



AMERICAN OSTEOPATHIC ASSOCIATION

**APPLICATION FOR A NEW AOA
OSTEOPATHIC RESIDENCY TRAINING PROGRAM**

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SECTION A – INSTRUCTIONS

1. Resources

- a. **The *AOA Basic Document for Postdoctoral Training Programs***
All postdoctoral training programs approved by the American Osteopathic Association (AOA) are governed by this document. It contains requirements for program eligibility, faculty and administrative staff, administration of the educational program, clinical and educational resources, curriculum and instruction, evaluation of residents and evaluation of the program and recruitment of residents. It is available on the Osteopathic.org website:
<http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/postdoctoral-training-standards/Documents/aoa-basic-document-for-postdoctoral-training.pdf>
- b. **Common Requirements** for all training institutions have been summarized into a separate document for easier reference, available at:
<http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/postdoctoral-training-standards/Documents/summary-of-common-institutional-and-program-requirements.pdf>
- c. The Specialty/ Subspecialty/ Fellowship **Basic Standards** contain specialty specific training requirements. **AOA training programs cannot be approved in specialties for which there are no AOA approved standards.**
Specialty Colleges draft training standards which are reviewed by the AOA Council on Postdoctoral Training (COPT) and subsequently approved by the AOA Board of Trustees. These standards are posted to the Osteopathic.org website
<http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/postdoctoral-training-standards/Pages/default.aspx>

You may want to contact the specialty college on questions about specific training requirements.
- d. **Osteopathic Postdoctoral Training Institutions (OPTIs)/Academic Sponsor**
OPTIs fill a fundamental role in osteopathic graduate medical education and serve as academic sponsors. AOA-approved OGME programs shall function under the authority of an AOA-accredited sponsoring OPTI. For a complete list of OPTI partners please use the following link:
<http://www.osteopathic.org/inside-aoa/Education/opti-clearinghouse/Documents/opti-partner-list.pdf>

2. Submitting the Application

The application should include a brief cover letter and a table of contents with tabs or separator pages. Required documents should be organized in the same order as they appear in Section C of this document. The application may be submitted electronically or by regular mail directly to AOA with the OPTI officer signature OR directly from the OPTI.

- a) To submit an application electronically:

Electronic applications must be bookmarked. Create a pdf from your document file(s) and add bookmarks before submitting.

You can submit an electronic application through your OPTI via FileWorks. Please contact your OPTI Officer for details.

- b) To submit a paper application:

Please do not use binders or staples. Submit one original and one copy of Section B-C of the application with all required documents to:

AOA Division of Postdoctoral Training
142 East Ontario Street
Chicago, IL 60611

3. **Turn-around Time: From Application to Final Approval**

We recommend that you plan on the process taking at least four to six months. Specialties that require a pre-approval inspection may take six to nine months. Pre-approval inspections can be requested by any specialty college, and are routinely conducted for: Internships, Anesthesiology, Dermatology, Emergency Medicine, Obstetrics/Gynecology, Orthopedic Surgery, and Surgery. This can add two to three months to the application process, depending on inspector availability. Incomplete applications are one primary reason for delays in approval recommendations. Applicants are notified by the AOA and/or by the specialty college when additional documents are needed, and you are encouraged to respond to those in a timely manner. For a detailed explanation of the approval process please see the work-flow diagram in Section D of this document.

Please note that after the program is approved by the PTRC you will be invoiced for a one-time new program fee. The fee is \$3200 for a new residency and \$2400 for a new fellowship.

4. **The AOA Intern/ Resident Registration Program (AOA Match)**

The AOA Match closes in January of each year. To increase the likelihood that the proposed program will be able to participate in the AOA Match for the academic year in which you intend the program to begin, we strongly recommend submitting your application by July of the year prior. This is because in order to participate, the proposed program will need approval by the AOA Program and Trainee Review Council (PTRC) no later than the November of the year preceding the intended start date.



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APPLICATION FOR A NEW AOA OSTEOPATHIC RESIDENCY TRAINING PROGRAM

SECTION B - PROGRAM INFORMATION

1. Name of the Base Institution (the institution to be granted approval to offer osteopathic graduate medical education)	2. Is there currently an AOA program at this Institution? If “no” please also complete and attach the new institution worksheet. YES <input type="checkbox"/> NO <input type="checkbox"/>	3. Is there Currently an ACGME Approved Program at this Institution in the same specialty? YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Base Institution Street Address	5. If #3 has been answered “Yes”, will trainees that have successfully completed the AOA approved program be eligible to sit for the ABMS Exam? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
6. Base Institution City/ State/ Zip	7. Phone Number	8. Fax Number
9. Primary Program Contact	10. Phone Number	11. Email
12. Will at least 50% of the Training Occur at the Base Institution? YES <input type="checkbox"/> NO <input type="checkbox"/>		
13. If the answer is “no” to question 9, is the program a consortium (please note consortia approval requires a separate application)? YES <input type="checkbox"/> NO <input type="checkbox"/>		
14. Will you be applying to be a “Teaching Health Center?” Yes <input type="checkbox"/> No <input type="checkbox"/>	15. Specialty/ Subspecialty A table of available specialty standards can be found on the DO-Online website (refer to Section A, 1, d of this document).	
16. Name of the Osteopathic Postdoctoral Training Institution (OPTI)/Academic Sponsor An OPTI is a community-based training consortium comprised of at least one COCA-accredited college of osteopathic medicine and one accredited hospital. All AOA approved programs must be academically sponsored by an OPTI. A list of AOA approved OPTIs is available on the osteopathic.org website. Please refer to Section A, 1, c of this document.		
17. Director of Medical Education (the candidate MUST meet the qualifications listed within the <i>AOA Basic Document for Postdoctoral Training Programs</i>)	18. Program Director (please refer to qualifications listed within the <i>AOA Basic Document for Postdoctoral Training Programs</i>)	
19. Total Number of Approved Positions Requested Any specialty which requires initial completion of a base specialty as entry criteria may maintain a minimum of less than three residents to qualify for approval; otherwise the minimum number of residency positions is three. Some specialty standards may have requirements for a greater number of minimum approved positions. The total number of positions approved will be for the duration of the training program.	We request _____ approved positions for the duration of the program.	

SECTION C – REQUIRED DOCUMENTATION

1. Program Description	Check Box To Indicate That Item Is Included
a. Facilities Description (including all participating institutions)	YES <input type="checkbox"/>
b. Residency Goals and Objectives	YES <input type="checkbox"/>
c. Description of How Osteopathic Principles and Practice will be Incorporated into the Program	YES <input type="checkbox"/>
d. Rotation Goals and Objectives	YES <input type="checkbox"/>
e. Curriculum	YES <input type="checkbox"/>
f. Teaching Faculty Roster with Certification Status	YES <input type="checkbox"/>
g. Core Competency Plan	YES <input type="checkbox"/>
h. Sample Evaluation Forms	YES <input type="checkbox"/>
i. Work Hours and Leave Policy	YES <input type="checkbox"/>
j. Remediation Policy	YES <input type="checkbox"/>

2. Segregated Totals and other pertinent statistical information denoting the scope, volume and variety of cases representing the most recent one (1) year case load are required.	Check Box To Indicate That Item Is Included
a. Specialties/ subspecialties within the following disciplines require dedicated Segregated Total Forms available on the DO-Online website. <ul style="list-style-type: none"> i. Anesthesiology ii. Dermatology iii. Family Practice (Data Input Form) iv. Internal Medicine v. Neurology and Psychiatry vi. Obstetrics and Gynecology vii. Ophthalmology and Otolaryngology viii. Proctology ix. Surgery 	YES <input type="checkbox"/> N/A <input type="checkbox"/>
b. Typewritten Report or Computer Print-out (acceptable for specialties without dedicated forms)	YES <input type="checkbox"/> N/A <input type="checkbox"/>

3. Agreements (A sample affiliation agreement is provided in the <i>AOA Basic Document for Postdoctoral Training Programs</i>)	
a. <u>OPTI/Academic Sponsorship Agreement</u> Sponsorship shall require an OPTI affiliation/sponsor agreement indicating the responsibilities of the academic sponsor and the base institution. The affiliation/sponsor agreement shall be a single agreement and available at all onsite reviews.	
There is currently at least one AOA approved program at this institution with a Sponsorship Agreement that encompasses all postdoctoral training and will include this program if approved.	YES <input type="checkbox"/> NO <input type="checkbox"/>
There is currently no Sponsorship Agreement for all postdoctoral training in effect for programs already approved by the AOA at this institution. A copy of the Sponsorship Agreement for this proposed program is included with this application.	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. <u>Out-Rotation Agreements</u> Affiliation agreements must be available and rotations noted on trainee schedules if the base institution is not the sole training site and uses affiliate sites to meet the training requirements defined in AOA general requirements and specialty standards.	YES <input type="checkbox"/> N/A <input type="checkbox"/>

4. Curriculum Vitae and Appointment Letters	Check box to indicate Item Is Included
a. An appointment letter and CV for the proposed Program Director is required. Please refer to the <i>AOA Basic Document for Postdoctoral Training Programs</i> when selecting the candidate.	YES <input type="checkbox"/>
b. An appointment letter and CV for the proposed Director of Medical Education is required only if there are currently no other AOA approved training programs at the Base Institution. Please refer to the <i>AOA Basic Document for Postdoctoral Training Programs</i> when selecting the candidate.	YES <input type="checkbox"/> N/A <input type="checkbox"/>

5. Written Statement of Institutional Commitment to Osteopathic Graduate Medical Education (OGME)	Check box to indicate Item Is Included
According to the <i>AOA Basic Document for Postdoctoral Training</i> the training institution must have a written statement of institutional commitment to OGME. This shall be signed and dated by both the CEO and Medical Education Committee (MEC) chairperson. The statement shall indicate a commitment to providing educational, financial, and human resources necessary to support OGME as stated in Sec. IV, A. This statement of commitment shall be a sign of dedication to quality in training by the institution and its faculty as well as its willingness to substantially comply with AOA training requirements to include all elements of a competency based experience and program, faculty and trainee outcome assessment.	YES <input type="checkbox"/>

6. Special Request Letters	Check box to indicate Item Is Included
a. Are you including any special request letters for approval of a program or Program Director that does not meet the requirements outlined in the <i>AOA Basic Document for Postdoctoral Training</i> ?	YES <input type="checkbox"/> N/A <input type="checkbox"/>
b. The <i>AOA Basic Document for Postdoctoral Training</i> states that, "The total number of outside rotations in a residency program shall be determined by the base institution. In no case shall the maximum aggregate time spent in outside rotations be more than one half the time of the program unless approved by the specialty college and the PTRC based on quality criteria in compliance with the core competencies." If greater than 50% of the training in the proposed program will consist of out-rotations, a request letter signed by the CEO or DME must be submitted with the application.	YES <input type="checkbox"/> N/A <input type="checkbox"/>

7. ACGME Accreditation Letter	Check box to indicate Item Is Included
If the institution has an accredited ACGME program in this specialty, please include a copy of the most recent ACGME accreditation letter.	YES <input type="checkbox"/> N/A <input type="checkbox"/>

8. Required Signatures		
Signature of Chief Executive Officer	Written Name of Signor	Date Signed
Signature of OPTI Officer	Written Name of Signor	Date Signed

Pre- approval inspections are routinely conducted for: Internships, Anesthesiology, Dermatology, Emergency Medicine, Obstetrics/Gynecology, Orthopedic Surgery, and Surgery. Please list all dates where the program <u>would not be available</u> for review in the next 90 days.
Primary Contact for scheduling:

WORKSHEET FOR NEW INSTITUTIONS

The Worksheet for New Institutions must be completed for institutions applying for their first Osteopathic training program. Do not complete if the institution has an AOA-approved program.

A. BASIC INFORMATION

1. Name of the Base Institution

(the institution to be granted approval to offer osteopathic graduate medical education)

2. Base Institution Street Address

3. Base Institution City/ State/ Zip

4. Phone Number

5. Fax Number

6. Specialty

B. DIRECTOR OF MEDICAL EDUCATION

Name of the Proposed Director of Medical Education (Please attach CV, appointment letter and DME Job Description)

The following are minimum qualifications for the position of Director of Medical Education as listed in the *AOA Basic Document for Postdoctoral Training (rev. 07/2013) Section VI, A.*

1. Graduate of a COCA-approved COM	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Be AOA Board certified or obtain AOA board certification within three (3) years (if board certified by the American Boards of Medical Specialties [ABMS]) through a recognized AOA pathway.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Member in good standing of both the AOA and AODME	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Minimum three years practice experience	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Minimum three years' experience as teaching faculty member in an OGME program or college of osteopathic medicine	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Be attitudinally suited for responsibilities of OGME leadership	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Meet the continuing medical education requirements of the AOA.	Yes <input type="checkbox"/> No <input type="checkbox"/>

C. INSTITUTIONAL PROGRAM REQUIREMENTS

1. Are you applying for an Option 2 or Option 3 Specialty? Yes No

2. If Yes to question above, are you also applying for OGME-1 Preliminary or Traditional Rotating Internship or is there one at an affiliated institution? (*Section V, F, 5.1*) *All Option 2 or 3 specialty residencies must have present in the same or affiliated institution an OGME-1 Preliminary or Traditional Rotating Internship.* Yes No

3. Describe how your **Internal Review** process will occur (*IV, E*)

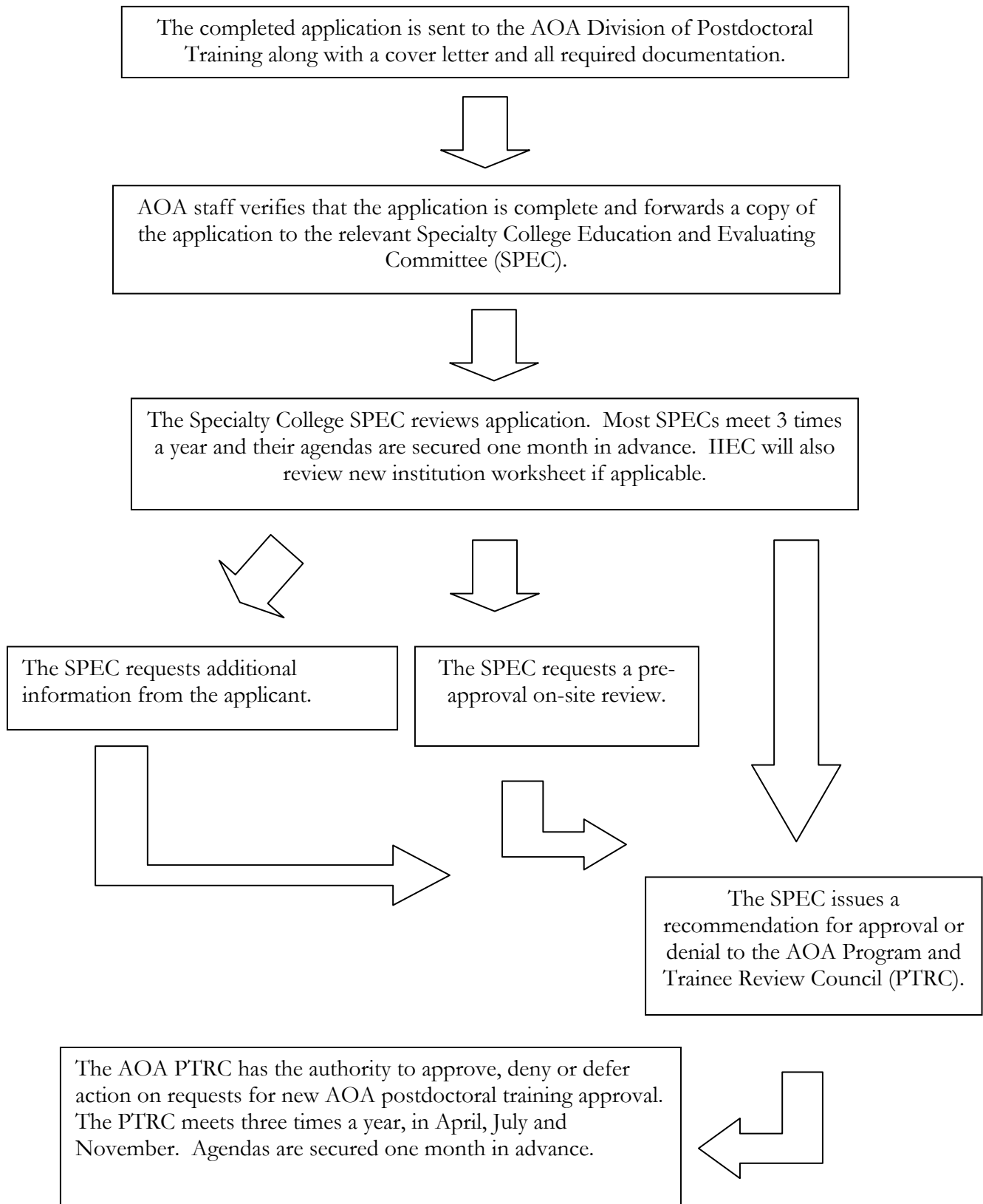
4. Please describe your **Institutional Facilities** and resources including on-call room, access to nourishment, security, medical records system, conference rooms and access to teaching aids. (*IV, G*)

5. Please describe your Library and Educational Resources . (IV, H) You may also attach a list journals and texts
6. Who manages your library resources? (Please attach CV)
7. Please attach a copy of your Institutional Core Competency Plan (IV, I)
8. The base institution shall publish (hard copy and electronic) a House Staff Manual (IV, J, 4.1) Please attach
9. Please explain how Osteopathic Principles and Practice are incorporated into the evaluation and care of all patients of osteopathic attending physicians. (V, A, 5.7)
10. How will osteopathic structural examinations be documented on patients of osteopathic attending physicians?
11. Describe Faculty development program and method to educate faculty regarding fatigue and sleep deprivation (VI, D)
12. Please list the Members of your Medical Education Committee (MEC) and their relevance to program (e.g. faculty, administration, PD...) (VI, E)
13. How often per year will your MEC meet? (Please attach meeting schedule)
14. Please describe how your MEC will ensure the implementation of high quality training programs
15. Please describe how your MEC will participate in the evaluation process
16. Please outline the MEC policy to monitor duty hours and moonlighting compliance
17. Explain the Trainee Evaluation process. Attach evaluation forms (VIII, G)
18. Explain the Training Program & Faculty Evaluation process. Attach evaluation forms (VIII, H)

Required Signatures

Signature of Chief Executive Officer	Written Name of Signor	Date Signed
Signature of OPTI Officer	Written Name of Signor	Date Signed
Proposed DME	Written Name of Signor	Date Signed

SECTION D – APPROVAL PROCESS FLOW CHART



SECTION E – AOA CONTACTS

1. AOA Division of Postdoctoral Training Management

Andrea DeRosier, MUPP**Division Director and Secretary to the Council on Postdoctoral Training (COPT)**

Toll Free PH: 800/621-1773, Ext. 8074

Fax: 312/202-8374

Email: aderosier@osteopathic.org

Directs the activities of the division; oversight and management of OGME policy and standards

Tennille Tenard-Stephens, MBA**Manager, Trainee Services**

Toll Free PH: 800/621-1773, Ext. 8068

Direct PH: 312/202-8068

Fax: 312/202-8368

Email: ttenard@osteopathic.org

Oversight and management of trainee services and reports.

Maura Biszewski**Manager, Postdoctoral Training**

Toll Free PH: 800/621-1773, Ext. 8075

Direct PH: 312/202-8075

Fax: 312/202-8375

Email: mbiszewski@osteopathic.org

Oversight and management of OPTI inspections, accreditation, and Program and Trainee Review Council.

2. AOA Division of Postdoctoral Training Program / Inspection Coordinators

Coordinate and manage services to postdoctoral training programs, including applications, inspections and programs changes.

Mitch Brinkman**Education Specialist**

Toll Free PH: 800/621-1773, Ext. 8089

Direct PH: 312/ 202-8089

Fax: 312/202-8389

Email: mbrinkman@osteopathic.org**Focus:** Diagnostic Radiology, Emergency Medicine, Internal Medicine, Proctology, and Sports Medicine**Cynthia Young-Hollis****Inspection Specialist**

Toll Free PH: 800/621-1773, Ext. 8092

Direct PH: 312/202-8092

Fax: 312/202-8392

Email: cyhollis@osteopathic.org**Focus:** Anesthesiology, Dermatology, Neurology/Psychiatry, Obstetrics and Gynecology, Occupational/Preventive Health, Ophthalmology/Otolaryngology, Physical Medicine and Rehabilitation, Pediatrics, Surgery, Orthopedics, and Pathology**Cyreka Jacobs****Internship, Institutions, and Program Services Specialist**

Toll Free PH: 800/621-1773, Ext. 8058

Direct PH: 312/202-8058

Fax: 312/202-8358

Email: cjacobs@osteopathic.org**Focus:** Family Medicine, Neuromusculoskeletal Medicine, Internships, Institutions

3.HFAP

The Healthcare Facilities Accreditation Division of the AOIA (American Osteopathic Information Association) provides accreditation services for healthcare facilities, including hospitals, laboratories, and Ambulatory Surgery Centers, as well as certification for stroke programs.

Beverly Robins, BSN, MBA

Director of Accreditation Services

Healthcare Facilities Accreditation Program

Toll Free PH: 800/621-1773, Ext. 8062

Direct PH: 312/202-8062

Fax: 312/202-8362

Email: brobins@hfap.org

Area of Focus: Oversight and management of healthcare facilities program; consultation on AOA accreditation standards.

4. OGME Development

OGME Development is a Presidential Initiative to provide direct assistance in the development of postdoctoral training in institutions that currently do not have training programs. Services include consultation on CMS issues, developing program support in the institution, and assisting with the application process.

Cathy Galligan

Chief Operating Officer

Toll Free PH: 800/621-1773, Ext. 8010

Direct PH: 312/202-8010

Fax: 312/202-8310

Email: cgalligan@osteopathic.org