

# **IPNA Fellowship Program**

**Practical Details for Applicant Fellows**

**2024 edition**

## Table of Content

Eligibility criteria	page 3
How to choose your training	page 4
Application files	page 6
Application submission	page 9
Reviewing process	page 8
Your training	page 12
End of your training	page 14

## Eligibility criteria

If you can answer positively all these questions, you are ready to proceed with your application:

- ✓ Are you at least 30 years old?
- ✓ Are you living and working in a developing country?  
(low, lower middle or upper middle economy according to the World Bank criteria)
- ✓ Can you confirm that you have not received any formal training in Nephrology?
- ✓ Are you nominated by a Home Mentor and your Home Institution who guarantees your re-employment once training has been completed?
- ✓ Can you be recommended by a senior nephrologist in your home country?
- ✓ Have you identified an appropriate Host Mentor and Institution, preferably within your region, with whom you have agreed on a suitable training plan?
- ✓ Does your training plan reflect the skills and knowledge that are required by your Home Institution and which you can implement on your return?
- ✓ Can you understand and communicate in the host country's language?

The candidate is strongly advised to look for information about practical issues (tax, housing, transportation, security) in the host city prior to applying.

! Applicants with previous experience in Pediatric Nephrology outside their home countries are not eligible for Fellowship.

Only 1 fellowship can be given. If you already received an ISN fellowship, you would have to choose.

## How to choose your training

If you can answer positively all these questions, you are ready to proceed with your application.

### Training Centres

Your fellowship training will only be validated if you are in one of the IPNA training centres.

The IPNA training centres list is available on the IPNA Website [here](#). Training in local/regional IPNA training centres will be considered a priority in case of equivalent scores at the time of application. However, the training at the same city as where the home institution is located, is not appropriate and such application will be most probably not accepted.

### Choose your level

Each centre corresponds to a level skills. Here are the details about those levels:

#### Level 1 – Basic Competence

- Fundamental knowledge – kidney structure & function, blood & electrolyte results with relevant management
- Clinical examination & assessment skills
- Assessment & management of ped nephrology problems in inpatient and out-patient settings
- Knowledge of fluid & electrolyte imbalance in renal pathology
  - o Urinalysis
  - o Fluid resuscitation (Oral and IV, Different fluids available)
- Understanding basic renal imaging techniques for UTI's
- Understanding social implications of CKD
- Principles of prescribing medication in children with renal dysfunction
- Knowledge of basic disorders
  - o Hematuria & Proteinuria
  - o UTI's
  - o Nephrotic & Nephritic
  - o AKI and CKD

- Hypertension
- Renal Calculi
- Outpatient Department follow-up of patients with renal pathology
- Develop communication skills with respect to the care of children with kidney diseases
- Manage the patient with acute kidney injury
  - Conservatively
  - Peritoneal dialysis, if possible
- Perform small audit project
- Knowledge of screening and awareness of paediatric renal disease
- Proficiency in preventive nephrology

### Level 2 – Clinical Skills

- Outpatient attendance under supervision
  - Management of general nephrology/urology patients (Transplant – optional)
  - Growth and nutrition in children with renal disease
- Ward admission and management of complicated paediatric nephrology patients
  - Acute new patients including AKI
  - Ward responsibility with evaluation of urinalysis, checking and interpreting blood results, phoning parents, keeping the files current with latest results, etc.
  - First-line on-call roster after hours
  - Managing CKD and chronic dialysis patients
- Interpretation of radiologic, ultrasound, nuclear and urodynamic studies
- Presenting cases on ward rounds, and grand/academic teaching rounds
- Perform practical procedures under supervision including
  - Renal biopsies
  - Dialysis related, such as insertion of acute peritoneal dialysis catheters
  - Observing or assisting in insertion of hemocatheters
- Acquire knowledge of renal histology by attending histology meetings

## Application files

Your application will only be considered as complete if it contains ALL the following documents:

- ✓ **The completed application form** (online)
- ✓ **Curriculum vitae** (CV)
- ✓ **Applicant's Letter** (minimum of 500 words)  
*The letter should provide information on existing resources and capabilities at the home institution and should specifically state if renal biopsy, CRRT, peritoneal dialysis, hemodialysis and renal transplantation are offered at the home institution. The letter should also state which techniques the IPNA fellowship training will enable the fellow to begin or expand at the home institution.*
- ✓ **Facilities and Resources Table**  
*Please complete the Table ([Download document link](#)) which indicate the facilities and Resources available at the Home institution and region, and the services fellow hopes to establish on completion of the fellowship. Upload completed document in PDF.*
- ✓ **Acceptance letter from the Host Institution with Training plan**  
*The letter should be consistent with the goals in the Applicant's letter above and should reflect that the applicant and the supervisor at the host Center developed the training plan together to meet the candidates needs.*
- ✓ **Letter of Nomination by Home Mentor**  
*The letter of recommendation from the home mentor should describe the required type of training and its expected local impact*
- ✓ **Letter of recommendation by other nephrologists**  
*This letter should address the candidate's personal and professional characteristics, as well as how the IPNA fellowship will benefit the candidate and the home institution.*
- ✓ **Letter by Relevant Local Society**  
*The letter by the relevant local or regional society leader describing the number of nephrologists in the home country, the current education opportunities and how the training might impact local nephrology standards. If you are applying from a country where there is no nephrology practice, you can apply for a fellowship only if you have government or institutional support to set up a nephrology practice upon your return.*
- ✓ **Letter by home institution director guaranteeing re-employment upon completion of training**

*This letter must address the existing capabilities at the home institution and scope of work that the fellow will be able to attend upon returning to the home institution.*

- ✓ All documents must be submitted in English. The documents submitted in other language will be not accepted.
- ✓ You are required to return to home within 3 months after completion of your training and must work in your home institution for a period of at least 3 years and fill a long-term position in your home country line with your training objectives.

General tips and comments:

- Application:  
The application is a lengthy process and the candidate is recommended to allocate enough time for it before submission. The IPNA can only fund a limited amount of Fellows each year and only candidates with a strong application file are accepted.
  
  - Forms:  
Your application must be submitted via the online application system.
  
  - Letters:  
Make sure all letters are written under official letterheads and duly signed.
  
  - Training plan:  
The Committee members who score your application expect an indication from the Host Institution of the training to be provided, with sufficient details to help them judge that there is a match between your aspirations, the Host centre's offer and the strategy of the Home centre. It is required that the Host mentor adjoins a specific training plan to his letter of acceptance. Do not neglect this part and make sure you allocate an appropriate amount of time with your host Mentor to jointly establish a strong training plan.
  
  - Re-employment:  
Make sure the letter clearly states that your home institution
-

guarantees your re-employment upon completion of your training.

- Language:

The application and all enclosed documents must be written in English. Documents submitted in any other language will not be submitted to the Fellowship Committee. No exception to this rule will be made.

It is the responsibility of the Host and Home Institution to ensure that the applicant's language capabilities are sufficient to efficiently undertake the Fellowship training and meet any language proficiency requirements of the Host country.

- Hands-on training versus observership:

The fellowship committee will prioritise applications for hands-on training, the impact of which will be greater upon return at the home institution. While establishing the training plan, please make sure that you will be able to have direct contact with patients. This requires a medical license from your host licensing body that allows you to provide direct clinical care.

Any other specific host requirements that are not mandatory for IPNA should be formulated by the Host Institution.



## Application Submission

The Fellowship Program has 2 separate application rounds a year. The respective deadlines for submitting complete applications with all supporting documents are **May 1** and **October 1** (please check the [IPNA Website](#) for the latest updates regarding the applications).

You can register and complete your application on our website [here](#).

All information provided is entered into a database for future reference and is verified by the IPNA administrative office. Upon receipt of the application form and check for completion by the IPNA administrative office, a confirmation will be sent to you. If your application is not complete, you will receive an email specifying the missing details.

The results are announced via email approximately 1 month after the deadline.

No application will be accepted past the above deadlines. It is therefore highly recommended that you start the process months ahead as it can sometimes take time to gather all necessary documents.

	Session 1	Session 2
Application deadline	May 1 <sup>st</sup>	October 1 <sup>st</sup>
Announcements of results	June/July	November/December
Start of training	<p>Within 6 months upon reception of your acceptance letter</p> <p>If not agreed otherwise with IPNA in advance, the applications for the trainings that has a delay</p>	<p>Within 6 months upon reception of your acceptance letter</p> <p>If not agreed otherwise with IPNA in advance, the applications for the trainings that has a delay</p>

	in start will be automatically withdrawn.	in start will be automatically withdrawn.
Receipt of final report/Return home*	Within 3 months upon completion of your fellowship training	Within 3 months upon completion of your fellowship training

\* If a final report is not submitted within three months, the fellow is not eligible anymore for IPNA benefits including the IPNA membership free subscription, invitation to the IPNA congress etc.

## Reviewing process

Each application is reviewed by all members of the Fellowship Committee.

Approximately 1 month after the application deadline, all applicants are notified in writing about their acceptance or rejection in the Fellowship Program. The successful candidates will be informed about their grant.

Once you have started making your travel arrangements and applying for a visa (if necessary), the IPNA administrative office must be informed about the exact starting date. The training should start within 6 months upon reception of your acceptance letter.

### Concurrent funding

You must declare any concurrent funding or funding applications to other organisations. If both your IPNA and other applications are successful, then you will be encouraged to accept the other application so that more IPNA funds are available for other fellows.

### Beginning of the training

The training should start max. 6 months from receiving the acceptance letters. Any delay due to reasons of force majeure (e.g. COVID pandemic) must be clearly justified in advance. If there is no feedback from the fellow and IPNA is not aware of the situation or circumstances not allowing to start as agreed, the fellowship grant will be withdrawn.

## Your training

### Insurances

IPNA cannot be held liable for any consequences related to travelling or staying abroad. The responsibility for procuring health/accident and travel insurances remains with the fellow; you or your relatives cannot hold IPNA responsible in the event of untoward events or experiences.

### Financial support

The total sum of the grant is in alignment with the length of the training and varies according to the anticipated expenses in the host country as per [World Bank data](#). Grants are intended to cover, or offset, all costs related to the Fellowship, including travel, accommodation and living expenses. The grant is intended to cover expenses of the fellow, not his/her family.

Gross National Income (GNI) per capita	12-Months Funding
0-5 K	\$ 8 K
> 5 - 15 K	\$ 10 K
> 15 - 30 K	\$ 15 K
> 30 K	\$ 20 K

In order to receive your grant, you must fill out your/institution bank details and send it to the IPNA administrative office ([office@theipna.org](mailto:office@theipna.org))

Due to the problems when sending the payments directly to the fellows, IPNA administrative office prefers to make the payment to the institution. Please contact your supervisor to arrange this and fill out the form. The payment can also be sent to you if the host institution is not comfortable with the first solution, but such request must be verified by the training center.

Please see attachment no. 1 at the end to fill out the bank transfer details.

Once reception of your payment form, you would receive your grant first payment within the next 4 weeks. It is therefore advised that you take some spending money in order to cover your expenses upon your arrival. The second half of the funds is provided based on the mid-report.

Please note that IPNA does not have any information on local tax policies. You may wish to contact past or present IPNA Fellows and ask to share their experiences with you or give you advice.

#### IPNA Membership Subscription

IPNA free membership subscription (IPNA Fellowship Subscription – trainee) will be activated after beginning of your training. You will receive the log-in details to IPNA website by e-mail. Additional two years of the IPNA free subscription (IPNA Fellowship Subscription – graduate 2 YEARS) will be activated after the end of the fellowship once the final report is received.

#### Pictures and ongoing feedback

The IPNA would be very thankful to receive pictures and hear your feelings about the fellowship at any time. These will be used in the IPNA website and any publications on IPNA Programs, therefore by sending them you give us the approval for sharing.

#### Extension of your training

Extension of the training is not allowed unless agreed otherwise enough time in advance. In such cases, IPNA will not be responsible for the budget required to cover the extension period.

## End of your training

You are required to return to home within 3 months after completion of your training and must work in your home institution for a period of at least 3 years and fill a long-term position in your home country line with your training objectives.

By the end of your training, you must send to IPNA a final training report and training center report should be filled in by your supervisor. The reports are expected within the 3 months following the end of your training.

The financial expenditures/budget report must be stated as part of the final training report.

After verification and approval of your final report by the Fellowship Committee, IPNA membership privileges will be activated:

- Unless there are specific health or other issues discussed with IPNA, the fellow is eligible to receive the benefits for the upcoming IPNA Congress with no option to postpone receipt of the benefits for any subsequent IPNA Congress. If the congress is organized in hybrid mode, the free Congress registration will be provided and will serve as the total grant for those who are not able to participate in the Congress in person. IPNA will cover the travel costs and provide a funding based on the congress destination covering the accommodation and per diem.
- A one year IPNA membership subscription, including the access to the online version of "Pediatric Nephrology" Journal and educational materials on IPNA website and receiving of the IPNA newsletter.
- An online copy of the textbook, "Pediatric Nephrology", 8<sup>th</sup> Edition.

On top of these privileges, you will receive an official IPNA training certificate.

In order to monitor the Fellows' accomplishments, IPNA sends out a questionnaire to past Fellows, which is to be completed and submitted on-

line. It is expected that you will complete this questionnaire; IPNA indeed attaches great importance to maintaining a relationship with all past Fellows.

Att. no. 1

In order to receive your grant, you must fill out the payment request form and send it to the IPNA administrative office - [office@theipna.org](mailto:office@theipna.org)

Once reception of your payment form, you would receive your grant within the next 4 weeks. It is therefore advised that you take some spending money in order to cover your expenses upon your arrival.

The payment can be sent preferably to your host institution or directly to your bank account.

Fellows name:	
Start of the fellowship:	
Bank name:	
Bank address:	
Bank BIC or SWIFT code:	
Account Holder's name:	
Account holder's mailing address (postal address):	
Account Number:	
Type of Currency account is held in:	
IBAN Number:	