

## Accreditation Data System (ADS) Annual Update Guide for Osteopathic Recognition Osteopathic Principles Committee

This guidance document was created to identify the information that programs with Osteopathic Recognition should review and update during their assigned ADS Annual Update window. Programs with Osteopathic Recognition are responsible for annually reviewing and updating information provided in ADS to ensure it is up-to-date and accurate. The Osteopathic Principles Committee will use the information provided by programs in ADS in making Recognition decisions.

The following areas of ADS should be reviewed and updated, as appropriate, during the program's Annual Update window:

- **Major Changes – Osteopathic Components**  
Programs now have a dedicated field in the Major Changes section of ADS to “provide a brief update explaining any major changes to the osteopathic components of the program since the last academic year.” Programs are encouraged to comment on major program changes that may include the osteopathic curriculum and osteopathic leadership (Director of Osteopathic Education, osteopathic faculty members, etc.). Programs that received an Osteopathic Resident Survey report that included areas of non-compliance are encouraged to comment on how the program is addressing those areas. If the program was impacted by the COVID-19 pandemic and temporary changes to the osteopathic curriculum were necessary, the program is encouraged to comment on those changes.
- **Response to Osteopathic Recognition Citations (if applicable)**  
Programs with active Osteopathic Recognition citations must provide a response or an updated response for each citation in the Citation section of ADS.
- **Block Diagram**  
The program should review its block diagram, maintained in ADS, to ensure it accurately indicates where and when the following osteopathic experiences are integrated into the curriculum: osteopathic education/experience in the clinical setting; osteopathic clinic (either osteopathic manipulative treatment (OMT) clinic or integrated specialty clinic); and osteopathic didactics/labs. Programs should refer to the Block Diagram Guide for Programs with Osteopathic Recognition, located in the Block Diagram section of ADS and on the Osteopathic Recognition page of the ACGME website, for additional instructions. As the program's osteopathic curriculum changes, those changes should be reflected appropriately on the block diagram. Temporary changes to the osteopathic curriculum, such as any resulting from the COVID-19 pandemic, should not be reflected on the block diagram.
- **Osteopathic Faculty**  
Programs should review the designation of all osteopathic faculty members on the Faculty Roster in ADS. Individuals with a gray “O” or “P/O” have been designated as osteopathic faculty members. A faculty member's designation can be updated in their

ADS profile. For additional information regarding designation as an “Osteopathic” or “Program and Osteopathic” faculty member, review the Guide to the Classification of Osteopathic Faculty in the ADS Faculty Roster on the Osteopathic Recognition page of the ACGME website.

The description of each osteopathic faculty member’s role in program as it relates to osteopathic education, located in the CV portion of a faculty member’s profile, should also be reviewed. This description should clearly and concisely describe the faculty member’s role in the osteopathic curriculum. It should not be a description of the faculty member’s qualifications or be limited to the faculty member’s title.

It is also recommended that each faculty member’s state licensure be reviewed to ensure the expiration date is still accurate and if not, that it is updated appropriately. The board certification status and associated dates should also be reviewed and updated as appropriate to ensure the accuracy of information provided in ADS.

- **Designated Osteopathic Residents**

The program must designate the residents in designated osteopathic positions receiving formal osteopathic education, in compliance with the Osteopathic Recognition Requirements, on the Resident Roster. Designated osteopathic residents are indicated in ADS with a gray star. Programs must verify that residents have been designated appropriately and that any new designated osteopathic residents are noted as such in ADS. A resident’s designation can be changed in the resident’s ADS profile.

- **Osteopathic Scholarly Activity**

Programs must annually report in ADS the osteopathic scholarly activity completed by designated osteopathic residents and osteopathic faculty members, including the Director of Osteopathic Education, for the previous academic year. Reporting of osteopathic scholarly activity is a component of reporting the program’s overall scholarly activity for residents and faculty members.

Programs with a status of Continued Recognition are encouraged to review the Osteopathic Recognition Summary document for the program, available under the Recognition tab in ADS, to ensure all information for the program as relates to Osteopathic Recognition is current. This document provides programs with the opportunity to review their information in a similar format in which it will be provided to the Osteopathic Principles Committee for review. Programs with a status of Initial Recognition are encouraged to review the Updated Recognition Application available under the Recognition tab in ADS.