



# **2020 ABOMS CAQ in Head and Neck Oncologic and Reconstructive Surgery**

ABOMS

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***The recognized leader in Board certification of  
oral and maxillofacial surgery and related disciplines***



## Core Purpose

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.

## Core Values

- ❖ Patient First
- ❖ Integrity
- ❖ Fair and Valid
- ❖ Relevant
- ❖ Gold Standard of Excellence

## 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. An 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 annual certification examination.

## **Certification 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 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.



## Examination Eligibility

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

### Primary Eligibility Pathway Criteria

An applicant must:

1. Be an ABOMS Diplomate, in good standing.
2. 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,**

3. Be certified as a Diplomate, in good standing, by the American Board of Otolaryngology (ABO).
4. Have full, active, unrestricted hospital staff privileges to provide head and neck oncologic and reconstructive surgery services.
5. Submit a Surgical Case Log of head and neck oncologic and reconstructive surgery services.
6. Complete an Application for Examination to be found on the ABOMS Website at, [www.aboms.org](http://www.aboms.org).



## 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 alternate pathway applicant must:

1. Be an ABOMS Diplomate, in good standing.
2. Submit a Waiver Letter requesting exemption from the Fellowship/ABO certification requirement that addresses the following:
3. Training, in lieu of completing a recognized Fellowship, in Head and Neck Oncologic and Reconstructive Surgery; Current role in performing such surgery (i.e. primary surgeons, 1<sup>st</sup> assistant, etc.); Identification of the tumor board with which the applicant participates; and,
4. Identification of radiation and medical oncologists with whom the applicant most frequently collaborates.
5. Submit three (3) Letters of Recommendation from:
  - i. Practitioners with whom the applicant has collaborated on a tumor board(s) (e.g. surgical colleagues, radiation and/or medical oncologists, etc.).  
Academic Department Chairs at the applicant's academic medical center.  
Chiefs of Service at an applicant's hospital.



The Letters of Recommendation must attest that the applicant:

- Is actively and consistently involved in head and neck oncologic and reconstructive surgery;
- Is an ethical surgeon; and,
- Is not under scrutiny for any pending disciplinary, legal or other matters related to the practice of head and neck oncologic and reconstructive surgery.
- Has full, active, unrestricted hospital staff privileges to provide head and neck oncologic and reconstructive surgery services.

Applicants through either pathway must:

6. 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. Complete an Application for Examination to be found on the ABOMS Website at:  
[www.aboms.org](http://www.aboms.org).



## 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:

- Must include **50** operative surgical cases of head and neck oncologic and reconstructive surgery, managed by the applicant as the primary surgeon.
- May not include surgeries and procedures performed in an office setting.
- May not include surgeries performed while enrolled in a Fellowship program.
- 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).





A Surgical Case Log form is included as part of the on-line CAQ Application at: [www.aboms.org](http://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:

## 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.



## 2020 CAQ Head and Neck Examination Schedule

It is the applicant's responsibility to be aware and meet all deadlines.

CAQ Deadlines	
Examination Application Opens	April 1, 2020
Applications Due	June 1, 2020
Applicant Notification of Approval/Denial	Mid-July
Examination Administration	October 6, 2020 during the AAOMS Annual Meeting in San Antonio
Examination Results Mailed	November 18, 2020



## **CAQ Head and Neck Blueprint**

The ABOMS CAQ in Head and Neck Oncologic and Reconstructive Surgery is a secure, valid examination administered to Board applicants that test their knowledge in central principles of the specialty. The examination is made up of 100 questions.

### **Pathology (70)**

Benign Lesions of Hard Tissue

(odontogenic tumors; vascular lesions)

Salivary Gland

(minor and major salivary gland tumors)

Malignant Lesions of Hard Tissue

(sarcomas of the facial skeleton; squamous cell carcinoma of the jaws; metastatic lesions)

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)

Chemo-radiation

(induction chemotherapy; concomitant chemo-radiation therapy; IMRT; the unknown primary cancer; nasopharyngeal and hypo-pharyngeal cancer)

### **Reconstruction (30)**

Non-vascularized Grafts

Free Vascularized Flaps

Pedicle Flaps



## CAQ Certification Period

All Applicants (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 1<sup>st</sup> of the year following the examination.

## 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 the maintenance of his/her certification as an ABOMS Diplomate.

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

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



## **ABOMS Recognized Head and Neck Oncologic and Reconstructive Surgery Fellowships**

### **Florida, Jacksonville- Program Director- Rui P. Fernandes**

University of Florida-Jacksonville

Head and Neck Oncologic Surgery and Microvascular Fellowship

### **Florida, Miami-Program Director-Fellowship Director- Dr. Francisco Civantos**

University of Miami Tumor and Reconstructive/Microvascular Fellowship

### **Louisiana, Shreveport- Fellowship Director- Dr. Dongsoo David Kim**

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

### **Maryland, Baltimore- Fellowship Director- Dr. Joshua Lubek**

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

### **Michigan, Ann Arbor- Dr. Brent B. Ward**

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

### **Minnesota, Minneapolis- Program Director- Dr. Deepak Kademani**

North Memorial Medical Center and Hubert Humphrey Cancer Center



Oral/Head & Neck Oncologic and Reconstructive Surgery Fellowship

**Oregon, Portland- Program Director- Dr. R. Bryan Bell**

Head and Neck Surgical Associates - Providence Portland Cancer Center Head and Neck  
Oncologic and Microvascular Reconstructive Surgery Fellowship

**Tennessee, Knoxville- Program Director- Dr. Eric R. Carlson**

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

**Texas, Fort Worth- Fellowship Director- Dr. Fayette C. Williams**

John Peter Smith Hospital

Maxillofacial Oncology and Reconstructive Surgery Fellowship

**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.

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 Applicants on issues that are imperative. In addition, time-sensitive information regarding applications, test 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](http://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.

### **Accommodation Policy for Applicants with Special Needs**

The ABOMS will make every effort to provide all appropriate and reasonable efforts to accommodate any requests in accordance with the Americans 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.

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

### **Refunds**

When an application registers for an examination, significant costs are incurred by ABOMS. Therefore, all fees are non-refundable and non-transferable. Applicants must contact the Administrative Office by the designated deadline to request for fee deferment and/or extensions. All requests will be reviewed for consideration.

### **Appeal Mechanism**

A. Upon completion of the examination, the Candidate must contact the ABOMS headquarters if he/she believes the examination has not been conducted in a fair manner. The request with an explanation of why an appeal is needed must be made in writing and received via e-mail or certified mail within five (5) calendar days of his/her examination.



B. All appeals will be reviewed by the CBT Chair for evaluation and decision. During this time, results of the said exam will not be disclosed to the Candidate.

C. If the request is granted:

1. the result of the appealed examinations, regardless whether pass or fail will be discarded and never disclosed.
2. a second examination will be provided one year later at the regularly scheduled time.
3. a Candidate must resubmit any required application materials and submit an amended examination fee as defined by the CBT Chair.

D. Candidates on their last year of eligibility may appeal their examination however will lose their “Candidate” status. A Candidate cannot appeal two years in a row.

E. The ABOMS will not consider appeals based on Candidate result, examination content, delivery or scoring of the examination, or psychometric validation.

### **Receipts for Fees Paid**

Applicants 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 an 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.





## Contact Information

### ABOMS Administrative Mailing Address

American Board of Oral and Maxillofacial Surgery  
625 N Michigan Avenue, Suite 1820  
Chicago, IL 60611

**Website:** [www.aboms.org](http://www.aboms.org)

**Telephone:** 312-642-0070

**Fax:** 312-642-8584

### Direct Examination Contact:

Ms. Raquel Kalfus  
Credentialing Program and Operations Coordinator  
Extension \*122  
[RKalfus@aboms.org](mailto:RKalfus@aboms.org)

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