Osteopathic Recognition: Understanding the Application and Common Citations

Osteopathic Pre-Conference: OBR07
Disclosures

• No financial conflicts of interest to report.
• Employed by the ACGME.
Objectives

• Review how to apply for OR.
• Identify recent changes to the OR application.
• Discuss application tips and best practices.
Abbreviations

• OPP: Osteopathic Principles & Practice
• OR: Osteopathic Recognition
• OPC: Osteopathic Principles Committee
• ADS: (ACGME’s) Accreditation Data System
Basic 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.).
The following programs are eligible to apply for recognition:

- ACGME “pre-accredited” programs.
- 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.
  - Existing ACGME accredited programs will be able to use the information they have already provided in ADS.
OR Application Steps

1. Program Information
2. Program Personnel
3. Osteopathic Residents
4. Rotation Sites
5. Program Application Questions
6. Required Uploads
7. Review and Submit Osteopathic Recognition Application
OR Application Steps

1. Program Information
2. Program Personnel
3. Osteopathic Residents *(optional)*
4. Rotation Sites
5. Program Application Questions
6. Required Uploads
7. Review and Submit Osteopathic Recognition Application
Designate Residents

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.
Designate Residents:
At the Point of Application

Residents - Assign Educational Focus

Instructions
Using the grid below, identify residents that will participate in osteopathic-focused education. Check the box next to the resident(s) you wish to assign and click "Save". To maintain your resident records further or remove a previously assigned educational focus, go to your Resident tab and edit that person's resident record.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Year in Program</th>
<th>Status</th>
<th>Educational Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jacqueline</td>
<td>3</td>
<td>Active Full time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Haydee</td>
<td>3</td>
<td>Active Full time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kevin</td>
<td>1</td>
<td>Active Full time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jonathan</td>
<td>1</td>
<td>Active Full time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lisa</td>
<td>1</td>
<td>Active Full time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chen Li</td>
<td>2</td>
<td>Active Full time</td>
<td></td>
</tr>
</tbody>
</table>
Designate Residents: After Receiving 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></td>
<td>Kevin</td>
<td>1</td>
<td>Active Full time</td>
<td>6/25/2016</td>
<td>6/24/2019</td>
</tr>
</tbody>
</table>

[Edit button highlighted]
3. Resident Details

Type of Position: Categorical
Year In Program: 1

Email Address:
Email Address Confirmation:

Is this resident participating in the osteopathic-focused track?
- Yes
- No

Start Date: June 25th 2016
Expected Completion: June 24th 2019

Did this resident have prior training in another accredited/approved program (other than in this program)?
- Yes
- No
Attachment Documents

- Form(s) Used for Formative Evaluation of Residents
- Form(s) Used for Summative Evaluation of Residents
- Form(s) Used for Evaluation of Faculty
- Form(s) Used for Evaluation of Program
- Supplemental Educator Form
- Osteopathic Recognition-Specific Application Questions
OR Application Updates
Application Updates

- Removal of application steps.
- Updated Attachment section.
- Updated recognition-specific question document.
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.
### Step 3: Osteopathic Residents:
- Confirm all residents

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

### Step 5: Overall Evaluation Methods:
- Review and Update Overall Evaluation Methods.

### Step 6: Required Uploads:
- Upload Osteopathic Recognition Application Documents

### Step 7: Application Submitted:
Your application can be reviewed using the "View Osteopathic Recognition Application" button. If you are not currently scheduled for review you can contact the Osteopathic Principles Committee page for further information.
Updated Attachment Section

Application Step #6: Required Uploads

• Attachment items were reorganized.

• Enhanced attachment descriptions were provided.
<table>
<thead>
<tr>
<th>Old List</th>
<th>New List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Evaluation of Residents</td>
<td>Form(s) Used for Formative Evaluation of Residents</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Forms Used for Faculty and Program Evaluation</td>
<td>Form(s) Used for Evaluation of Program</td>
</tr>
<tr>
<td>Supplemental Faculty Roster</td>
<td>Supplemental Educator Form</td>
</tr>
<tr>
<td>Provide a Sample Block Diagram</td>
<td>Block Diagram</td>
</tr>
<tr>
<td>Osteopathic Recognition-Specific Application Questions</td>
<td>Osteopathic Recognition-Specific Application Questions</td>
</tr>
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<td>Old List</td>
<td>New List</td>
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</tr>
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</table>
Recognition Specific Question Document

New Application: Osteopathic Recognition
Osteopathic Principles Committee
ACGME

OSTEOPATHIC PRINCIPLES AND PRACTICE

1. Will all residents in the program receive osteopathic-focused education? [Requirement I.B., III.A.]
   □ YES □ NO

   If ‘NO,’ approximately what portion of the residents will receive osteopathic-focused education?
   [Click here to enter text.]

2. In what clinical settings will Osteopathic Principles be emphasized? Almost exclusively manipulative treatment, be taught and practiced in inpatient and ambulatory clinics, etc. [Requirements II.A.1.-10.]

   [Click here to enter text.]

   a) On what rotations will residents have these opportunities?
   [Click here to enter text.]

   b) Will residents have these opportunities at all participating sites utilized for these rotations?
   [Click here to enter text.]

Osteopathic Recognition
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Updated 2/2017
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Six 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.

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 load 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

Step 10: Review and Submit Osteopathic Recognition Application:
Review your application and save a copy before submitting it for review.
All steps must be completed before application can be submitted.

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.
Attachment Documents - 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>2006, 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 Deficiency #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,”
<table>
<thead>
<tr>
<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). 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>
</tr>
</tbody>
</table>

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Major OR Deficiency #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;
<table>
<thead>
<tr>
<th>FAQ: How does the Osteopathic Principles Committee define a “sufficient” number of faculty members?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Recognition Requirement: III.B.6.]</td>
</tr>
<tr>
<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>
Major OR Deficiency #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.
Thank you!

Tiffany Moss, MBA
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tmoss@acgme.org