

REQUEST FOR PROPOSALS (RFP) International Oncology Observership Program

1. Program Overview

The University of Maryland Marlene and Stewart Greenebaum Comprehensive Cancer Center (UMGCCC) is seeking applications for its International Oncology Observership Program. This program is an educational initiative designed to provide international medical professionals with observational experience in oncology practice in a comprehensive academic cancer center.

The Observers will have opportunities to observe and learn about the optimal management of patients with solid tumors and/or hematologic malignancies. Internationally renowned oncology and hematology experts, specialized in surgical oncology, radiation oncology, medical oncology or hematology at UMGCCC will serve as preceptors to the Observers as they evaluate and take care of cancer patients in various settings including the outpatient clinic, inpatient ward, radiation planning and treatment units, and infusion administration unit. The Observers will also be able to observe patient management discussions at the multidisciplinary clinic and tumor board meetings. The visiting trainees will have the opportunity to participate in the optimal care of cancer patients with the expectation to use the lessons learned from such interactions to adapt and improve their local practice upon returning home.

2. Goals and Objectives

The goals of the Observership Program are to:

- Provide international medical professionals with high-quality observational experience in oncology at a U.S. academic cancer center
- Enhance understanding of evidence-based management of solid tumors and hematologic malignancies
- Expose participants to multidisciplinary oncology care, including tumor boards and collaborative treatment planning
- Support professional development with the intent of improving cancer care delivery in participants' home countries

3. Program Structure

- **Type of Experience:**
Unpaid, non-clinical, observational educational experience through shadowing patient care activities and attending teaching conferences.
- **Duration:**
1-, 3-, and 6-months.
- **Available Subspecialties:**
Participants may focus on one subspecialty or a combination of up to 2–3 areas, including:
 - Leukemia
 - Lymphoma
 - Multiple Myeloma

- Cellular Therapy / Bone Marrow Transplant / CAR-T
- Thoracic Cancers
- Gastrointestinal Cancers
- Genitourinary Cancers
- Gynecologic Cancers
- Breast Cancers
- Head and Neck Cancers
- Cutaneous Oncology and Sarcoma
- **Clinical Settings Observed:**
 - Outpatient oncology clinics
 - Inpatient oncology wards
 - Infusion administration units
 - Radiation planning and treatment units
 - Multidisciplinary clinics and tumor board meetings
- **Educational Activities:**
 - Participation in existing didactic lectures and teaching conferences offered through UMSOM graduate medical education programs (radiation oncology residency; hematology/medical oncology and surgical oncology fellowships)
 - Access to pre-recorded lectures aligned with participants' areas of interest
 - Attendance at weekly multidisciplinary tumor boards
 - Orientation session at the start of the program, including a curated list of key manuscripts relevant to the participant's focus area
 - Program conclusion and recognition event

No additional didactic sessions will be developed specifically for the observership; availability of live lectures will follow established GME schedules.

4. Program Capacity and Scheduling

- **Total Capacity:** 12 participants per year
- **Program Periods:**
 - March–August
 - September–February
- **Participants per Period:** Up to 6

Efforts will be made to align available disease specialties with didactic schedules so participants can both observe clinical care and attend relevant lecture series in their area of interest. Availability of specific subspecialties may vary by period.

5. Eligibility Requirements

Applicant Type

Eligible applicants include:

- Medical doctors, pharmacists, or medical physicists who are:
 - In the final year of residency or fellowship, **or**
 - Have completed training within the past 5 years
- Individuals who have completed training must:
 - Be employed full-time at a healthcare institution in their country of residence
 - Have documented employer approval to participate
- Medical residents in countries without accredited oncology training programs who are expected to care for cancer patients upon completion of residency may apply with approval from their training program

This program is not intended for international medical graduates seeking entry into ACGME-accredited U.S. residency or fellowship programs.

Financial and Visa Responsibilities

- **Participants are responsible for:**
 - Obtaining and maintaining their own visa
 - All living expenses in the Baltimore area
- **Administrative Fee:** USD \$2,000
 - 50% due at time of application
 - 50% due upon acceptance

6. Application Requirements

Applications and all required documents must be submitted electronically. The application can be accessed [here](https://app.rlogx.com/training-opportunity/3968E9E7-959C-6901-80F2-D105FF1E0J) [<https://app.rlogx.com/training-opportunity/3968E9E7-959C-6901-80F2-D105FF1E0J>].

Applicants must submit the following documents in English:

1. Curriculum Vitae (CV) or NIH-style biosketch
2. Personal Statement (maximum one page) addressing:
 - a. Interest in the observership program
 - b. Desired subspecialty focus
 - c. Expected benefits from participation
 - d. Specific faculty members of interest (if applicable)
3. Letter of recommendation or endorsement
4. Employment verification letter

Any translated documents must be accompanied by certified translations.

7. Application Timeline

Program dates	Application open date	Application close date	Final decision date
March to August	August/September	October/November	December
September to February	February/March	April/May	June

8. Application Review Process

Applications submitted during the open application period will be reviewed on a rolling basis. Applicants may be accepted as positions become available, up to a maximum of six participants per program period.

If approved, all Observers will need to visit the UMMC Volunteer Office's website at <https://www.umms.org/ummc/giving/volunteer> to complete the required volunteer application, medical forms, and training **prior to the start of the program.**

9. Contact Information

Applicants are encouraged to contact oncologyobservership@som.umaryland.edu to discuss eligibility requirements, obtain guidance about any special circumstances or discuss other aspects of the Observership Program and its terms.