AOA 101
Demystifying the AOA/DME Intersect
Presentation Goals

- Broad brush overview
- Identify / brief review of major AOA: Program tasks
- Identify / brief review of AOA support resources
- On Line and staff support
Division of Postdoctoral Training

- Program accreditation and services
- OPTI accreditation and services
- Trainee records for certification eligibility
- Training standards, document management
- Records maintenance
Major Intersects

- TIVRA
- Trainee program changes
- Match
- *Opportunities*
- Program Inspections
- Program Applications
- Program Substantive Changes
- Annual Billing
The mission of the division is to provide accountable, reliable quality support for these functions of the association.

Support / Accreditation Paradox

How can we help you do what we are requiring you to do?
Resources

- Osteopathic.org – General Reference
  - Inside AOA – Education – Postdoctoral Training

- OPTI Clearinghouse
  - Inside AOA – Education – OPTI Clearinghouse

- Inspections
  - Inside AOA – Accreditation – Postdoctoral Training
Whether you are a physician in practice or an osteopathic medical student in training, we provide the tools and resources you need - all in one easy location.

- Continuing Medical Education
- Osteopathic Continuous Certification
- AOA Calendar of Events

Searching for an osteopathic physician in your community? Researching a specific health condition? Think of the American Osteopathic Association as "Your Home for Health."

- What is a DO?
- Find a DO
- About Your Health
Osteopathic Medical Education & Training

The American Osteopathic Association safeguards the credibility and quality of the osteopathic profession through a number of programs that cover the educational continuum, from the classrooms of the medical school to the board certification of DOs.

Students, Interns and Residents

From medical school survival tips to mentorship opportunities, the AOA offers a wealth of resources to help osteopathic medical students, interns and residents succeed on the path toward becoming a DO. Learn more about the resources we offer for osteopathic medical students. View AOA resources for interns and residents.

Postdoctoral Training

Postdoctoral training provides DOs an opportunity to utilize the hands-on approach central to the tenets of osteopathic medicine. The osteopathic medical profession offers postdoctoral training in all of the medical and surgical specialties. Learn more about postdoctoral training, view and submit training applications.
Osteopathic.org

- General Requirements and Policy
  - Core Competency, Internal Review
- AOA Basic Documents
- Residency Training Standards and Workbook/Crosswalks
  - New Standards – to be effective
  - Proposed Standards, policy – comment
- Program Forms, Applications
- ACGME Training Approval
- Accreditation – Inspections
Summary Manual for
Directors of Medical Education
OGME Program Directors
OGME Program Coordinators

Comments to: postdoc@osteopathic.org
Bureau and Councils

- **COPT** – Council on Postdoctoral Training
  Policy and Standards Review Committee

- **PTRC** – Program and Trainee Review Council
  Program Accreditation, Trainee Approvals, Inspections Oversight – BOE for Appeals

- **COPTI** – Council on Osteopathic Postdoctoral Training Institutions
  OPTI Accreditation and Inspection – BOE for Appeals

- **BOE** – Bureau of Education
IEC (Internship Evaluating Committee): An AODME committee, the IEC reviews and recommend approvals for internship programs and for new DME appointments.

SPEC (Specialty College Evaluating Committee): Review program inspections, applications and program changes; recommend actions to the PTRC and/or the division.
Trainee Services

- Internship Approvals – Military and other ACGME
- ACGME Residency Approval
- Registrar of DO records
- Primary source verification
- Trainee Complaints (i.e. work hours, etc)
- AOA Match, TIVRA
Program Services

- Manage/support OGME program services
- Manage program inspections process
- Provide support and standards enforcement
- Maintain and manage all training standards
- Maintain permanent program records
- Standards archive
Major Intersects

- TIVRA*
- Trainee Changes
- Opportunities*
- ERAS / Match
- Program Inspections
- Program Applications
- Program Changes
- Annual Billing*

* Department of Education Resources Services
Trainee Information, Verification and Registration Audit

- Mandatory
- TIVRA Handbook
- TIVRA Internship Webinar
- TIVRA Residency Webinar
- Help – tivra@osteopathic.org
August 15 – October 15

- Reporting Off-Cycle Trainees
- Reporting of Trainee Contract Releases or Contract Changes
- By letter to Trainee Services, AOA Division of Postdoctoral Training
Opportunities

- Online public directory to all AOA–approved postdoctoral training programs
- Updates possible at any time
- Updates mandatory March to June 30
- Opportunities Handbook
- Opportunities Webinar

Help: opportunities@osteopathic.org

Managed by Division of Educational Resource Services
ERAS

- ERAS – Electronic Residency Application Service
- OGME recruitment “mailbox”
- DME user name and password assigned on appointment
- All programs must register but not required to recruit
NMS – National Matching Service

- Osteopathic.org Resources:
  - Match Results
    Match Calendar – August NMS verified program data; January rank order list; February the “match”
  - Match Interview Policy
  - NMS
  - Post–Match Support
  - AOA Resource: Tom Duffy, Trainee Services Manager tduffy@osteopathic.org
Reporting Substantive Change

- Why?
  - Required by Policy
  - Improved compliance
  - Support during transition
What is a Substantive Change

- Leadership change – DME, Program Director
- OPTI / sponsorship change
- Training resources – i.e. scope, volume
- Major affiliations for rotations
- Institution location
- Name change
- Corporate change
- Anticipated closure
Leadership Change

- Application as checklist
- Request for exception
  - Interim program director
- DME exceptions
  - OPTI support
Program Closures

- Notify AOA in writing of closure, *anticipated* closure
  - Impact on inspection dates

- Trainees in the program
  - No
  - Will complete prior to closure
  - Placement needed – requires support
  - Evidence of notification to trainees
  - AOA follow up with trainees
Institutional Closure

- All of the above times 10

- Program “transfers”
  - Standards do not allow
  - CMS repercussions

- Rare 😊
Program Inspections

- **Objective**: to verify compliance with standards
- One step on continuous quality improvement continuum
- **ALL** inspections are called by and verified by AOA on behalf of PTRC
- Regularly scheduled inspection dates established by the PTRC in letters of continuing approval from AOA
- Off-Cycle Inspection Process
Program Inspections – cont.

- Inspection Notifications to programs – target 4 months in advance

- Scheduling options
  - Directly with inspector
  - AOA assistance
  - Internal Medicine – via ACOI

- AOA confirmation
Inspection Materials

- Posted to Osteopathic.org/Accreditation
  - Standards, Crosswalks/Workbooks
  - Inspection procedure guidelines
  - Required documents list
  - Distributed by e-mail with “live links”
  - Confirmation also by regular mail
  - Copies to OPTI, DME
Program Obligations

- Participate in the inspection
- Confirm with all parties – DMEs office, OPTI
- Reasonable inspection date
- Submit pre-inspection documentation
- Prepare on-site document
- Schedule the day – meeting room, interviews

- Procedures Guideline
Program Rights

- Reasonable inspection date
- Additional materials – one month’s notice
- Written confirmation of inspection – inspector, date
- Pre-notification of additional inspectors – HIPAA compliance
- Off-cycle inspections – PTRC must authorize
- Inspector conflicts of interest
- Post inspection evaluation survey
Program Approval

- Inspector does **not** make approval recommendations does **not** give exit interview
- Inspection reports to SPEC
- SPEC recommendations to PTRC
- Recommendations shared with program via OPTIs
- Documentation of “errors in fact” to PTRC
- Reconsideration process
Corrective Action: Plan

- Standards require response to deficiencies cited by the PTRC/SPEC
- Action plan submitted to the OPTI within 45 days of receipt of PTRC notification
- Action plan submitted by the OPTI to AOA within 30 days
- SPEC will approve/deny within 45 days
- AOA acknowledgment to program within 10 days
Corrective Action: Implementation

- After acknowledgment of Action Plan it must be implemented
- Standard requires implementation within 6 months
- Acknowledgement of Corrective Action and Implementation included in Inspection packet to inspector
Corrective Actions

- Criteria:
  - Does the plan address the deficiency?
  - Is it verifiable?

- CHANGE: the OPTI will monitor compliance with implementation
- AOA will continue to monitor data
Contacts

- Division listing appendix to DME/PD/Coordinator Manual
- postdoc@osteopathic.org
- Division Director – 312/202-8074
- Asst. Director – 312/202/8058
- AOA 800/621-1773, Ext. ????
Questions

- ???????
- ???????
  - ???????
Thank You

postdoc@osteopathic.org