

Initial Recognition Site Visit and Review

What is the timing of Initial Recognition and the follow-up site visit?

Initial Recognition is conferred upon a program when the Osteopathic Principles Committee determines that an application for Osteopathic Recognition demonstrates substantial compliance with the Osteopathic Recognition Requirements. Initial Recognition is considered a developmental stage. When a status of Initial Recognition is conferred on a program, the Osteopathic Principles Committee will apply a retroactive effective date of recognition to the beginning of the academic year of the decision, unless the program requests that recognition be effective the date of the meeting. Programs will be reviewed by the Osteopathic Principles Committee within two years of the effective date of Initial Recognition. A recognition site visit will be conducted in advance of that review.

How will the program be notified if it achieves Initial Recognition? How should the program respond?

Programs that achieve Initial Recognition will receive a Letter of Notification from the Executive Director of the Osteopathic Principles Committee that will state the action taken by the Committee and list any citations or areas for improvement (AFIs) that were identified in the review. Programs that receive citations or AFIs should immediately begin to address them upon receipt of the Letter of Notification. Programs will be asked to annually provide a response in the Accreditation Data System (ADS) for each citation received, if applicable. This response should communicate to the Osteopathic Principles Committee how the program has addressed the citation and is now in substantial compliance with the requirement, or the plan the program has put into place and the date the program will be in substantial compliance with the requirement. AFIs do not require a response in ADS. Programs should not respond to citations outside of ADS, unless directed to do so in the Letter of Notification. Letters mailed or e-mailed to the Osteopathic Principles Committee in response to a Letter of Notification, which were not requested in the Letter of Notification, will not be accepted.

Does the ACGME Annual Update and regular maintenance of ADS apply to Osteopathic Recognition?

Programs should participate in the ADS Annual Update relative to Osteopathic Recognition and provide any new information as directed. This may include:

- Review of faculty members designated as osteopathic on the Faculty Roster. Programs should ensure that appropriate faculty members are designated. The Faculty Roster profile and requested CV information should be reviewed to ensure it is current.
- Review of residents designated as osteopathic on the Resident Roster. Programs should ensure that appropriate residents are designated.
- Entry and identification of scholarly activity as osteopathic for designated osteopathic residents and osteopathic faculty members.

- Review of the program's block diagram to ensure it represents the program's current osteopathic curriculum, showing where Osteopathic Principles and Practice (OPP) is integrated into the curriculum. The block diagram should specifically identify where and when the following experiences are integrated, if applicable: osteopathic education/experience in the clinical setting; osteopathic clinic (either OMT clinic or integrated specialty clinic); and osteopathic didactics/labs.

Designated osteopathic residents will be asked to complete Resident Survey questions related to Osteopathic Recognition when they complete the annual ACGME Resident Survey. Programs will be provided a separate Osteopathic Recognition survey report.

***How will the program be notified about its Osteopathic Recognition site visit?
How should the program prepare for that visit?***

On the Initial Recognition Letter of Notification, an approximate next site visit date is noted. The program can plan for its Osteopathic Recognition site visit around this date. Once the actual site visit has been scheduled, a site visit notification letter from the Department of Field Activities will be sent to the program (via e-mail) at least 30 days prior. The letter will identify the Field Representative conducting the visit and how to prepare. Part of the site visit preparation will be to review all program information and the previously submitted Osteopathic Recognition application, updating information as necessary. The letter includes a deadline by which all updates must be made in order to be included in the updated application reviewed by the Osteopathic Principles Committee.

Programs should ensure that all faculty member information, including certification and licensure details, are up-to-date. Programs should also make sure that all prior Osteopathic Recognition application responses and documents provided reflect the current state of the program. Application responses may need to be updated if there have been changes to the curriculum, changes to the program faculty, changes to participating sites, etc., since it was submitted. If a program received a citation or AFI that was based on a response on the application or a submitted document, the Osteopathic Principles Committee expects that the program will not only provide a response to the citation, but also update that aspect of the application to reflect the changes made to achieve substantial compliance.

Programs may update original recognition attachment documents by going to the program's "Recognition" tab in ADS and clicking "Manage Uploaded Documents" in the "Uploaded Documents" section. To update a document, click the "Upload" button for that document and select the updated document from your files. The new document will override the prior document and will be viewable as the uploaded file.

Programs are encouraged to use the "View Updated Recognition Application" feature accessible on the "Recognition" tab. This will show the information in the same format that will be provided to the Osteopathic Principles Committee for review. Programs should review this report prior to the update deadline for the site visit to ensure all information is current. Note that this feature will not show the version of the program's updated Osteopathic Recognition application that has been locked for review by the Osteopathic Principles Committee, as this report will continue to reflect the most recent changes made in ADS.

What happens during the Osteopathic Recognition site visit?

The purpose of the site visit is to verify and clarify the updated application documents in which the program has described how it is complying or will comply with the Osteopathic

Recognition Requirements. The Field Representative assigned as the site visitor will establish an agenda for the day in advance of the visit. The visit should be approximately one half-day in length, and will include meetings with the Director of Osteopathic Education and the program director (if not the Director of Osteopathic Education), osteopathic faculty members, and designated osteopathic residents, as well as an on-site review of documents.

What happens after the site visit?

The Field Representative will prepare a site visit report that objectively details what was seen and heard during the visit. It is not the Field Representative's job to identify citations, AFIs, or recommend a recognition decision. That is strictly under the purview of the Osteopathic Principles Committee. The completed report will be submitted to the Osteopathic Principles Committee for review.

After the site visit report has been completed, the program will be reviewed by the Osteopathic Principles Committee at its next scheduled meeting for which the agenda has not yet closed. The Committee will confer a new recognition decision based on its review of the program's updated Osteopathic Recognition application and site visit report. The recognition statuses available to the Committee at the time of review are: Initial Recognition with Warning Continued Recognition; Continued Recognition without Outcomes; and Withdrawal of Recognition. The Committee will review any citations issued with the Initial Recognition decision and determine if they are resolved or if they should be extended because the program has not yet demonstrated substantial compliance with the requirement. It will also determine if any new citations or AFIs are warranted.

How will the results of the site visit be communicated to the program?

The program will receive a notification (via e-mail) of its new recognition decision within five days of the meeting. A formal Letter of Notification will be sent to the program within 60 days of the meeting, including the program's approximate next review date (if applicable), status of previous citations (if applicable), and identifying any new citations or areas for improvement issued.