program**

University of Pennsylvania Medical Center
Department of Otorhinolaryngology: Head and Neck Surgery

First Name _____ Last Name _____ Degree _____

Address _____

City _____ State _____ Zipcode _____

Telephone Number: _____ Fax _____

E-mail _____

Special Requests _____

Preferred mini fellow date _____ Alternate date _____

Tuition Payment \$1850.00 _____ Check enclosed _____ Credit card _____

Credit Card (Please circle one) _____ Mastercard _____ Visa _____ American Express _____

Credit card number _____ exp. _____

_____ I authorize using my credit card for this program's tuition.

Signature _____

Hotel Reservation Request Form

Preferred Hotel _____ Alternate Hotel _____

Estimated Arrival Day, Date, Time _____ am _____ pm

Departure Date and Time _____

Method of Guarantee: _____ Visa _____ Mastercard _____ American Express _____

Card Number _____ exp date _____

**Mail Application and Payment to:
Attention: Bonnie Rosen: CME Registration
Department of Otorhinolaryngology
University of Pennsylvania Medical Center
5 Ravdin, 3400 Spruce Street
Philadelphia, PA 19104**

For More Information:

Contact Bonnie Rosen: Phone: 215-662-2137 Fax: 215-662-4515

e-mail: bonnie.rosen@uphs.upenn.edu website: <http://www.uphs.upenn.edu/pennorl>

HOTEL INFORMATION

The Hilton Inn at Penn

215-222-0200

Rates \$220.00 and up

The Inn at Penn is a beautiful hotel on the University of Pennsylvania Campus. Each guest room is equipped with two dual phone lines, voice mail, data ports, iron and ironing board, hair dryer, and coffee maker. A complimentary newspaper is delivered daily. A fitness center is available on site at no charge and dining is available in the fine restaurant. Located at 36th and Samson, this hotel is walking distance to the hospital.

The Rittenhouse Hotel

215-546-9000

Rates \$220.00 - \$260.00 based on availability

The Rittenhouse Hotel is located on Philadelphia's prestigious Rittenhouse Square, a great area for shopping and dining. The hotel offers luxury accommodations, a superb restaurant, 24 hour room service, and many business amenities. It is a 5-10 minute taxi ride to the hospital for approximately \$8.00-\$10.00.

The Ritz Carlton Hotel

215-523-8000

Rates \$220.00 - \$259.00 based on availability

One of Philadelphia's finest hotels located on the Avenue of the Arts in two completely restored landmark buildings. This beautiful hotel is located on Broad Street between Market and Chestnut Streets. The Ritz offers many business amenities and a high level of service. It is a 10-15 minute taxi ride to the hospital for approximately \$8.00-\$10.00.

The Four Seasons Hotel

215-963-1500

\$225.00 - \$285.00 based on availability

This 5-diamond award winning hotel features guest rooms and executive suites with a private bar, in room safe and locking closets. This is the home of the nationally acclaimed Fountain Restaurant and Swann Lounge/Café. Amenities include: health spa, indoor pool, whirlpool, twice daily maid service, 24 hour room service, concierge and business center. It is a 10 minute taxi ride to the hospital for approximately \$8.00-\$10.00.

ECONOMY HOTELS:

The Penn Tower

215-387-8333

Rates \$175 and up

This hotel is connected to the University of a Pennsylvania Medical Center by a covered walkway. It is an economy hotel offering comfortable lodging and limited services. It is most conveniently located as it is adjacent to the hospital. Note there are a limited number of rooms.

Divine Tracey Hotel

215-382-4310

Located on 36th Street between Market and Chestnut Streets. Daily rates of \$65.00 and weekly rates of \$95.00-\$120.00. Some rooms have a private bath; other rooms share a bath. Non-smoking only. Men and women have separate housing. A religious order oversees the hotel. There is a dress code and no meals are permitted in the rooms. A cash deposit is required in person prior to the stay. Credit cards are not accepted. It is walking distance to the hospital. (You must make your own arrangements for this hotel.)

There is a 14% hotel tax per room, per night. Hotel rates are subject to change and are based on availability.