



# **Osteopathic Recognition: Understanding the Application and Common Citations**

**Osteopathic Pre-Conference: OBR07**

# Disclosures

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



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# Objectives

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



# Abbreviations

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- OPP: Osteopathic Principles & Practice
- OR: Osteopathic Recognition
- OPC: Osteopathic Principles Committee
- ADS: (ACGME's) Accreditation Data System





# Basic Application Information

# General Information

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- 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.).



# Eligibility to Apply for OR

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The following programs are eligible to apply for recognition:

- ACGME “pre-accredited” programs.
- ACGME accredited programs.



# OR Application

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- 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

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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

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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

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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

[← Back To Osteopathic Recognition](#)

**Residents - Assign Educational Focus** Save

**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.

<input type="checkbox"/>	Last Name	First Name	Year in Program	Status	Educational Focus
<input type="checkbox"/>		Jacqueline	3	Active Full time	
<input type="checkbox"/>		Haydee	3	Active Full time	
<input checked="" type="checkbox"/>		Kevin	1	Active Full time	
<input type="checkbox"/>		Jonathan	1	Active Full time	
<input type="checkbox"/>		Lisa	1	Active Full time	
<input type="checkbox"/>		Chuan Li	2	Active Full time	



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2016 - 2017 ▾

+ Add Resident

-- Filter by Type -- ▾

Print

All entries ▾

Filter Results

Last	First	Year in Program	Status	Start	End	
...	Daniel	1	Active Full time	7/1/2016	6/30/2019	☀
...	Philip	1	Active Full time	7/1/2016	6/30/2019	
...	Allison	1	Active Full time	7/1/2016	6/30/2019	
...	Dori				6/30/2019	☀
...	Amy				6/30/2019	☀
...	Rebecca				6/30/2019	

**Resident Status Legend** ▾

- ⚠ Missing Information
- Unconfirmed
- ☀ Osteopathic-Focused



# Designate Residents: After Receiving OR

The screenshot displays a web application interface for managing residents. The navigation bar at the top includes: Overview, Program, Faculty, Residents (circled in red with a red arrow), Sites, Surveys, Milestones, Summary, Recognition, and Reports.

The main content area features a dropdown menu for the year '2016 - 2017', a '+ Add Resident' button, a 'Filter by Type' dropdown, a 'Print' button, and a 'Filter Results' input field.

A table below shows a list of residents with the following columns: Last, First, Year in Program, Status, Start, and End. One resident is listed:

Last	First	Year in Program	Status	Start	End
...	Kevin	1	Active Full time	6/25/2016	6/24/2019

The right-hand sidebar contains several sections:

- Important Dates**
  - Annual Update Status:** Jul 06, 2016 - Aug 31, 2016
  - Next Site Visit:** Not Scheduled
  - Self Study Date (Approx):** Oct 01, 2021
  - Milestone Evaluation Status:** Oct 31, 2016 - Jan 13, 2017
  - Annual Reporting Cycle** (dropdown)
- Scholarly Activity** (dropdown)
  - Scholarly Activity (button)



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2016 - 2017 ▾

+ Add Resident

-- Filter by Type -- ▾

Print

All entries ▾

Filter Results

Last



First



Year in  
Program



Status



Start



End



...

Kevin

1

Active Full time

6/25/2016

6/24/2019

Edit



### 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

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- 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

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- Removal of application steps.
- Updated Attachment section.
- Updated recognition-specific question document.



**Step 3: Osteopathic Residents:**

✔ Confirm all residents

[View](#)

Identify Osteopathic Focused Residents

[View](#)

✔ Update Resident Scholarly Activity.

[View](#)

**Step 4: Rotation Sites:**

Review and update participating sites as necessary

[View](#)

**Step 5: Program Application Questions:**

✔ All 9 of the additional application questions have been answered.

[View](#)

**Step 6: Duty Hour, Patient Safety and Learning Environment:**

✔ Review and Update Duty Hour Questions.

[View](#)

**Step 7: Overall Evaluation Methods:**

✔ Review and Update Overall Evaluation Methods.

[View](#)



### Step 3: Osteopathic Residents:

✔ Confirm all residents

View

Identify Osteopathic Focused Residents

View

✔ Update Resident Scholarly Activity.

View

### Step 4: Rotation Sites:

Review and update participating sites as necessary

View

### Step 5: Overall Evaluation Methods:

✔ Review and Update Overall Evaluation Methods.

View

### Step 6: Required Uploads:

✔ Upload Osteopathic Recognition Application Documents

View

### 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

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## Application Step #6: Required Uploads

- Attachment items were reorganized.
- Enhanced attachment descriptions were provided.



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Old List	New List
Faculty Evaluation of Residents	Form(s) Used for Formative Evaluation of Residents
Semiannual and Summative Evaluations	Form(s) Used for Summative Evaluation of Residents
Program-Specific Evaluation Tools	Form(s) Used for Evaluation of Faculty
Forms Used for Faculty and Program Evaluation	Form(s) Used for Evaluation of Program
Supplemental Faculty Roster	Supplemental Educator Form
Provide a Sample Block Diagram	Block Diagram
Osteopathic Recognition-Specific Application Questions	Osteopathic Recognition-Specific Application Questions



Old List	New List
Faculty Evaluation of Residents	Form(s) Used for Formative Evaluation of Residents
<del>Semiannual and</del> Summative Evaluations	Form(s) Used for Summative Evaluation of Residents
<del>Program Specific Evaluation Tools</del>	Form(s) Used for Evaluation of Faculty
Forms Used for Faculty and Program Evaluation	Form(s) Used for Evaluation of Program
Supplemental Faculty Roster	Supplemental Educator Form
Provide a Sample Block Diagram	Block Diagram
Osteopathic Recognition-Specific Application Questions	Osteopathic Recognition-Specific Application Questions





# 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 of Manipulative Treatment, be taught and practiced in 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?  
[Requirements II.A.1.-10]  YES  NO

based Learning and Improvement domain of competence, demonstrating the application of Requirements II.C.1.-4. Include in the description the settings and activities in which residents will demonstrate competence and the methods used to assess competence.

[Click here to enter text.](#)

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Updated 2/2017  
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# Six General Application Tips

# 1. Access ACGME Documents on ACGME.org

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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

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If you have questions about the requirements, read the FAQs.



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# 3. Application Instruction Guide

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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 lead 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

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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](mailto:ADS@acgme.org)



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# 5. Preview Application Before Submitting

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## 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.

Review

**Ask for a faculty member, fellow program director, and/or resident to also review the application prior to submission.**



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# 6. Ask Questions

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Contact me if you have questions about the application.

312.755.5490

[tmoss@acgme.org](mailto:tmoss@acgme.org)

- Will not pre-review the application.
- Will address specific questions.





# OR Application Best Practices

# Attachments: Evaluations

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- 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

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- Respond to all parts of the question.
- Review the requirements reference for each question prior to responding.



# Attachment Documents - Forms

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- 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)



Name (First, Middle Initial, Last Name)	Degrees	Year Started Teaching	Year started teaching with this program	Board Certification Specialty and Certifying Board (Note if eligible and not certified)	Original or Re-Certification Year and Certification Status	Define Educational Role in Program	Hours Spent per Week (or per Month) devoted to Resident Education in this Program
<i>Example: John A. Doe</i>	<i>BS, MS, DO</i>	<i>2009</i>	<i>2012</i>	<i>Family Medicine - ABOFP</i>	<i>2009, Original Certification Valid</i>	<i>Provide monthly OMT workshops</i>	<i>8 hours per month</i>



# Supplemental Educator Form

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- 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

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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,”*



<p>Is every program with Osteopathic Recognition required to have an osteopathic-focused track director?</p> <p><i>[Recognition Requirements: III.C.1.a)-III.C.1.a).(1)]</i></p>	<p>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).</p> <p>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.</p>
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# Major OR Deficiency #2

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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;*



# FAQ:

How does the Osteopathic Principles Committee define a "sufficient" number of faculty members?

*[Recognition Requirement: III.B.6.]*

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.



# Major OR Deficiency #3

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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.





# Questions?

# Thank you!

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**Tiffany Moss, MBA**

Executive Director, Osteopathic Accreditation

312.755.5490

[tmoss@acgme.org](mailto:tmoss@acgme.org)



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