ACOFP Family Medicine  
New Program Application Checklist

_All listed items must be included in the application in order for it to be considered._

AOA New Program Application Requirements

1. Clearly designate if the application is for a "Teaching Health Center". If it is a THC with initial grant funding to start the training program, a letter stating expected continued institutional support for the program past the initial grant period must be included.

2. Clearly designate if the application is for a "Rural" training program.

3. Include the current CV for the program director, DME, and any clinic directors. Only include education, licensing, board certification, job history and hospital privileges (the program director must have admitting privileges at the base hospital). CME and lectures do not need to be included.

4. Requirement that needs to be documented: Program directors must have a minimum of three years of experience as a director or assistant director of a family medicine residency program in order to qualify for the position and must be a D.O.

5. Requirement that needs to be documented: The sponsoring institution must include a letter that the Program Director devote a minimum of 1,000 hours per year to the residency training experience, and that the Program Director will be compensated by the institution.

6. If the Program Director does not meet the criteria, a waiver must be requested directly from the AOA and be granted by both the Executive Committee of the CEE and AOA. The program director would be considered as an interim director for a maximum of 18 months.

7. The DME must meet the requirements of the AOA as well. A copy of the approved waivers(s) should be included in the application.

8. A program with a new program director with less than three years experience as a prior program director, or less than three years experience as an associate program director or full time faculty member of a residency program may not have an initial program approval for more than 12 residents.
9. Include a list of all three years of training rotations on Chart F with a legend explaining all rotations, i.e. which are inpatient or ambulatory. Ensure each academic year adds up to a full 52 weeks, and that it meets the basic standards for the number of months or weeks of training in each academic year and type of specialty. Clearly designate if a specific requirement is expected to be met through longitudinal training and give an explanation of the training experience.

10. Institutional appointment letter for both the Program Director and DME.

11. Institutional support letter for the new training program.

12. OPTI support letter for the new residency training program

13. Continuity clinic patient volume and clinic director information. This should also include how the residents will be supervised for OMT on their patients. Please note that the supervisor of the ambulatory continuity of care experience must be a member of the ACOFP, be certified by the AOBFP and have a reporting relationship to the program director. This must be specified in the application.

14. Hospital volume statistics to include: bed number, admissions, ER visits, births, and surgical volume.

15. Provide information as well as an affiliation agreement with at least one extended care facility (ECF) site where residents will train. Also include the name and cv of the physician(s) who will supervise the residents during this training.

16. A copy of any affiliation agreements for outside hospital rotations (not to exceed 50% of total rotations).

17. A list of key faculty and FTE amounts, including whether DO or MD and their specialty (FM, Med, etc.)

18. A copy of the institutional core competency plan.

19. A copy of the resident training manual. At a minimum this should include:

   - The goals and objectives for each rotation
   - Include the requirement for continuous AOA and ACOFP membership
   - How the requirement for scholarly activity will be met
   - AOA duty hour regulations, moonlighting policy, on-call duties
   - Continuity clinic requirements (number of days or half days in clinic per week for a minimum of 40 weeks per year of training, as well as patient volume requirements of a minimum of 150 in the OGME-1 year and a total of 1650 by the end of training)
   - Include the requirement to attend at least one ACOFP national convention during residency training
   - The manual should state that a resident cannot enter OGME-3 without the successful completion of COMLEX part 3.
20. A copy of the required procedural list and how the program intends to meet the training requirements.

21. A copy of the end of rotation evaluation of the resident (at minimum this must evaluate all AOA core competencies) and resident self evaluation intended to be used by the program.

22. Provide an example of a monthly didactic schedule that reflects a minimum of five structured didactic presentations per week.

23. Provide information as to how the program intends to meet the minimum 20 hour requirement for education in "practice management".