Update from ACGME: Osteopathic Recognition Application

AODME Webinar – November 17, 2016

Presenter: Tiffany Moss, MBA
Disclosures

No financial conflicts of interest to report.

Employee of the ACGME.
Objectives

• Review how to apply for OR.
• Identify recent and planned changes to the OR application.
• Discuss application tips, best practices, and frequently asked questions.
• Discuss upcoming OR educational opportunities.
Abbreviations

- OPP: Osteopathic Principles & Practice
- OR: Osteopathic Recognition
- OPC: Osteopathic Principles Committee
- ADS: (ACGME’s) Accreditation Data System
OR Application Basics
General OR Application Information

• Each program at an institution must submit a separate OR application.
• OR applications will be reviewed by the Osteopathic Principles Committee (OPC).
• No site visit will be required for an OR application.
• No fees for Osteopathic Recognition (No fees for application, site visits, continued recognition, etc.).
Eligibility to Apply for OR

The following programs are eligible to apply for recognition:

- ACGME “pre-accredited” programs.
  (AOA-approved program on July 1, 2015 that has submitted an ACGME program application.)

- ACGME accredited programs.
OR Application

• Completed entirely online and housed in the Accreditation Data System (ADS).

• Does not** require the duplicate entry of information already entered into ADS as a part of the new program application for accreditation.

  • **Exception: Attachment documents.

  • Existing ACGME accredited programs will be able to use the information they have already provided in ADS.

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OR Application Steps

1. Program Information
2. Program Personnel
3. Osteopathic Residents
4. Rotation Sites
5. Program Application Questions
6. Duty Hour, Patient Safety and Learning Environment
7. Overall Evaluation Methods
8. Required Uploads
9. Review and Submit Osteopathic Recognition Application
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Accreditation Council for Graduate Medical Education

Recent & Planned OR Application Changes
Changes Made to the Application

Step #8: Required Uploads

• Attachment items were reorganized.
• Enhanced attachment descriptions were provided.
## Attachment Items

<table>
<thead>
<tr>
<th>Old List</th>
<th>New List</th>
</tr>
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<tbody>
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<td>Faculty Evaluation of Residents</td>
<td>Form(s) Used for Formative Evaluation of Residents</td>
</tr>
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<td>Semiannual and Summative Evaluations</td>
<td>Form(s) Used for Summative Evaluation of Residents</td>
</tr>
<tr>
<td>Program-Specific Evaluation Tools</td>
<td>Form(s) Used for Evaluation of Faculty</td>
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<td>Forms Used for Faculty and Program Evaluation</td>
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<td>Supplemental Faculty Roster</td>
<td>Supplemental Educator Form</td>
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<td>Provide a Sample Block Diagram</td>
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Enhanced Attachment Descriptions

**Uploads**

**Attachment: Form(s) used for Formative Evaluation of Residents**
A blank copy of the form(s) that will be used by osteopathic-focused faculty members to evaluate osteopathic-focused residents during each rotation or similar educational assignment.

![Browse...](#) No file selected. ![Upload](#)

**Attachment: Form(s) used for Summative Evaluation of Residents**
A blank copy of the final (summative) evaluation form(s) of osteopathic-focused residents, documenting performance during the final period of education that includes assessment of skill proficiency in osteopathic manipulative medicine. The form(s) should verify that the resident has demonstrated sufficient competence in osteopathic manipulative medicine without direct supervision.

![Browse...](#) No file selected. ![Upload](#)

**Attachment: Form(s) used for Evaluation of Faculty**
Blank copies of the forms used to evaluate osteopathic-focused faculty members' performance as it is related to the integration of Osteopathic Principles and Practice in the educational program. These forms should include an evaluation of the osteopathic-focused faculty members completed by the osteopathic-focused residents.

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**Attachment: Form(s) used for Evaluation of Program**
Blank copies of form(s) that the osteopathic-focused residents and the osteopathic-focused faculty members will use to evaluate the osteopathic-focused components of the program. The form used by residents may differ from the form used by the faculty members.

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## Upcoming Application Changes

### Step 3: Osteopathic Residents:
- Confirm all residents
- Identify Osteopathic Focused Residents
- Update Resident Scholarly Activity.

### Step 4: Rotation Sites:
Review and update participating sites as necessary

### Step 5: Program Application Questions:
- All 9 of the additional application questions have been answered.

### Step 6: Duty Hour, Patient Safety and Learning Environment:
- Review and Update Duty Hour Questions.

### Step 7: Overall Evaluation Methods:
- Review and Update Overall Evaluation Methods.

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General Application Tips
1. Access ACGME Documents on ACGME.org

To ensure that you are viewing the most up-to-date ACGME created OR documents, always access them directly from ACGME website and not a re-post of the document on another website.

- Requirements
- FAQs
- Application Instruction Guide
- Application Documents: Supplemental Educator Form and Recognition Specific Question Document
2. Read the FAQs

If you have questions about the requirements, read the FAQs.
3. Application Instruction Guide

Read the OR application instruction guide.

Link: http://www.acgme.org/Portals/0/PFAssets/ProgramResources/OR_Application_Instructions.pdf

Contains:

- When you can apply.
- How you can apply.
- What is needed to apply.
- What happens after you apply.
Application Instructions for Osteopathic Recognition

This instructional document was created to assist programs in applying for Osteopathic Recognition (OR), and to enable them to better prepare for and navigate the ACGME OR application process.

APPLICATION PROCESS

The following programs may apply for OR:
- Programs with ACGME pre-accreditation status
- Programs with ACGME accreditation status

There are several parts to the OR application, which includes information provided in the Accreditation Data System (ADS), as well as specific documents that must be uploaded into the system (ADS is a web-based system that is accessed using a web browser) as “attachments.” An OR application may only be initiated by a program with pre-accreditation status, or a program that is already ACGME-accredited.

Note: The entire program will apply for OR, and the entire program will receive OR; it is up to the program to decide if all of the residents in the program will receive osteopathic-focused education, or if only a portion of the residents will (this is known as an “osteopathic-focused track”).

Steps to Initiate and Submit an Application for OR
1. The program director (or designated institutional official (DIO)) must log into ADS with his/her user name and password.

2. The program director (or DIO) will initiate the OR application. A program director may allow a co-program director or track director, if the program director will not lead the osteopathic-focused education for the program, to complete the OR application utilizing the program director’s login or the coordinator’s login.
   - Click on the program’s “Program” tab in ADS.
   - Click on “Osteopathic Recognition” on the right-hand side of the screen, under the “Recognition” menu.
4. Use Recommended Web Browsers

Access ADS by using a recommended browser:

- Mozilla Firefox
- Google Chrome
- Apple Safari
- Due to security concerns, ACGME no longer supports Internet Explorer (IE) 8.

Contact an ADS representative for help with ADS issues: ADS@acgme.org
5. Preview Application Before Submitting

- Ask for a faculty member, fellow program director, and/or resident to also review the application prior to submission.
6. Ask Questions

Contact me if you have questions about the application.

312.755.5490
tmoss@acgme.org

- Will not pre-review the application.
- Will address specific questions.
OR Application Best Practices
• All submitted evaluation forms should contain an assessment of OPP.

• Reference the requirements for what should be evaluated.

• All should clearly identify is being evaluated and by whom.

• Evaluations should contain a title, so the purpose of the evaluation is readily apparent.
Recognition Specific Application Questions

- Respond to all parts of the question.
- Review the requirements reference for each question prior to responding.
Sample Question

3. Describe how the program will integrate Osteopathic Principles and Practice within the practice-based learning and improvement domain of competence, demonstrating the application of Requirements II.C.1.-4. Include in the description the settings and activities in which residents will demonstrate competence and provide the methods used to assess competence.
Sample Question

3. Describe how the program will integrate Osteopathic Principles and Practice within the practice-based learning and improvement domain of competence, demonstrating the application of Requirements II.C.1.-4. Include in the description the settings and activities in which residents will demonstrate competence and provide the methods used to assess competence.
II.C. Practice-based Learning and Improvement

Residents must demonstrate the ability to:

II.C.1. incorporate literature and research that integrate osteopathic tenets into clinical decision making;

II.C.2. critically evaluate their methods of osteopathic clinical practice, integrate evidence-based Osteopathic Principles and Practice into patient care, show an understanding of research methods, and improve patient care practices as related to their specialty areas;

II.C.3. treat patients in a manner consistent with the most up-to-date information on diagnostic and therapeutic effectiveness related to Osteopathic Principles and Practice; and,

Sample Question

Prepare a response that:

• Explains how OPP is being integrated into the PBLI.

• Describes settings and activities.

• Describes assessment methods.

• Demonstrates that the program is meeting the associated requirements and how they are met.
Describe how the program will ensure that graduates of medical schools in the United States or Canada accredited by the LCME, or graduates of medical schools outside of the United States or Canada, have a sufficient background and/or instruction in osteopathic philosophy and techniques in manipulative medicine to prepare them to engage in the curriculum of the program? [Requirement IV.A.-IV.B.4.]
MD Eligibility – Application Question

Response must include:

• Description of pathway for non-DOs to enter an osteopathic-focused position.

• What is required for non-DO to be accepted into osteopathic-focused position.

• What will be required for non-DO after matriculation.
Unacceptable Responses:

- “We only plan to take DOs.”
- “We will take MDs in the future, but not right now.”
- “We are waiting for the OPC to create guidelines for entry.”
Eligibility Requirement – Non-DOs

IV.B. Prior to matriculation, residents meeting the requirements for IV.A.2. or IV.A.3. above must have sufficient background and/or instruction in osteopathic philosophy and techniques in manipulative medicine sufficient to prepare them to engage in the curriculum of the program, to include:

IV.B.1. osteopathic philosophy, history, terminology, and code of ethics;

IV.B.2. anatomy and physiology related to osteopathic medicine;

IV.B.3. indications, contraindications, and safety issues associated with the use of osteopathic manipulative treatment; and,

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Eligibility</strong>&lt;br&gt;What is considered sufficient background and/or instruction in osteopathic philosophy and techniques in manipulative medicine as required for MD applicants prior to matriculation into a program with Osteopathic Recognition?&lt;br&gt;[Recognition Requirements: IV.B.-IV.B.4.]</td>
<td>The Committee expects that MD applicants, or any other applicants who are physicians but not DOs, will <strong>demonstrate some level of preparation for entry</strong> into an osteopathic-focused position in a program with Osteopathic Recognition. Such preparation may be demonstrated by:&lt;br&gt;&lt;ul&gt;&lt;li&gt;Structured basic Osteopathic Principles and Practice training prior to beginning residency&lt;/li&gt;&lt;li&gt;Prior completion of elective Osteopathic Principles and Practice rotations&lt;/li&gt;&lt;li&gt;Prior completion of Osteopathic Principles and Practice courses at an osteopathic medical school&lt;/li&gt;&lt;li&gt;Other experiences and training to enable the matriculated resident to demonstrate entry-level competency for participation in the program&lt;/li&gt;&lt;/ul&gt;The Committee allows program directors to locally determine eligibility for non-DO applicants, which may exceed the established Osteopathic Recognition Requirements. The Committee provides program directors the ability to “catch up” a resident’s education during the course of the program.</td>
</tr>
</tbody>
</table>
Submission of Required Forms

• Forms must be current.
• Forms must be unaltered.
• No substitutions allowed.

Ex. Supplemental Educator Form & Recognition Specific Question Document.
## Osteopathic Recognition Supplemental Educator Roster

This form may be used to identify educators, not listed on the program's faculty roster in ADS, who play a prominent role in the program's osteopathic-focused education. Note: If all osteopathic-focused educators are listed on the program's faculty roster in ADS, check "not applicable" below prior to uploading as a new application attachment.

- Form “Not Applicable” (All osteopathic-focused educators have been listed on the program's faculty roster in ADS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Degrees</th>
<th>Year Started Teaching</th>
<th>Year started teaching with this program</th>
<th>Board Certification Specialty and Certifying Board (Note if eligible and not certified)</th>
<th>Original or Re-Certification Year and Certification Status</th>
<th>Define Educational Role in Program</th>
<th>Hours Spent per Week (or per Month) devoted to Resident Education in this Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: John A. Doe</td>
<td>BS, MS, DO</td>
<td>2009</td>
<td>2012</td>
<td>Family Medicine - ABOFP</td>
<td>2009, Original Certification Valid</td>
<td>Provide monthly OMT workshops</td>
<td>8 hours per month</td>
</tr>
</tbody>
</table>
Supplemental Educator Form

• Ensure all certifying boards and specialties are listed for faculty.

• Ensure all certification statuses are listed. (Ex. “Original Still Valid”, “Re-Certified”, “Expired”, etc.)

• Define educational role in the program. This is not the faculty member’s title, but rather what they contribute to the OPP education in the program.
Major OR Deficiencies
Major OR Deficiencies #1

Lack of a qualified leader of osteopathic-focused education. (program director or osteopathic-focused track director)

III.C.1.a).(1) requisite specialty expertise and documented educational and administrative experience acceptable to the Recognition Committee;

III.C.1.a).(2) board certification through the American Osteopathic Association (AOA) specialty certifying boards in the program specialty, or qualifications judged acceptable to the Recognition Committee; and,”
FAQ:

<table>
<thead>
<tr>
<th>Recognition Requirement: III.B.12</th>
<th>Is every program with Osteopathic Recognition required to have an osteopathic-focused track director?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. The Osteopathic Principles Committee requires that every program with Osteopathic Recognition designate a physician with the authority and accountability for resident education and training in the conceptual understanding and practical application of the distinct behavioral, philosophical, and procedural aspects of clinical practice related to the four tenets of osteopathic medicine. This physician must have documented training in hands-on courses in osteopathic manipulative medicine or have certification requiring hands-on training, such as a doctorate in osteopathic medicine with board certification through the American Osteopathic Association (AOA).</td>
<td></td>
</tr>
<tr>
<td>This physician may be the program director (or co-program director) if this individual is board-certified in the program specialty. This physician may also be the osteopathic-focused track director if he/she is a member of the program’s faculty and is either board-certified in the specialty of the program, or that of another specialty.</td>
<td></td>
</tr>
</tbody>
</table>
Major OR Deficiencies #2

Lack of qualified osteopathic-focused faculty members – minimum of 2 required.

III.B. Osteopathic-focused programs, or such tracks within a program, must:

III.B.6. maintain a sufficient number of faculty members (MD or DO) who, through prior training and certifications, are able to supervise the performance of osteopathic manipulative medicine in the clinical setting as applicable to patient care;
III.C.2.c) One or more program faculty member(s) must work closely with the program director to assist in the development of the Osteopathic Principles and Practice competency education and evaluation system, and to teach and advise residents.

This faculty member must:

III.C.2.c).(1) be board certified through an AOA specialty certifying board or possess qualifications judged acceptable by the Recognition Committee;
FAQ:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How does the Osteopathic Principles Committee define a “sufficient” number of faculty members?</td>
<td>The Committee expects all programs with Osteopathic Recognition to have at least two faculty members able to develop and deliver a curriculum intended to promote Osteopathic Principles and Practice and use of osteopathic manipulative treatment consistent with the osteopathic competencies. A program may use external resources to support this effort, such as those provided through a relationship with an educational consortium (e.g., an OPTI) or a college of osteopathic medicine.</td>
</tr>
</tbody>
</table>

[Recognition Requirement: III.B.6.]
Major OR Deficiencies #3

Lack of demonstrated education and assessment of OPP in the application.

- i.e. No OPP assessment in submitted evaluations and/or no mention of OPP in response to recognition specific application questions.
OR Q&A
How do you identify residents as osteopathic-focused?
You have 2 opportunities to designate residents in the program as “osteopathic-focused”.

1. At the point of application.
2. After the program receives OR.

Note: Once a program receives OR, residents should be designated as “osteopathic-focused” as they enter the program and are added to the ADS roster.
Designating Residents: Method #1

Step 3:  Osteopathic Residents

You may choose to designate residents during the application process.
Designate residents in the program, as osteopathic-focused, if they have already been receiving education in Osteopathic Principles and Practice (ex. in an AOA program) and will continue to receive that education through OR.
<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Year in Program</th>
<th>Status</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel</td>
<td>1</td>
<td>Active Full time</td>
<td>7/1/2016</td>
<td>6/30/2019</td>
<td></td>
</tr>
<tr>
<td>Philip</td>
<td>1</td>
<td>Active Full time</td>
<td>7/1/2016</td>
<td>6/30/2019</td>
<td></td>
</tr>
<tr>
<td>Allison</td>
<td>1</td>
<td>Active Full time</td>
<td>7/1/2016</td>
<td>6/30/2019</td>
<td></td>
</tr>
</tbody>
</table>

**Resident Status Legend**

- **Missing Information**
- **Unconfirmed**
- **Osteopathic-Focused**
Designating Residents: Method #2

You may designate residents as osteopathic-focused once the program receives Initial Recognition and in the future as the program accepts new residents.
Go to the resident roster in ADS, by selecting the “resident” tab for the program.
Click “edit” next to the resident on the roster you want to designate as osteopathic-focused.
Scroll down to the "resident detail" section. Then, select the "yes" radial button for the above question to designate the resident as osteopathic-focused. Residents will always default to "no" upon being added to the resident roster.
If the AOA has approved our MD program director, are they automatically qualified to be the leader of osteopathic education for the program (program director or osteopathic-focused track director)?
No.

The AOA, through The Basic Documents, allows for a program director to be a DO or MD. The Basic Documents state:

“6.5 The Program Director shall have the following specific qualifications:

a. Be a DO or a MD who is board certified by either the AOA or ABMS if documented that a qualified DO is not available. Where such exceptional circumstances exist, the Specialty College Education and Evaluation Committee (SPEC) shall recommend appointment by the PTRC for a three (3) year period. This period may be extended by the PTRC at the recommendation of the SPEC, if exceptional circumstances continue to be documented.”

The ACGME’s OR requirements specifically state that the leader of osteopathic education must have:

III.C.1.a).(1) requisite specialty expertise and documented educational and administrative experience acceptable to the Recognition Committee;

III.C.1.a).(2) board certification through the American Osteopathic Association (AOA) specialty certifying boards in the program specialty, or qualifications judged acceptable to the Recognition Committee; and,“
If my program receives Recognition Withheld from the OPC, will it be shown on the OR public report?
No.

The only instances a program will appear on the OR public report are when:

- An application has been submitted, but not reviewed by the OPC.
- The program is reviewed and conferred with Recognition (Initial, Continued, etc.).

View Public OR Report:
https://apps.acgme.org/ads/Public/Reports/Report/17
Is there a deadline by which we need to submit an OR application?
No.

ACGME accredited programs will always have the opportunity to apply for OR. OR is a permanent part of the ACGME. Any new or existing ACGME programs will be have the opportunity to apply for OR at any point in the future, even after June 2020.
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Programs with OR
Notification of Review by OPC

- Program will be notified of the recognition decision within 5 days of an OPC meeting.
- Program will receive the official “Letter of Notification” (LON) within 60 days of the OPC meeting.
  - Letter will contain citations and Area For Improvements (AFI) given by the OPC.
  - Most programs that receive OR, also receive citations and/or AFIs.
LONs & Citations

- Programs do not provide a response to the LON.
- Programs will respond to citations (not AFIs) within ADS, during the ACGME Annual Update.
- Questions about citations and AFIs should be directed to the Executive Director for the Committee, and not to individual OPC members.
Accreditation Council for Graduate Medical Education

Upcoming Educational Opportunities
ACGME Annual Educational Conference (AEC)
March 9-12, 2017
(Pre-Conference Courses: March 9th)
Rosen Shingle Creek Resort
Orlando, Florida

Registration: http://www.acgme.org/Meetings-and-Events/Annual-Educational-Conference/Registration

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Osteopathic Pre-Conference

- Partner: AODME
- Thursday, March 9th - 8:00am to 5:00pm
- Several sessions offered that focus on aspects of OR.
- AOA CME Credit to be offered.

View the Pre-Conference Brochure containing the agenda: http://www.acgme.org/Portals/0/PDFs/2017AEC/2017ACGMEAnnualEducationalConferenceBrochure.pdf
Contact Information

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