

## Dear Partner Institutes for FHNO Fellowship,

We will like to update you regarding FHNO 2019-21 October 2019 Exam.

As you know, the fellowship will have two paths for training with different curricula, according to the primary qualification of the candidates. The fellows with Maxillofacial background will be trained for “**FHNO Oral Oncology Fellowship**” and will be awarded certificate for “Oral Oncology”. The fellows with other background will be trained for “**FHNO Head & Neck Fellowship**” and will be awarded certificate for “Head & Neck Oncology”.

You all must have chosen the paths which your institute will take, and accordingly they are enlisted on the website, based on which candidate will choose Institute. **Please recheck online that your institute is under the right heading there.**

( <https://fhnofellowship.org/list-of-centers.html> )

**A:**

### **Chronological matching list of candidates:**

Institutes needs to prepare a chronological list of candidates according to the choice by Institute. The link to the application of all candidates is uploaded on drive, link to it is:

(<https://drive.google.com/drive/folders/12TUgcLuHm4ePJ0oJA8KNUYeCJ4vQMOeZ?usp=sharing> )

You are requested to go thru applications to form a primary merit ranking list of your choice of candidates in chronology by **September 25, 2019. Institute must mail it to [fhnofellowship@gmail.com](mailto:fhnofellowship@gmail.com) by that time.**

There will be a meeting between Institute Representatives and candidates on October 11, 2019 at Chennai. **Institutes can make changes to the list and submit the final list of candidates in chronology, by October 11, 3 pm to FHNO Fellowship committee by mail on [fhnofellowship@gmail.com](mailto:fhnofellowship@gmail.com).** This list will remain confidential.

**B:**

### **Schedule:**

#### **Written examination and interviews:**

Date – October 10, 2019, Thursday

Time – 12 noon, onwards

Venue: Telemedicine Room, B Block, 3<sup>rd</sup> Floor, Apollo Cancer Institute, Chennai

#### **Candidate – Institute meeting**

(Each Institutes will give introductory presentation of 3 min and candidates will be able to meet and interact with institute representatives. **Institute Representative must remain present during this process**)

Date – October 11, 2019, Friday

Time: will be specified

Venue: Hotel Leela, Chennai

**Matching of candidates and Institutes:**

**(Institute Representative with full authority must remain present during this process)**

Date – October 13, 2019, Sunday

Time: 8 AM onwards

Venue: Hotel Leela, Chennai

**C:**

**We will like again to brief you about entrance exam process:**

The central entrance exam will be conducted on October 10 to 13 at Chennai. Please find pertinent details in the same document. It will be announced on the website as well as by personal registered mail to the candidate.

WRITTEN EXAM (October 10, 2019)

The written test will be multiple choice question (MCQ) based in a single correct option format. The questions will be limited to basic aspects of prevention, diagnosis, treatment, rehabilitation, surveillance and research pertaining to head and neck oncology.

The approximate distribution of the 60 questions will be:

- a) Basic sciences incl. head and neck anatomy and physiology- 10
- b) Questions on published clinical, basic and outcomes research- 10
- c) Surgical decision-making including incision, approach, resection, neck dissection and reconstruction- 15
- d) Multidisciplinary decision making e.g. adjuvant therapy- 10
- e) QoL/Rehabilitative strategies incl facial, swallowing, speech and other functional rehabilitation- 5
- f) Strategies of prevention and early detection- 5
- f) Future directions- 5

50 questions out of the 60 (and no more) must be answered. The candidates will get 90 minutes to answer the 50 chosen questions. If a candidate answers over 50 questions, the first 50 marked answers will be considered.

To accommodate the multidisciplinary applicant base, no more than 5 questions will pertain to a single site within the head and neck.

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#### INTERVIEW (October 10, 2019)

Following the written exam, all candidates with complete applications who also answered at least 50 theory questions will be interviewed by a panel, in order of merit based on marks scored in written exam.

The interview will include general assessment, appraisal of short-term and long-term goals, and review of application materials including presentations at national meetings, publications and experience certificate/s at head and neck oncology centers.

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#### MATCHING & SELECTION PROCESS (October 13, 2019)

The Fellowship Committee will subsequently collate the institutional and candidate rank order lists, to ensure optimal candidate selection, during this matching process. Matching during subsequent fellowship cycles will be computer-based and automated.

The final list of selected candidates will be displayed on the FHNO website.

The successfully matched candidates will have to sign the documents at the time of matching only. Once he or she has consented and signing of the document done, Candidate will not be allowed to change the decision and will have to join the institute on November 15, 2019, failing which the candidate will have to face disciplinary actions including black listing.

**Institute must represent with one authorised representative on this day to take a call on matching. Only institutes with their representative present will be allocated a candidate.**

**D:**

**For the Institutes who have participated and have ongoing FHNO Fellow from first batch:**

An interim evaluation of FHNO Fellows will be carried out by the committee during FHNO 2019 meeting at Chennai. Log books will be examined and fellows will be interviewed. **Institute must see to it that fellow's log books are updated and signed by PD.**

**Please provide Name and Mobile contact of Institute representative going to remain present during the process by return mail. He/she will need to submit a written and signed full authority letter by PD.**

We encourage you to refer the website <https://fhnofellowship.org/> time and again for important updates.

Please feel free to communicate in case of any query.

Best Regards

**Dr Kaustubh Patel – President FHNO**

**Dr Devendra Chaukar – Secretary FHNO**

**FHNO Fellowship Committee**