



AMERICAN OSTEOPATHIC ASSOCIATION

SUMMARY MANUAL
DIRECTORS OF MEDICAL EDUCATION
OGME PROGRAM DIRECTORS
OGME PROGRAM COORDINATORS

AOA Division of Postdoctoral Training

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Introduction

This manual was developed to support Directors of Medical Education, Program Directors, institutional Education Coordinators or other staff that support OGME. It provides a basic overview of the interactions between programs/training institutions and AOA, including various reports and registrations.

On behalf of the AOA, thank you for your willingness to support OGME in a leadership role. We look forward to working with you and providing quality support to your programs.

- Standards, forms, guidelines and general information regarding interaction with the AOA on postdoctoral training issues are posted to Osteopathic.org; <http://www.osteopathic.org/inside-aoa/Education/postdoctoral-training/Pages/default.aspx> is the link to the **Postdoctoral Training** Main Page.
- Information on **Program Inspection and Accreditation** is posted to Osteopathic.org at <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/Pages/default.aspx>
- Contacts and web links are attached to this handbook.

Program Registration

In order to participate in the AOA Intern/ Resident Registration Program (IRRP) AOA approved Option 1 & 2 training programs must be registered with the Electronic Residency Application Service (ERAS) and the National Matching Service (NMS). Option 3 training programs must be registered with ERAS only. **The osteopathic Director of Medical Education is responsible for registration with these services and has been provided with a username and password.**

Intern and Resident Matching Program - IRRP (or the “Match”)

This process matches applicants and AOA approved OGME programs, and provides applicants and program directors with a mechanism for accepting and offering appointments to OGME programs. With a few exceptions, AOA approved programs must participate in the “Match.” The Match Program is administered on behalf of the AOA by National Matching Services, Inc (NMS).

Contact:

National Matching Services Inc.

20 Holly Street, Suite 301

Toronto, Ontario

Canada, M4S 3B1

<http://www.natmatch.com/aoairp/>

(416) 977-3431

aoairp@natmatch.com

AOA: Andrea DeRosier, 800/621-1773, Ext. 8058

aderosier@osteopathic.org

Electronic Residency Application Service (ERAS®)

On-Line transmittal of residency applications, letters of recommendation, Dean's Letters/MSPE, transcripts, and other supporting credentials from applicants and medical schools to residency programs.

Contact:

ERAS

Association of American Medical Colleges

2450 N Street, NW

Washington, DC 20037

<http://www.aamc.org/audienceceras.htm>

(202) 828-0413

erashelp@aamc.org

AOA: Joyce Obradovic, 800/621/1773, Ext. 8077;

jobradovic@osteopathic.org

Additional information (e.g. important dates and deadlines) can be found on Osteopathic.org:

<http://www.osteopathic.org/inside-aoa/Education/postdoctoral-training/match-program/Pages/default.aspx>

TIVRA and Opportunities

New Directors of Medical Education are provided with a login and password to complete the annual *Opportunities* and TIVRA surveys – both mandatory under AOA standards. Please contact AOA staff at Opportunities@osteopathic.org or TIVRA@osteopathic.org if you need assistance with your login and password.

Opportunities

This is the AOA on-line program directory, publicly available year-round. DMEs may update program information at any time but must do so during the annual survey. New programs are encouraged to complete the Opportunities survey as soon as possible.

Resources

Opportunities on Osteopathic.org: <http://opportunities.osteopathic.org/index.htm>

The Opportunities Handbook

http://opportunities.osteopathic.org/program/OPPORTUNITIES_HANDBOOK_2008.pdf

Opportunities Webinar (on-line instruction):

<http://opportunities.osteopathic.org/search/Opportunities%20Program%20Search.wmv>

Help opportunities@osteopathic.org; (312) 202-8289

TIVRA

The Trainee Information, Verification, and Registration Audit (TIVRA) is the only AOA-approved method of registering osteopathic trainees in AOA-approved OGME programs. TIVRA is a web-based data entry system generally available for use each year in the fall. During this annual survey programs must **enter new trainees** into the system and **must verify** trainee contracts for the previous year.

Resources

The TIVRA Handbook

http://opportunities.osteopathic.org/program/TIVRA_Handbook_2008.pdf

TIVRA Internship Webinar

http://opportunities.osteopathic.org/program/TIVRA_Internship_Webinar.wmv

TIVRA Residency Webinar

http://opportunities.osteopathic.org/program/TIVRA_Residency_Webinar.wmv

Help tivra@osteopathic.org; (312) 202-8299

Substantive Change in OGME Programs – What to Report and How

The AOA Basic Document for Postdoctoral Training Programs defines substantive change:

A.5.2 **Program Changes:** Approved and prospective training programs shall immediately report any substantive changes to the AOA Division of Postdoctoral Training, with copies to the OPTI and appropriate specialty college. Substantive changes include:

- a. Change in program leadership (DME, program director – [forms](#) are posted to DO Online/Education);
- b. Change in sponsorship;
- c. Changes in major affiliate institutions (for other than short term rotations);
- d. Significant changes in scope, volume and/or variety available to the training program, including new use of patient population by other training programs;
- e. Change in OPTI affiliation;
- f. Change in institution location;
- g. Institutional merger;
- h. Anticipated program or institution closure.
- i. A change in the training site name, without other organizational changes is not considered a significant change in the organization structure. However, the institution is required to

notify the AOA Division of Postdoctoral Training of such a name change, with copy to the OPTI. (Name change [forms](#) are posted to DO Online.)

Program Inspections

- **Regularly scheduled inspections**, or on-site reviews, are determined by the Program and Trainee Review Council (PTRC) during the Continuing Approval process and **only the PTRC has the authority to require inspection of an AOA approved program**. Types of inspections are defined in the PTRC *Handbook*. <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/Documents/handbook-of-the-program-and-trainee-review-council.pdf>
- Specialty college committees requests for inspections outside of the PTRC cycle, to investigate or monitor developing concerns about program quality, must be pre-approved by the PTRC, and the Off-Cycle Inspection Protocol will be applied (See Appendix I, PTRC *Handbook*).
- AOA sends “Notification of Inspection Due” reminders to programs (with copies to the DME and the OPTI) 4 months prior to the inspection date. Inspectors are assigned by the specialty college and scheduled in collaboration with AOA Coordinators. Notifications are sent by e-mail and by regular mail.
- Every program director and inspector receives a complete and electronic **Inspection Packet**; paper copies are available on request. All documents are posted on-line at this link: <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/program-inspections/Pages/default.aspx> and staff are available to assist programs through this process.
- **After the inspection** the specialty college education and evaluating committee will make recommendations to be considered by the PTRC at their next regularly scheduled meeting regarding terms of continuing approval. The PTRC meets three times a year (generally April, late July and October/November).
- **PTRC Accreditation Session** - PTRC Agendas are confidential by specialty and by OPTI. Your OPTI has the opportunity to review recommendations to the PTRC prior to the meeting date and may contact the program director or DME, especially if there are questions about citations on that agenda. Program representatives may appear before the Council, by request, to offer testimony on program approval items. Programs will always be notified of any pending adverse action (e.g. involuntary closure or probationary approval) and can appear before the Council to address that action.
- **PTRC Action Letters** are distributed to programs (with copies to DMEs and OPTIs) within 15 business days of the meeting date. If the program believes there is an Error in Fact related to citations of deficiencies, the program may request Reconsideration by contacting the PTRC Secretary. PTRC actions on program approvals are final, but with provisions for appeal to the BOE (Bureau of Education) Appeal Committee.

Corrective Actions

If PTRC action cites deficiencies (non-compliance with specific standards) programs are required to file a Corrective Action Plan and, once that plan is approved, to show Evidence of Implementation of that plan. A Corrective Actions memo is included with every PTRC action letter in which deficiencies are cited, and is posted to Osteopathic.org: <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/Documents/guidelines-for-correction-of-deficiencies.pdf>

Internal Review

Each program is required to conduct a self-assessment with the institutional GMCE at the median point in the continuing approval cycle (half-way between previous and next inspection dates). Guidelines are sent with each PTRC action letter and are posted to Osteopathic.org at <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/Documents/internal-review-of-residency-programs.pdf>. On-site reviewers for regular program inspections programs will only verify that the process took place but will not review the internal document.

Dual Programs

A dual program is a residency that is accredited by both the AOA and ACGME. The osteopathic trainee will receive AOA credit and may receive ACGME credit at the discretion of the ACGME program. ACGME

approved osteopathic trainees who complete dual programs have the option to become board certified by either or both the AOA and the ABMS (American Board of Medical Specialties).

Credit for DOs Training in ACGME Programs that Become Dually Accredited

Osteopathic trainees in an ACGME approved program when AOA approval is awarded will receive AOA credit for the entire training period. On AOA approval of the program, the program director should submit a letter to AOA Trainee Services listing all osteopathic trainees with start dates and anticipated end dates.

Program Director's Annual Resident Reports

Reports are submitted to and reviewed by the specialty colleges and become part of the resident's permanent file. Completion of a residency program requires an annual report from the resident and the program director for each year of training. Please evaluate the performance of the resident within thirty (30) days of the completion of the training year. <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/Documents/core-competency-compliance-program-part-3.pdf>

Advanced Standing Requests

Residents may apply to the specialty college for advanced standing with the approval of the current residency program director. Applications can be made at any time during the first year of the residency for previous training in an approved training program. Advanced standing requests and approvals are entirely the purview of the specialty college. Approved requests are reported to the AOA and entered in the trainee's data base information. For specific standards, please see Sec. IV, F, 5.7, *AOA Basic Documents for Postdoctoral Training*.

Off-cycle Trainees, Transfers

Programs may accept trainees outside of the regularly scheduled academic year (July 1 to June 30). Any trainee that enters a program in an off-cycle must be reported to the AOA through a official letter with the dates of training and registered in TIVRA. When trainees are accepted after TIVRA closes, AOA Trainee Services must be notified in writing of the beginning and projected end date for all such trainees.

If a trainee transfers from one AOA program to another AOA program, both programs should report the change by letter to AOA Trainee Services. The program the trainee is leaving needs to report the official end of training at that institution by mailed letter, with verification entered in TIVRA. The program that the trainee is transferring to must report the new trainee by letter to AOA Trainee Services and verify in TIVRA.

Internship Restructuring

As of July 1, 2008 the AOA has implemented a restructuring of the OGME 1 training year formerly known as the internship. Specialty colleges determined the structure of the OGME-1 year as follows:

OPTION 1 (OGME-1/R Resident)

This is the first year of training in specialties where the OGME-1 year is incorporated into the residency. Educational content is set by the respective specialty colleges and is supervised by the residency program director. On-site review is conducted with the residency review.

OPTION 2 (OGME-1/P Preliminary)

This is an internship year and is the first year of training preliminary to residency in specialties requiring a preliminary tracked internship year (Radiology, NMM/OMT, Ophthalmology, PM&R, Radiation Oncology). Educational content is set by the respective specialty college. Trainees are supervised by the intern program director and on-site review is conducted with the internship.

OPTION 3 (OGME-1/T Traditional)

This is the first year of training preceding residency training in specialties requiring a traditional internship (Dermatology, Proctology, Public Health/Preventive Medicine), or unrelated to a residency for trainees who have not yet decided on a specialty and/or who want the option of a traditional internship year. Educational content is set in this section of the *AOA Basic Documents for Postdoctoral Training*. Supervision is by the institutional intern program director, and on site review is conducted as an internship.

CONTACT US

AOA DIVISION OF POSTDOCTORAL TRAINING

Postdoc@osteopathic.org

Andrea DeRosier, MUPP, Director
Division of Postdoctoral Training
Secretary to the COPT (Council of Postdoctoral Training)

Toll Free 800/621-1773, Ext. 8074

Direct 312/202/8074

Fax 312/202/8374

aderosier@osteopathic.org

Focus: Director the activities of the division including Trainee Services, OPTI Services and Program/Inspection Services. Oversight of AOA Basic Document for Postdoctoral Training, specialty standards, and AOA postdoctoral training policy.

Elizabeth Freeman, EdS, Assistant Director
Secretary to the PTRC (Program and Trainee Review Council)

Toll Free 800/621-1773, Ext. 8058

Direct 312/202-8058

Fax 312/202-8358

bfreeman@osteopathic.org

Focus: Oversight and management for Program/Inspection services. Assists with the day-to-day operations of the division.

Program / Inspection Coordinators

Coordinate and manage services to postdoctoral training programs, including applications, inspections and programs changes.

Roberta Davis, Coordinator
Internship and Residency Programs & Inspections
Secretary to the IEC (Internship Evaluating Committee)

Toll Free 800/621-1773, Ext. 8080

Direct 312/ 202-8080

Fax 312/202-8380

RDavis@osteopathic.org

Focus: Internships; Residencies in Internal Medicine, Neuromusculoskeletal Medicine, Orthopedics, Pathology, Proctology.

Cynthia Young-Hollis, Coordinator

Toll Free 800/621-1773, Ext. 8092

Direct 312/202/8092

Fax: 312/202-8392

cyhollis@osteopathic.org

Focus: Residencies in Anesthesiology, Dermatology, Neurology/Psychiatry, Obstetrics and Gynecology, Ophthalmology/Otolaryngology, Occupational/Preventive Medicine, PM&R, Pediatrics, Surgery

Alisa Pierson, Coordinator
Residency Programs & Inspections
Corrective Actions Coordinator

Toll Free 800/621-1773, Ext. 8085

Direct 312/202-8085

Fax 312/202-8385

apierson@osteopathic.org

Focus: Residencies in Diagnostic Radiology, Family Practice, Emergency Medicine, Sports Medicine

OPTI Services Manager, Maura Hughes

Toll Free 800/621-1773, Ext. 8075

Fax 312/202-8375

mhughes@osteopathic.org

Focus: Manages OPTI standards and inspections, COPTI Secretary

Trainee Services

Andrea DeRosier, Division Director

Focus: Coordinates the daily operation of trainee services within the Division of Postdoctoral Training.

Barbara Coleman, Senior Coordinator

Toll Free 800/6521/1773, Ext. 8091

Direct 312/202-8091

Fax 312/202/8391

bcoleman@osteopathic.org

Focus: Implements policies and procedures related to the intern training approvals, including military training. Works with Interns and Directors of Medical Education to facilitate the administrative aspects of training.

Maria Santiago, Coordinator

Toll Free 800/621/1773, Ext. 8087

Direct 312/202/8087

Fax 312/202/8387

msantiago@osteopathic.org

Focus: Assist individuals seeking allopathic residency approval. Acts as liaison to specialty colleges regarding allopathic residency equivalencies.

WEB LINKS

Osteopathic.org general website <http://www.osteopathic.org>

Osteopathic.org / Education / Postdoctoral Training <http://www.osteopathic.org/inside-aoa/Education/postdoctoral-training/Pages/default.aspx>

The AOA Basic Document for Postdoctoral Training Programs <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/postdoctoral-training-standards/Documents/aoa-basic-document-for-postdoctoral-training.pdf>

Standards, Inspection Workbooks & Segregated Totals Forms <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/postdoctoral-training-standards/Pages/default.aspx>

Inspections – Program Directors, Inspectors <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/program-inspections/Pages/default.aspx>

The Osteopathic.org Resources and Information for Trainees <http://www.osteopathic.org/inside-aoa/Education/postdoctoral-training/Pages/trainee-forms-and-applications.aspx>

The AOA Annual Resident Report <http://www.osteopathic.org/inside-aoa/accreditation/postdoctoral-training-approval/Documents/core-competency-compliance-program-part-3.pdf>

National Matching Services <http://www.natmatch.com/aoairp/>

ERAS <http://www.aamc.org/audienceceras.htm>

Opportunities <http://opportunities.osteopathic.org/index.htm>