



AMERICAN OSTEOPATHIC ASSOCIATION

Osteopathic Postdoctoral Training Institution (OPTI)

Accreditation Crosswalk

Instructions:

The crosswalk lists suggested documentation that is to be reviewed to verify compliance with standards. This crosswalk is to be used for assistance in determining compliance with standards and suggests potential representatives of the OPTI to interview. Many of the standards may be validated by written documentation. Some of this material is included with the self-study document provided by the OPTI prior to the on-site visit. Other materials may need to be reviewed on-site or standards may be validated through interview sessions. In the column of suggested interviews for verifying compliance, not all groups identified need to be contacted. Coordination with the OPTI for general interview sessions will be made in advance.

When completing the crosswalk, the surveyors need to indicate compliance with standards. In the event the surveyors indicate a standard has been “Met with Excellence,” a written narrative must be included indicating what activities the OPTI have completed or are currently in place which clearly exceed the standard.

If a standard is not being met, the surveyors must state the reason(s) for the deficiency. Additionally, a statement of the requirement(s) being made to assist the OPTI in becoming compliant must be included along with a time-line for implementation.

Standards determined to having been met do not need additional information.

Standards marked with a double asterisk (**) shall be considered a “must meet” standard.

Osteopathic Postdoctoral Training Institutions - On-Site Accreditation Visit Fact Summary

OPTI Name:

Address:

Chief Academic Officer::

OPTI Executive Director (if applicable):

Member Institutions

Colleges of Osteopathic Medicine	Training Institution(s)

OPTI Review Conducted on:

Survey Team:

OPTI Program Summary

Program	Approved Positions

A. Prerequisites for Accreditation

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
A.9.1 **	OPTI shall be a formally organized entity.	<ul style="list-style-type: none"> • <u>Any of the following may be used:</u> <ul style="list-style-type: none"> • Articles of Incorporation • Code of Regulations • OPTI Bylaws • Organizational Chart • OPTI Board Chair • OPTI CEO/Director • OPTI Academic Officer 					
<p><i>Guideline: Formally organized entities such as corporations, consortia, partnerships or other commonly recognized groups may qualify provided such an entity legally and formally crafts bylaws and governing documents meeting local, state and federal guidelines for its area of domicile.</i></p>							
Site Reviewer Remarks							
A.9.2 **	OPTIs shall have at least one member hospital; all hospitals must be accredited or licensed.	<ul style="list-style-type: none"> • Accreditation Letters from: COCA and AOA HFAP/ Joint Commission/ equivalent entity • OPTI Board Chair • OPTI CEO/Director • Dean of COM • Administrative Assistant(s) • OPTI Academic Officer 					
Site Reviewer Remarks							

A. Prerequisites for Accreditation

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
A.9.3 **	OPTI shall include membership of at least one COM accredited by the Commission on Osteopathic College Accreditation (COCA).	<ul style="list-style-type: none"> Accreditation Letters from: COCA and AOA HFAP/ Joint Commission/ equivalent entity OPTI Board Chair OPTI CEO/Director Dean of COM Administrative Assistant(s) OPTI Academic Officer 					
Site Reviewer Remarks							
A.9.4	OPTI by-laws shall require each base institution supporting OGME to meet AOA institutional training standards for membership.	<ul style="list-style-type: none"> Accreditation Letters from: COCA and AOA HFAP/ Joint Commission/ equivalent entity OPTI Board Chair OPTI CEO/Director Dean of COM Administrative Assistant(s) OPTI Academic Officer 					
<i>Guideline: See Section IV. A. Institutional Requirements: Sponsoring OPTI and Base Institutions</i>							
Site Reviewer Remarks							

A. Prerequisites for Accreditation

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
A.9.5**	All member institutions of the OPTI must have an affiliation agreement with the OPTI.	<ul style="list-style-type: none"> Review all of the following: <ul style="list-style-type: none"> OPTI Bylaws/Policies Associate and Affiliation Agreements List of OPTI affiliated organizations (from Annual Report) OPTI Board Chair OPTI Academic Officer Administrators of Affiliated Agencies and Organizations 					
<p><i>Guideline: Educational opportunities in various training sites may be identified and learning is facilitated through OPTI affiliations and memberships. Verify current agreements with all listed OPTI affiliates</i></p> <p>Site Reviewer Remarks</p>							
A.9.6	The OPTIs bylaws shall state that its members have the right to free association with other AOA-approved educational consortia, institutions or OPTIs.	<ul style="list-style-type: none"> OPTI Bylaws/Policies Affiliation Agreement OPTI Board Chair OPTI CEO/Director OPTI Academic Officer 					
<p><i>Guideline: Verify in documentation that there is no restrictive covenant language.</i></p> <p>Site Reviewer Remarks</p>							

A. Prerequisites for Accreditation

Standard	Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
		Not Met	Not Met	Met	Met with Excellence	
A.9.7 **	Each established OPTI shall academically sponsor a minimum of two AOA approved residency programs, at least one of which is in the following specialties: family medicine, general internal medicine, obstetrics and gynecology, general surgery or general pediatrics.	<ul style="list-style-type: none"> • AOA Program Approval Letters • List of Programs • OPTI CEO/Director • Chair of OGME • DMEs/ADMEs • Program Directors • OPTI Academic Officer 				
<p><i>Guideline: 1) The minimum requirement of two AOA-approved residency programs may be satisfied with an AOA-approved primary care residency in separate institutions. 2) An institution may not sponsor two AOA approved residencies in the same discipline. 3) An institution may not sponsor two AOA-approved OGME-1 programs unless each program leads to a different training track or discipline.</i></p>						
Site Reviewer Remarks						
A.9.8	Each OPTI shall include opportunities for osteopathic student clerkship experiences.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Affiliation Agreement • Clerkship/Externship Agreements • Clerkship Brochures • Clerkship Application • Clerkship Service Evaluations • OPTI CEO/Director • OPTI Academic Officer • Dean • DMEs/ADMEs • Program Directors • Students 				
<p><i>Guideline: Each OPTI shall assist in providing enough 'required' third year clerkship experiences for its member COM(s). At a minimum, the OPTI should provide substantial clerkship experiences in the same disciplines and hospitals where it has OGME programs.</i></p>						
Site Reviewer Remarks						

A. Prerequisites for Accreditation

Standard	Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
		Not Met	Not Met	Met	Met with Excellence	
A.9.9	<p>An institution that participates in an OPTI shall provide that OPTI with documentation it recognizes and accepts the certifying boards of the AOA as specialty board certification on an equal basis with those certifying boards recognized by the American Board of Medical Specialties (ABMS) for the purposes of obtaining hospital privileges.</p> <ul style="list-style-type: none"> • OPTI Bylaws/Policies • Hospital/Medical Staff Bylaws • Attestation Letters • OPTI Board Chair • OPTI CEO/Director • OPTI Academic Officer • DMEs/ADMEs 					
<p><i>Guideline: Hospital Bylaws or an OPTI document/attestation, signed by a partner hospital CEO is acceptable as equivalent.</i></p>						
<p>Site Reviewer Remarks</p>						

Section A. Narrative:

Have all prior deficiencies in Section A been corrected? Please explain.

Section A. Recommendations and Requirements:

Total Points for Section A.	
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B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System		
			Not Met	Not Met	Met	Met with Excellence			
B.9.1	The OPTI shall define, through strategic planning, its mission, goals, objectives, and outcomes.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Annual Reports • Board Reports • OGME Committee Minutes • OPTI Strategic Plan • OPTI Board Chair • OPTI CEO/Director • OPTI Academic Officer 						1pt	<ul style="list-style-type: none"> • Mission, goals, objectives, and outcomes are poorly defined • A strategic planning process is not defined • There is no evidence of plan implementation
								2pt	
								3pt	<ul style="list-style-type: none"> • Mission, goals, objectives, and outcomes are clearly defined • An intermittent strategic planning process is defined • Little evidence of plan implementation exists
								4pt	
								5pt	<ul style="list-style-type: none"> • Mission, goals, objectives, and outcomes are clearly defined • An intermittent strategic planning process is defined • Only OPTI administration and OPTI senior leaders contribute to implementation of the plan
								6pt	
								7pt	<ul style="list-style-type: none"> • Mission, goals, objectives, and outcomes are clearly defined • An ongoing strategic planning process is defined • All OPTI partners contribute to implementation of the plan
								8pt	
								9pt	<ul style="list-style-type: none"> • Missions, goals, objectives, and outcomes are clearly defined • An ongoing strategic planning process is defined • All OPTI partners contribute to implementation of the plan • There is early evidence of a strategic plan/planning improvement based upon outcomes
								10pt	<ul style="list-style-type: none"> • Mission, goals, objectives, and outcomes are clearly defined • A continuous strategic planning process is defined • All OPTI partners are aligned to the strategic plan and contribute to its implementation • There is repeated evidence of strategic plan/planning improvement based upon outcomes
<p><i>Guideline: Language used for strategic planning can vary from institution to institution. The terms strategy, goal, and objective are often used interchangeably. This should not be used against an OPTI when reviewing the plan. The plan should outline a mission, direction for the future, and outcomes.</i></p>									
Site Reviewer Remarks									

B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			
			Not Met	Not Met	Met	Met with Excellence	
B.9.2	The governing body of the OPTI shall define the organizational structure of the OPTI.	<ul style="list-style-type: none"> • OPTI Bylaws or Equivalent • Organizational Chart • Governing Board Roster • Board Meeting Minutes • OPTI Board Chair • OPTI CEO/Director • OPTI Academic Officer • Governing Board Members 					
<p><i>Guideline: Verify governing board structure and function.</i></p> <p>Site Reviewer Remarks</p>							
B.9.3	An OPTI shall collaborate with its member COM(S) to ensure a continuum of education for medical students and trainees.	<ul style="list-style-type: none"> • OPTI Bylaws or Equivalent • Affiliation Agreements • Rotation opportunities 					
<p><i>Guideline: Review affiliation agreements or documentation that member COMs are utilizing OPTI members for medical students and resident education</i></p> <p>Site Reviewer Remarks</p>							

B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			
			Not Met	Not Met	Met	Met with Excellence	
B.9.4	The OPTI must declare in the by-laws or equivalent documents whether governance is through a direct or delegate representation for each OPTI member.	<ul style="list-style-type: none"> • OPTI Bylaws or Equivalent • List of OPTI Members • Organizational Chart • Governing Board Minutes • Governing Board Roster • OPTI Board Chair • OPTI CEO/Director • OPTI Academic Officer • Governing Board Members 					
<p><i>Guideline: Verify membership has representation on the governing body.</i></p> <p>Site Reviewer Remarks</p>							
B.9.5	The OPTIs' bylaws or equivalent documents shall require any member institution to notify the OPTI central site office of any substantive change that member has made.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Membership Change Letter(s) to AOA • Board Meeting Minutes • OPTI Board Chair • OPTI Board Members • OPTI CEO/Director • OPTI Academic Officer • DMEs/ADMEs 					
<p><i>Guideline: Substantive changes are defined as financial, organizational, administrative or educational changes which positively or negatively impact the viability or enhancement of Osteopathic Graduate Medical Education.</i></p> <p>Site Reviewer Remarks</p>							

B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
B.9.6	The OPTI shall develop a reporting and communication process with all of its member institutions.	<ul style="list-style-type: none"> • <u>Any of the following may be used:</u> • Board Minutes • OGME Committee Minutes • Board and OGME Committee Attendance Records • Communication Policy • Internal Site Visit Reports • Program Inspection Reports • Corrective Action Plans • OPTI CEO/Director • OPTI Academic Officer • DME(s)/ADME(s) • Trainees 					
<p><i>Guideline: Verify using any of the above listed documentation. Periodic presence is defined as physical presence on-site.</i></p> <p>Site Reviewer Remarks</p>							

B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
B.9.7	The OPTI must document site visits to each base institution member no less than annually by the OPTI CAO, Executive Director or administrative designee.	<ul style="list-style-type: none"> • <u>Any of the following may be used:</u> • Board Minutes • OGME Committee Minutes • Board and OGME Committee Attendance Records • Communication Policy • Internal Site Visit Reports • Program Inspection Reports • Corrective Action Plans • OPTI CEO/Director • OPTI Academic Officer • DME(s)/ADME(s) • Trainees 					
<i>Guideline: Verify using any of the above listed documentation. Periodic presence is defined as physical presence on-site.</i>							
Site Reviewer Remarks							
B.9.8	Each OPTI shall develop guidelines, policies and procedures that ensure the completion of an internal review at the midpoint between accreditation reviews for every OGME program in all base institutions.	<ul style="list-style-type: none"> • OGME Committee Minutes • Attestation that review occurred 					
<i>Guideline: Such policies and procedures must follow AOA guidelines for 'internal review', but may be done simultaneously with ACGME 'internal review' and must include evaluation of quality markers and outcomes measures within the program to ensure they are aligned with the OPTI mission, goals and outcome measures.</i>							
Site Reviewer Remarks							

B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
B.9.9	The governing body shall ensure that its members and officers reveal and report conflicts of interest with respect to the affairs of the OPTI.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Signed OPTI Conflict of Interest Statements • Governing Board Meeting Minutes • OPTI Self-Study Report • OPTI CEO/Director • OPTI Academic Officer • Governing Board Members 					
<p><i>Guideline: Conflict of interest statements should be signed at least annually in the membership agreements or at the time of board meetings, etc to maintain documentation consistent with Sarbanes-Oxley or parallel guidelines for not-for-profit institutions.</i></p>							
Site Reviewer Remarks							
B.9.10	Each OPTI shall maintain a permanent and safe system for keeping governance, program accreditation, and resident program verification (including program complete certificates).	<ul style="list-style-type: none"> • Trainee Files • Description of file maintenance • Policy and Procedures related to storage • Inspection of file system/area • Electronic file security policy • OPTI CEO/Director • OPTI Academic Officer • OGME Committee 					
<p><i>Guideline: Verify security of paper and/or electronic records, both on- and off-site.</i></p>							
Site Reviewer Remarks							

B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
B.9.11	Each OPTI shall ensure that its educational program is under the direction and supervision of an OPTI Chief Academic Officer (CAO). The CAO shall be a DO who is AOA board certified.	<ul style="list-style-type: none"> • CV of OPTI Director • CV of Chief Academic Officer • CVs of DMEs • OPTI CEO/ Director • OPTI Academic Officer • DMEs/ADMEs 					
<p><i>Guideline: Certification by any of the pathways through the AOA-Bureau of Osteopathic Specialists Certification process is acceptable including Resolution 56, etc</i></p>							
Site Reviewer Remarks							
B.9.12	Each OPTI shall publish a list of academically sponsored programs at least annually and assist each program to review and update the AOA Opportunities webpage.	<ul style="list-style-type: none"> • Catalog review (paper/online) • Policies and procedures • OPTI CEO/Director • OPTI Academic Officer 					
<p><i>Guideline: This catalog is an informational document between the trainee and the institutions providing the training. The OPTI may choose to link their information site to that of the training institution or the AOA Opportunities pages to provide this information. Any errors, failure to keep current, or inaccuracies in the data provided become the joint liability for the OPTI and the linked site in subsequent inspections, trainee claims or other actions.</i></p>							
Site Reviewer Remarks							

B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
B.9.13 **	Each OPTI shall complete and forward to the AOA an annual report on a schedule set by COPTI but no later than October 1.	<ul style="list-style-type: none"> • OPTI Annual Report • OPTI CEO/Director • OPTI Academic Officer 					
<i>Guideline: Verify that the OPTI Annual Report exists. (AOA can verify receipt dates.)</i>							
Site Reviewer Remarks							
B.9.14	Each OPTI shall jointly confer, with its base institution(s), certificates of completion on those trainees who have satisfactorily completed the requirements for program complete status.	<ul style="list-style-type: none"> • Certificate • OPTI policies and procedures • OPTI CEO/Director • OPTI Academic Officer • Program Directors • Trainees • Administrative Assistant(s) 					
<i>Guideline: Verify requirements are met on certificate review as outlined in the standard and that a single certificate was issued to trainees, identifying dates of service, name of institution and name of OPTI.</i>							
Site Reviewer Remarks							

B. Organization, Governance and Finance

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
B.9.15	Each OPTI shall commit financial resources and define a financial plan and budget that is linked to its strategic plan.	<ul style="list-style-type: none"> • Board Minutes • Finance Committee Minutes • OGME Committee Minutes • Financial Statements • Mission Statements • Faculty Development Plan • Research Plan • OPTI CEO/Director • OPTI Chief Financial Officer • OPTI Academic Officer • OPTI Board of Directors • OPTI Finance Committee • DME(s)/ADME(s) 					
<i>Guideline: Review budgets, financial statements and dues structure to verify alignment with the OPTI's stated mission and objectives.</i>							
Site Reviewer Remarks							

Section B. Narrative:

Have all prior deficiencies in Section B. been corrected? Please explain.

Section B. Recommendations and Requirements:

Total Points for Section B.

C. Academic Sponsorship and Oversight

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
C.9.1	Each OPTI as the academic sponsor shall assist Specialty Colleges and training programs to comply with AOA policies, Basic Standards, and requirements for training program approval.	<ul style="list-style-type: none"> • OPTI Bylaws • Approval Letters • OGME minutes • OPTI CEO/Director • OPTI Academic Officer • OPTI Board Members • DMEs/ADMEs • Program Directors • Faculty • Trainees 					
<p><i>Guideline: Review documentation for compliance.</i></p> <p>Site Reviewer Remarks</p>							
C.9.2	Each OPTI shall have an Osteopathic Graduate Medical Education (OGME) Committee to oversee the postdoctoral training program that meets at least four times per academic year.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Roster of OGME Committee • Definition of Structure and Function of OGME Committee • OGME Committee Minutes • Organizational Chart • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • DMEs/ADMEs 					
<p><i>Guideline: Verify committee exists and meets as required.</i></p> <p>Site Reviewer Remarks</p>							

C. Academic Sponsorship and Oversight

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
C.9.3	The OPTI OGME committee shall include the OPTI CAO, and representation from institutional DMEs, residency program directors, faculty, trainees, and COMs.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Roster of OGME Committee • Definition of Structure and Function of OGME • OGME Meeting Minutes • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • DMEs/ADMEs • Faculty Representative 					
<i>Guideline: Verify appropriate required representation and attendance at OGME committee meetings as required by the OPTI bylaws.</i>							
Site Reviewer Remarks							
C.9.4	A designated representative of the OPTI which academically sponsors a program shall participate in the program and institution inspection review.	<ul style="list-style-type: none"> • OPTI log of program inspections attended • OGME Meeting Minutes of base institution where inspection occurred • Program inspection agenda demonstrating OPTI presence • OPTI CAO • DMEs/PDs 					
<i>Guideline: Verify participation by reviewing any suggested documentation. Must participate by telephone, video conference, or physical</i>							
Site Reviewer Remarks							

C. Academic Sponsorship and Oversight

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
C.9.5	The OPTI OGME committee shall have a review process for program Corrective Action Plans submitted by base training institutions. The OPTI will have 30 days to review and approve the Corrective Action Plan and forward the approved plan to the AOA.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • AOA & Specialty College Reports • Confirmation from AOA • OPTI CEO/Director • OPTI Academic Officer • Chair of OGME Committee • DMEs/ADMEs • Program Directors 					
<i>Guideline: Review and executive approval of the corrective action plan by the OPTI CAO may be acceptable if such actions are communicated to the OGME committee for review at the next scheduled meeting</i>							
Site Reviewer Remarks							
C.9.6	The OPTI shall have a process to verify implementation of Corrective Action Plans within nine months after the plan is acknowledged by the AOA and Specialty College or IIEC. The OPTI will notify the AOA of evidence verification and a record of the evidence of implementation of Corrective Action Plans shall be kept on file with the OPTI.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • AOA & Specialty College Reports • AOA Verify • OPTI CEO/Director • OPTI Academic Officer • Chair of OGME Committee • DMEs/ADMEs • Program Directors • FileWorks notification • OGME meeting minutes 					
<i>Guideline: Verify corrective action plans have been completed and implementation follow up. AOA may confirm.</i>							
Site Reviewer Remarks							

C. Academic Sponsorship and Oversight

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
C.9.7	The OPTI OGME committee shall review and approve each base institution's core competency plan.	<ul style="list-style-type: none"> • Core Competency Plan • OPTI Annual Report • OPTI Self-Study Report • OGME Comm Minutes • OPTI Bylaws/Policies • Program Manuals • OPTI CEO/Director • OPTI Acad. Officer • OGME Committee • Medical Education Committee • DMEs/ADMEs • Program Directors • Faculty • Trainees 					
<i>Guideline: Verify program-specific Core Competency plans and progression methodologies.</i>							
Site Reviewer Remarks							

C. Academic Sponsorship and Oversight

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
C.9.8	Each OPTI OGME committee shall have an OPTI-wide uniform system of continuous improvement in place that includes trainee submission of evaluation of their training programs.	<ul style="list-style-type: none"> • Trainee Evaluation System • OPTI Bylaws/Policies • OGME Committee Minutes • Meeting Minutes • Program Manuals • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • Program Directors • Trainees 					
<i>Guideline: Review evaluation system and documentation that evaluations are completed and reviewed.</i>							
Site Reviewer Remarks							

Section C. Narrative:

Have all prior deficiencies in Section C. been corrected? Please explain.

Section C. Recommendations and Requirements:

Total Points for Section C.	
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D. Research

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
D.9.1	Each OPTI shall require each member institution to establish policies and guidelines that govern scientific research activities in accordance with local, state and federal guidelines.	<ul style="list-style-type: none"> • Catalog review paper/online • Policies and procedure • OPTI Bylaws/Policies • Research Committee Minutes • OGME Committee Minutes • IRB Minutes • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • DMEs/ADMEs • IRB Chairs • Program Directors 					
<i>Guideline: Verify policies/guidelines exist and are distributed throughout OPTI members.</i>							
Site Reviewer Remarks							

D. Research

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
D.9.2	Each OPTI shall facilitate and provide research education, assistance and resources directly to trainees and institutions to encourage research and to meet the Specialty College requirements.	<ul style="list-style-type: none"> • Education Policy • Research Policy • Research Resources and Opportunities • Research Committee Meeting Minutes • Medical Education Committee Meeting Minutes • List of Trainee Research Projects • OPTI Bylaws/Policies • OGME Committee Minutes • Program Manuals • Budget • Education Calendar • IRB Minutes • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • Chief Research Officer(s) • IRB Chair • DMEs/ADMEs • Program Director • Trainees 					
<p><i>Guideline: At a minimum, each OPTI should assure <u>research education</u> is being provided to every OGME trainee and facilitating research assistance and resource access to residents for completion of research requirement.</i></p>							
<p>Site Reviewer Remarks</p>							

D. Research

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
D.9.3	Each OPTI shall provide in collaboration with its member COM(S), hospitals and other teaching institutions access to basic science and/or clinical research mentorship.	<ul style="list-style-type: none"> • Education Policy • Research Policy • Research Resources and Opportunities • Research Committee Minutes • List of Trainee Research Projects • OGME Committee Minutes • OPTI Bylaws/Policies • Education Calendar • IRB Minutes • OPTI Academic Officer • Chief Research Officer(s) • OGME Committee • IRB Chair • Program Director • Faculty • Trainees 					
<p><i>Guideline: Review documentation for evidence related to research.</i></p> <p>Site Reviewer Remarks</p>							

D. Research

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
D.9.4	The OPTI shall support and provide a mechanism to recognize trainees who conduct research activities.	<ul style="list-style-type: none"> • Research Promotion Materials • List of publication/poster sessions • Research Committee Minutes • IRB Minutes • OPTI CEO/Director • OPTI Academic Officer • Research Officer • IRB Chair • DMEs/ADMEs • Program Directors • Faculty • Trainees 					
<i>Guideline: Verify documentation of recognition of research activities.</i>							
Site Reviewer Remarks							

D. Research

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System	
			Not Met	Not Met	Met	Met with Excellence		
D.9.5	The OPTI shall provide budgeted funding for OPTI-wide or program-specific research for its trainees.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • OGME Committee Minutes • Budget Review • Roster of Participants • Research Committee Minutes • IRB Minutes • List of Research Activities • List of Funding Applications • List of Funding Received • OPTI CEO/Director • OPTI Academic Officer • Research Officer • DMEs/ADMEs • IRB Chair 					1pt	<ul style="list-style-type: none"> • Contributions for research arise from a single stakeholder • Little evidence of its use to support trainee research exists • Funds appear to be allocated to the budget in a random fashion
							2pt	
							3pt	<ul style="list-style-type: none"> • Contributions for research arise from a single stakeholder • Little evidence of its use to support trainee research exists • Funds appear to be allocated to the budget using a describable process
							4pt	
							5pt	<ul style="list-style-type: none"> • Contributions for research arise from multiple stakeholders • Evidence of its use to support trainee research exists • Funds appear to be allocated to the budget through a defined process
							6pt	
							7pt	<ul style="list-style-type: none"> • Contributions for research arise from all stakeholders • Evidence of its use to support trainee research exists • Funds appear to be allocated to the budget through a defined process
							8pt	
							9pt	<ul style="list-style-type: none"> • Contributions for research arise from all stakeholders • Evidence of its use to support trainee research exists • Funds appear to be allocated to the budget through a defined process • There is early evidence of improvement based upon outcomes
							10pt	<ul style="list-style-type: none"> • Contributions for research arise from all stakeholders • Evidence of its use to support trainee research exists • Funds appear to be allocated to the budget through a defined process • There is repeated evidence of improvement based upon outcomes
<p><i>Guideline: The OPTI should seek funding sources for resident and or clinical faculty projects that promote research education consistent with specialty college accreditation requirements. Sources such as partner hospital research funds, foundations, special interest societies, and interest groups may provide such opportunities. COM funds may also be available however should not be the only source of funding for resident research since these funds are primarily from and for student and undergraduate faculty research.</i></p>								
Site Reviewer Remarks								

D. Research

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
D.9.6	The OPTI shall demonstrate its support of trainee scholarly activity.	<ul style="list-style-type: none"> • OGME Committee Minutes • Copies of Publications • Documented Submissions • Research Director • DMEs/ADMEs • Program Directors • Trainees • Faculty 					
Site Reviewer Remarks							

Section D. Narrative:

Have all prior deficiencies in Section D. been corrected? Please explain.

Section D. Recommendations and Requirements:

Total Points for Section D.	
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E. Faculty and Instruction

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
E.9.1	The OPTI shall have a documented process that demonstrates that faculty members are credentialed or appointed at one or more COCA or LCME accredited colleges.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Faculty/Medical Staff Roster • Faculty Selection Process • Board Minutes • Dean • OPTI CEO/Chair • OPTI Academic Officer • OGME Committee • Administrative Assistant(s) • Program Directors 					
<p><i>Guideline: OPTI faculty rosters and/or associated COM rosters should reflect credentialing or appointment of each core residency faculty member.</i></p>							
<p>Site Reviewer Remarks</p>							

E. Faculty and Instruction

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
E.9.2	Operational documents must include faculty and administrative personnel non-discrimination policies in accordance with Section IV, F.4.6 of the <i>AOA Basic Documents for Postdoctoral Training</i> .	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Member Institutions Hiring Policies and Procedures • Program Descriptions • Dean • OPTI CEO/Director • OPTI Academic Officer • DMEs/ADMEs • EEOC Officer • Faculty 					
<p><i>Guideline: Verify language exists.</i></p> <p>Site Reviewer Remarks</p>							

E. Faculty and Instruction

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System	
			Not Met	Not Met	Met	Met with Excellence		
E.9.3	The OPTI shall delineate, in collaboration with its member COM(S), hospitals and other teaching institutions, a faculty development plan for core faculty and evaluate its effectiveness.	<ul style="list-style-type: none"> • Faculty Development Program Policies • Attendance Roster of Faculty Development Programs • Faculty Development Meeting Minutes • Faculty Development Grants • Evaluation of Faculty Development Programming • OPTI Bylaws/Policies • OGME Committee Minutes • Dean • OPTI CEO/Chair • OPTI Academic Officer • Faculty Development Officer • Chairs • Administrative Assistant(s) • DMEs/ADMEs • CME Office • Medical Staff Offices in Hospitals • Program Directors • Faculty 					1pt	<ul style="list-style-type: none"> • Methods for developing core faculty are noted • Evidence of use by core faculty is lacking • The core faculty development plan has no process for monitoring effectiveness
							2pt	
							3pt	<ul style="list-style-type: none"> • Methods for developing core faculty are noted • There is evidence of use by some core faculty • There is a process defined for monitoring effectiveness • No documented evidence of the process for monitoring effectiveness exists
							4pt	
							5pt	<ul style="list-style-type: none"> • Methods for developing core faculty are noted • There is evidence of use by most core faculty • There is a process for monitoring effectiveness • Documented evidence of the process for monitoring effectiveness exists
							6pt	
							7pt	<ul style="list-style-type: none"> • Methods of developing core faculty are noted • There is evidence of use by all core faculty • There is a process for monitoring effectiveness • Documented evidence of the process for monitoring effectiveness exists
							8pt	
							9pt	<ul style="list-style-type: none"> • Needs-based methods of developing core faculty are noted • There is clear evidence of use by all core faculty • There is a process for monitoring effectiveness • Documented evidence of the process for monitoring effectiveness exists • There is early evidence of improvement based upon outcomes
							10pt	<ul style="list-style-type: none"> • Needs-based methods of developing core faculty are noted • There is clear evidence of use by all core faculty • There is a process for monitoring effectiveness • Documented evidence of the process for monitoring effectiveness exists • There is repeated evidence of improvements based upon outcomes
<p><i>Guideline: Core faculty must be defined by standard. Core faculty must participate in 15 hours of faculty development per five-year accreditation cycle. OPTI methods might include a catalogue of AOA/AACOM sponsored faculty development and documentation of attendance.</i></p>								
Site Reviewer Remarks								

E. Faculty and Instruction

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
E.9.4	The OPTI shall ensure that a system exists to assess individual core faculty.	<ul style="list-style-type: none"> • Faculty Evaluation System • Self-Study • Annual Reports • Trainee Evaluation • OPTI Self-Study Report • OPTI Bylaws/Policies • OGME Committee Minutes • Faculty Development Program Evaluations • OGME Chair • OPTI Academic Officer • OPTI CEO/Director • DMEs/ADMEs • Program Directors • Faculty • Trainees 					
<p><i>Guideline: Verify system in place and outcomes being tracked.</i></p> <p>Site Reviewer Remarks</p>							

E. Faculty and Instruction

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
E.9.5	Each OPTI and its base institutions shall designate faculty to provide OPP teaching in its learning activities and patient care.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Documented OPP and OMT Teaching Didactic Sessions • OPP/OMT Department/Committee Documents • Trainee Manuals • Program Manuals • List of programs • Program Descriptions • Core Competency Plan • OPP/OMT Department/Committee Information • OGME Chair • OPTI Academic Officer • DMEs/ADMEs • Faculty and Trainees 					
<i>Guideline: Verify OPP teaching opportunities are integrated into teaching activities.</i>							
Site Reviewer Remarks							

Section E. Narrative:

Have all prior deficiencies in Section E. been corrected? Please explain.

Section E. Recommendations and Requirements:

Total Points for Section E.	
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F. Trainee Status and Service

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
F.9.1	Each OPTI shall ensure the adoption of selection policies and criteria for trainees in accordance with the specific policies and procedures in the <i>AOA Basic Documents for Postdoctoral Training</i> .	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • OPTI Catalog/Brochure • Program Manuals • OPTI CEO/Chair • OPTI Academic Officer • OGME Committee • DMEs/ADMEs • Program Directors 					
<i>Guideline: Verify selection policies exist and meet AOA standards.</i>							
Site Reviewer Remarks							
F.9.2	Each OPTI shall ensure that transfer credit and waiver policies and procedures are applied in accordance with AOA polices.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • OPTI Catalog/Brochure • Program Manuals • Trainee Personnel Files • Specialty College Information • OPTI CEO/Director • OPTI Academic Officer • OPTI Administrative Staff • DMEs/ADMEs • Program Directors 					
<i>Guideline: Verify policies exist and are in compliance with AOA standards.</i>							
Site Reviewer Remarks							

F. Trainee Status and Service

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
F.9.3	Each OPTI shall have a system of trainee evaluation that measures and documents progress towards completion of the program including assessment of the AOA competencies.	<ul style="list-style-type: none"> • Trainee Evaluation System • OGME Committee Minutes • Program Manuals • OPTI Bylaws/Policies • OPTI CEO/Director • OPTI Administrative Staff • Program Directors 					
<i>Guideline: Review that a system is in place for evaluating trainees as outlined and that outcomes are being assessed.</i>							
Site Reviewer Remarks							
F.9.4	Trainees shall be provided with a forum for free and open communication to discuss their training or welfare concerns. This forum should have voice through trainee representation on the OGME committee.	<ul style="list-style-type: none"> • OGME Committee Roster • OGME Committee Minutes • OGME Committee Attendance • Online Reporting Process • OPTI CEO/Director • OPTI Academic Officer • OPTI Administrative Staff • Trainees 					
<i>Guideline: Verify representation and review attendance.</i>							
Site Reviewer Remarks							

F. Trainee Status and Service

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
F.9.5	The OPTI shall have a system to monitor individual member institution's work hour policies and activities and ensure they follow AOA guidelines.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Program Manuals • OGME Committee Minutes • Institutional Documentation of Work Hours • OPTI CEO/Director • OPTI Academic Officer • DMEs/ADMEs • Program Directors • Trainee Representatives to OGME Committee • Trainees 					
<i>Guideline: Verify system is in place and reporting results</i>							
Site Reviewer Remarks							
F.9.6	The OPTI shall provide a means for trainees to report without reprisal, inconsistencies, violations, or disregard for published work hour policies to the OPTI through their designated representative on the OGME Committee.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Program Manuals • OGME Committee Minutes • Online Reporting • OPTI CEO/Director • OPTI Academic Officer • DMEs/ADMEs • Program Directors • Trainee Representatives to OGME Committee • Trainees 					
<i>Guideline: Verify useable reporting system exists.</i>							
Site Reviewer Remarks							

F. Trainee Status and Service

Section F. Narrative:

Have all prior deficiencies in Section F. been corrected? Please explain.
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Section F. Recommendations and Requirements:

Total Points for Section F.	
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G. Curriculum

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
G.9.1	The OPTI shall ensure that each program implements a curriculum specified by the specialty college or internship evaluating committee (IEC) that includes all seven AOA core competencies.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Program Manuals • Accreditation Reports • OGME Committee Minutes • OPTI Self-Study Report • Core Competency Plan • Strategic Plan • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • DMEs/ADMEs • Program Directors • Faculty • Trainees 					
<p><i>Guideline: Review curriculum development plan.</i></p> <p>Site Reviewer Remarks</p>							

G. Curriculum

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
G.9.2	Each OPTI shall make curricular improvements based upon annual trainee evaluations of the program. Where specialty college evaluations are not available, the OPTI shall develop a method of internal evaluations.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • OGME Committee Minutes • Curriculum Committee Minutes • Program Evaluation Form • OPTI CEO/Director • OGME Committee Members • DMEs/ADMEs • Program Directors 					
<p><i>Guideline: Review system to assure utilization of trainee program evaluations.</i></p> <p>Site Reviewer Remarks</p>							

G. Curriculum

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System	
			Not Met	Not Met	Met	Met with Excellence		
G.9.3	The OPTI in collaboration with its member COM(S) shall facilitate the integration of OPP throughout all its AOA postdoctoral programs-	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • Documented OPP and OMT Teaching Efforts • OPP/OMT Department /Committee Documents/ Information • Trainee Manuals • Program Manuals • List of programs • Program Descriptions • Core Competency Plan • OGME Chair • Chief Academic Officer • DMEs/ADMEs • Faculty and Trainees 					1pt	<ul style="list-style-type: none"> • Programming is available from the OPTI for OPP integration into all programs • No process is defined for OPP integration • Evidence of implementation by some programs exists
							2pt	
							3pt	<ul style="list-style-type: none"> • Programming is available from the OPTI for OPP integration into all programs • There is a process defined for OPP integration • Evidence of implementation by most programs exists
							4pt	
							5pt	<ul style="list-style-type: none"> • Programming is available from the OPTI for OPP integration into all programs • There is a process defined for OPP integration • Evidence of implementation by all programs exists
							6pt	
							7pt	<ul style="list-style-type: none"> • Specialty specific programming is available from the OPTI for OPP integration into all programs • There is a process defined for OPP integration • Evidence of implementation by all programs exists
							8pt	
							9pt	<ul style="list-style-type: none"> • Specialty specific programming is available from the OPTI for OPP integration into all programs • There is a defined process for OPP integration • Evidence of implementation by all programs exists • There is early evidence of improvement based upon outcomes
							10pt	<ul style="list-style-type: none"> • Specialty specific programming is available from the OPTI for OPP integration into all programs • There is a defined process for OPP integration • Evidence of implementation by all programs exists • There is repeated evidence of improvements based upon outcomes
<p><i>Guideline: Verify OPP teaching opportunities are integrated into teaching activities.</i></p> <p>Site Reviewer Remarks</p>								

G. Curriculum

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
G.9.4	The OPTI shall monitor outcomes for each training institution's Core Competency Plan (ICCP) through annual reports to the OPTI OGME Committee.	<ul style="list-style-type: none"> • Core Competency Plan • Institutional Core Competency Annual Report • GME Policies • Program Manuals • OGME Committee Minutes • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • DMEs/ADMEs • Program Directors • OPTI Administrative Staff • Faculty • Trainees 					
<p><i>Guideline: Verify that Core Competency annual reports are reviewed.</i></p> <p>Site Reviewer Remarks</p>							

G. Curriculum

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
G.9.5	The OPTI shall participate in the internal review process at each of its sponsored training programs.	<ul style="list-style-type: none"> • Attestation • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • DMEs/ADMEs 					
<i>Guideline: Verify that a mechanism to monitor compliance exists.</i>							
Site Reviewer Remarks							
G.9.6	The OPTI shall actively assist any sponsored program receiving less than 71% site review compliance score..	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • OGME Committee Minutes • Corrective Action Plans Review • Consultative Site Visit by OPTI • OPTI CEO/Director • OPTI Academic Officer • DMEs/ADMEs • Program Directors 					
<i>Guideline: A central OPTI goal is the support of programs that have adverse accreditation outcomes. Since OPTI accreditation including accreditation of ALL partner programs is dependent on timely and successful correction of deficiencies in any program which falls below three year accreditation award, the OPTI should show active interventions in concert with the affected program and institution (unless specialty college policy is to recommend less than a three-year maximum approval).</i>							
Site Reviewer Remarks							

G. Curriculum

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
G.9.7	The OPTI shall have a process in place to assist in the development of new osteopathic programs in member institutions including but not limited to completion of program description, development of goal and objective-based curricula, and completion of required AOA accreditation documentation.	<ul style="list-style-type: none"> • OPTI Bylaws/Policies • OGME Committee Minutes • New Institution/ Program Internal Approval Process • List of New Institutions/Programs • OPTI CEO/Director • OPTI Academic Officer • DMEs/ADMEs • Program Directors 					
<p><i>Guideline: OPTI assistance may be in the form of faculty or curricular development support, administrative advice or counsel, direct or indirect document preparation support, or other appropriate consultation. This standard should be construed to mean the OPTI is responsible for all or substantively all program application activities.</i></p>							
Site Reviewer Remarks							

Section G. Narrative:

Have all prior deficiencies in Section G. been corrected? Please explain.

Section G. Recommendations and Requirements:

Total Points for Section G.

H. Facility

Standard		Suggested Documentation / Interviews for Verifying Met/Not Met	Prior Visit	Current Visit			Performance Improvement Program Scoring System
			Not Met	Not Met	Met	Met with Excellence	
H.9.1	The OPTI shall coordinate with its member institutions to provide access to learning resources necessary for the delivery of the postdoctoral curricula.	<ul style="list-style-type: none"> • Web-based Information • Documentation of Visual and Audio Resources • Library Affiliation Agreements • OPTI CEO/Director • OPTI Academic Officer • Program Directors • Chief Librarian(s) • Trainees 					
<i>Guideline: Verify access to learning resources</i>							
Site Reviewer Remarks							
H.9.2	The OPTI shall coordinate with its member institutions to ensure library resources which are available 24 hours. Support by professionally trained librarians shall be provided during normal business hours.	<ul style="list-style-type: none"> • Library Information on all OPTI Institutions • Library Affiliation Agreements • OPTI Bylaws/Policies • Library Hours of Operation • Plan for off-hours access • OPTI CEO/Director • OPTI Academic Officer • OGME Committee • Program Directors • Chief Librarian(s) • Trainees 					
<i>Guideline: Verify access to library. Library supervision and staffing may be variable dependent on the medical delivery system to which an individual hospital belongs. Professionally trained librarians may supervise local staff as part of a larger library system particularly in the instance where the COM or parent university health science library is at a geographic distance from the training site.</i>							
Site Reviewer Remarks							

H. Facility

Section H. Narrative:

Have all prior deficiencies in Section H. been corrected? Please explain.

Section H. Recommendations and Requirements:

Total Points for Section H.	
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Total Points Awarded

Section (total points)	Score
A. Prerequisites for Accreditation (9 points)	
B. Organization, Governance and Finance (15 points)	
C. Academic Sponsorship and Oversight (8 points)	
D. Research (6 points)	
E. Faculty and Instruction (5 points)	
F. Trainee Status and Services (6 points)	
G. Curriculum (7 points)	
H. Facilities (2 points)	
TOTAL (58 points)	

Additional Comments (completed after review of OPTI response to draft crosswalk)

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