



## THE AMERICAN BOARD OF VENOUS & LYMPHATIC MEDICINE

### VLM Accreditation Reporting Requirements

The American Board of Venous & Lymphatic Medicine is the accrediting body for Fellowships in the subspecialty field of Venous and Lymphatic Medicine (VLM). VLM Fellowships are expected to run on an academic year of July to June. Exceptions must be pre-approved.

Quarterly reporting requirements are outlined below. Submission of timely reports is required in order to both maintain program accreditation, and if there are any applicable grant funds, to have grant funds released semiannually in arrears of the reporting and upon approval of said quarterly reports.

- Q1 - reports due by October 15
- Q2 - reports due by January 15
- Q3 - reports due by April 15
- Q4 - reports due by July 15

Reports should be emailed in PDF (or other digital) format to Chris Freed, CAE, ABVLM Executive Director, at [Freed@ABVLM.org](mailto:Freed@ABVLM.org). ABVLM staff will then distribute the reports for review and approval to the Accreditation & Oversight Committee.

The quarterly reports should contain the following:

1. Quarterly case logs of the fellows cases;
2. A written assessment by the program director of the fellow's progress including case numbers, scientific projects underway, and areas of strength and weakness that the fellow needs to work on;
3. Program assessment (evaluation) forms of the fellow by the faculty members; and
4. Program assessment (evaluation) forms of the program by the fellow.

The last item of program assessment (evaluation) by the fellow may be submitted annually with the Q4 reports in order to maintain fellow confidentiality.

Funding via ABVLM, if any, from the *ACP Foundation* or other funding sources is contingent on approved quarterly reports. As such, funding checks may take several weeks after reports are submitted to be released. Checks are released semiannually, although program reporting is quarterly.

Any questions should be directed to Chris Freed, CAE, Executive Director.

Email: [Freed@ABVLM.org](mailto:Freed@ABVLM.org). Phone direct: (415) 561-6118.

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