



AMERICAN OSTEOPATHIC ASSOCIATION

**PROGRAM REVIEWERS
INSPECTION WORKBOOK FOR OSTEOPATHIC
FAMILY PRACTICE AND MANIPULATIVE
TREATMENT RESIDENCY TRAINING PROGRAMS**

**AMERICAN COLLEGE OF OSTEOPATHIC
FAMILY PHYSICIANS**

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INSPECTION REPORT

SECTION I. PROGRAM REVIEWER INFORMATION

1. Program Reviewer Name	2. Date of Site Visit

SECTION II. PROGRAM INFORMATION

1. AOA Program Number <i>(six digits)</i>	2. Program Name	
3. Program City	4. Program State	5. Specialty/Subspecialty
6. Number of currently AOA-approved positions	7. Number of Members in the Department	8. Number of Osteopathic Physicians
9. Number of Physicians Certified by the AOA	10. Number of Allopathic Physicians	11. Number of Physicians Certified by ABFP
12. Number of other Physicians		

SECTION III. PROGRAM DIRECTOR INFORMATION

1. Program Director Name	2. Program Director AOBFP Certification Number

List the number of Residents in your program for the last six years in the chart below:

OGME	Five Years Previous	Four Years Previous	Three Years Previous	Two Years Previous	Last Year	Current Year
OGME-1						
OGME-2						
OGME-3						
OGME-4						
OGME-5						

SECTION IA: On-Site Review of Documents

Please check the appropriate box for “Satisfactory” or “Deficient” below each question:

1. Sample certificate of completion with starting date and completion date and Program Director’s signature. (Standard: 2.6)		
Satisfactory	Deficient	Reason for Deficiency

2. Copies of affiliation agreements for any institution participating in the training of Residents. (Standard: 2.12)		
Satisfactory	Deficient	Reason for Deficiency

3. Provide documentation that all Residents are:		
<ul style="list-style-type: none"> • Documented to have passed COMLEX II, including the clinical skills portion of the exam. (Standard: 2.14a) • AOA and ACOFP Members. (Standard: 2.14b) • Licensed. (Standard: 2.14d) 		
Satisfactory	Deficient	Reason for Deficiency

4. Copies of all Resident contracts. (Standard: 2.16)		
Satisfactory	Deficient	Reason for Deficiency

5. Verification that each Resident has met all health requirements of the institution. (Standard: 2.17)		
Satisfactory	Deficient	Reason for Deficiency

6. Written policies related to:		
<ul style="list-style-type: none"> • Resident selection. (Standard: 2.8) • Vacation. (Standard: 2.10) • Absences/Leave of absences. (Standard: 2.10) • Academic and disciplinary action. (Standards: 6.10 through 6.13) • Workload. (Standard: 2.12) • Outside employment. (Standard: 2.12) 		
Satisfactory	Deficient	Reason for Deficiency

7. Resident Orientation Schedule. (Standard: 2.20)		
Satisfactory	Deficient	Reason for Deficiency

8. Written Resident manual. (Standard: 2.11)		
Satisfactory	Deficient	Reason for Deficiency

9. Documentation of the Program Director's state license number and American Osteopathic Board of Family Physicians (AOBFP) certification number. (Standards: 3.2 through 3.3)		
Satisfactory	Deficient	Reason for Deficiency

10. Rotation schedule for each current Resident with lengths of each rotation documented. (Standard: 5.13)		
Satisfactory	Deficient	Reason for Deficiency

11. A block diagram or table, showing the current three year curriculum with lengths of each rotation documented. Verify that the time and content of the requirements are met. <i>Refer to the Basic Standards for Residency Training in Osteopathic Family Practice and Manipulative Treatment for numbers of months in each rotation listed below.</i>		
<ul style="list-style-type: none"> • Emergency Medicine (8 weeks). (Standard: 5.93) • Internal Medicine (32 weeks). (Standard: 5.105) • Obstetrics/Gynecology (12 weeks). (Standard: 5.160) • Pediatrics and Adolescent Medicine (16 weeks). (Standard: 5.182) • Surgery (20 weeks). (Standard: 5.188) • Electives (20 weeks). (Standard: 5.245) 		
Satisfactory	Deficient	Reason for Deficiency

12. The Program Director's position description must include responsibilities for the program. (Standard: 3.11)		
Satisfactory	Deficient	Reason for Deficiency

13. The curriculum vitae of the Program Director and all family practice faculty including license number, certification number, hospitals at which the faculty member have admitting privileges. (Standard: 3.34 through 3.38)		
Satisfactory	Deficient	Reason for Deficiency

14. Position description of the Administrative Director of Medical Education (ADME), if appointed. (Standard: 3.49)		
Satisfactory	Deficient	Reason for Deficiency

15. Organizational chart of the training institution indicating the relationship of the family practice section or clinical department to other specialties. (Standard: 4.4)		
Satisfactory	Deficient	Reason for Deficiency

16. Information on library resources available to the Resident, including accessible medical databases, hours of operation, medical publications available and library volume. (Standards: 4.17a-b)		
Satisfactory	Deficient	Reason for Deficiency

17. Patient volume statistics for the past year. (Standards: 2.2 and 4.18 through 4.20)		
Hospital: <ul style="list-style-type: none"> • Licensed Beds _____ • Operational Beds _____ • Percentage (%) Occupancy _____ • Annual Emergency Department Visits _____ • Births _____ Family Practice Continuity of Care Training Site(s): <ul style="list-style-type: none"> • Total Patient Visits _____ • Patient Visits with Residents _____ 		
Satisfactory	Deficient	Reason for Deficiency

18. Schedules of educational (didactic) conferences for the past one year. (Standards: 5.11 and 5.42)		
Satisfactory	Deficient	Reason for Deficiency

19. Documentation of quarterly Resident evaluation meetings. (Standard: 6.4)		
Satisfactory	Deficient	Reason for Deficiency

20. Final Competency-Based Evaluation documents from the most recently graduated class of Residents. (Standards: 3.21 and 6.8)		
Satisfactory	Deficient	Reason for Deficiency

21. Documentation of faculty evaluations. (Standard: 6.14)		
Satisfactory	Deficient	Reason for Deficiency

22. The most recent annual evaluation of the program prepared by the Program Director. (Standard: 6.17)		
Satisfactory	Deficient	Reason for Deficiency

23. Documentation of participation in the Clinical Assessment Program (CAP). (Standard: 2.5)		
Satisfactory	Deficient	Reason for Deficiency

24. Documentation of graduates' performance on the American Osteopathic Board of Family Physicians (AOBFP) certification exam. (Standard: 2.6 through 2.7)		
Satisfactory	Deficient	Reason for Deficiency

25. Documentation of the most recent survey of program graduates. (Standard: 6.19)		
Satisfactory	Deficient	Reason for Deficiency

26. Institutional Core Competency Compliance Plan.		
Satisfactory	Deficient	Reason for Deficiency

SECTION IB: On-Site Review of Responses to Self-Study Questions

Please check the appropriate box for “Satisfactory” or “Deficient” below each question:

1. Briefly describe the number, organization, and scheduling at the Continuity of Care clinics. (Standards: 5.31 through 5.41)		
Satisfactory	Deficient	Reason for Deficiency

2. Briefly describe the didactic (lecture) program. (Standard: 5.11)		
Satisfactory	Deficient	Reason for Deficiency

3. Briefly describe the interaction with any other training programs at the institution. (Standard: 1.6)		
Satisfactory	Deficient	Reason for Deficiency

4. Briefly describe the Resident call duties and schedules. (Standard: 2.12)		
Satisfactory	Deficient	Reason for Deficiency

5. Briefly describe the curriculum for teaching OPP and the process utilized to measure and document competency in OMM. (Standards: 5.2 and 5.59)		
Satisfactory	Deficient	Reason for Deficiency

6. Briefly describe the Program Director’s position including hours devoted to the program (Standard: 3.1)		
Satisfactory	Deficient	Reason for Deficiency

7. Briefly describe the Program Director’s other duties in the institution or private practice. (Standard: 3.36)		
Satisfactory	Deficient	Reason for Deficiency

8. Briefly describe if the Program Director’s position is compensated. (Standard: 3.1)		
Satisfactory	Deficient	Reason for Deficiency

9. Briefly describe the participation of family physicians in medical staff and hospital governance. (Standard: 4.4)		
Satisfactory	Deficient	Reason for Deficiency

10. Describe the process for supervising patient care at the hospital, continuity of care clinic, extended care facility, or any other site utilized routinely for training. (Standard: 3.15)		
Satisfactory	Deficient	Reason for Deficiency

11. What method is utilized to gather individual Resident specific data at the Continuity of Care site? Describe how this data is utilized for practice management training. (Standards: 4.11 and 5.84)		
Satisfactory	Deficient	Reason for Deficiency

12. Briefly list research or scholarly activity that has been completed by faculty members and by the most recently graduated class of Residents. (Standard: 3.42 and 5.255)		
Satisfactory	Deficient	Reason for Deficiency

13. Describe the system utilized to evaluate Residents include information about rotation evaluations, quarterly evaluations, procedural evaluation, and final Competency-Based Evaluation. (Standards: 6.1 through 6.9)		
Satisfactory	Deficient	Reason for Deficiency

14. Complete the following chart for procedures that are performed at each Continuity of Care site. (Standards: 4.9 through 4.10)		
Procedure	Currently Performed	Not Currently Performed
Blood glucose		
Rapid strep screen or strep culture		
Urinalysis		
Wet mount		
Microscopic evaluation of urine		
ECG		
Spirometry		
Screening audiometry		
Minor surgery		
Satisfactory	Deficient	Reason for Deficiency

15. Complete the following chart for procedures currently taught in the residency. (Standard: 5.251)			
Procedure	Competency Attained By All Residents	Competency Attained By Some But Not All Residents	Not Currently Taught In This Residency
Incision and drainage of abscess			
Biopsy of skin			
Excision of subcutaneous lesions			
Cryosurgery of skin			
Curettage of skin lesion			
Laceration repair			
Injection of shoulder joint			
Injection of sacroiliac joint			
Endometrial biopsy			

Office microscopy			
Casting			
EKG interpretation			
Office spirometry			
Toenail removal			
Defibrillation			
Removal of cerumen from ear canal			
Insertion of urethral catheter			
Endotracheal intubation			
Satisfactory	Deficient	Reason for Deficiency	

11. Briefly describe how the program meets the requirements for training in:		
• Geriatrics (Standard: 5.218)		
Satisfactory	Deficient	Reason for Deficiency

12. Briefly describe how the program meets the requirements for training in:		
• Sports Medicine (Standard: 5.239)		
Satisfactory	Deficient	Reason for Deficiency

13. Briefly discuss the residency's approach to teaching and evaluating the following core competency requirements. (Standards: 5.1 through 5.8)		
• Professionalism (Standard: 5.6)		
Satisfactory	Deficient	Reason for Deficiency

14. Briefly discuss the residency's approach to teaching and evaluating the following core competency requirements. (Standards: 5.1 through 5.8)		
• Interpersonal and Communication Skills (Standard: 5.5)		
Satisfactory	Deficient	Reason for Deficiency

15. Briefly discuss the residency's approach to teaching and evaluating the following core competency requirements. (Standards: 5.1 through 5.8)		
• Practice-Based Learning and Improvement (Standard: 5.7)		
Satisfactory	Deficient	Reason for Deficiency

16. Briefly discuss the residency's approach to teaching and evaluating the following core competency requirements. (Standards: 5.1 through 5.8)		
• System-Based Practice (Standard: 5.8)		
Satisfactory	Deficient	Reason for Deficiency

SECTION II: On-Site Interview and Facility Inspection

Please check the appropriate box for “Satisfactory” or “Deficient” below each question:

1. The Continuity of Care training sites is the primary setting for training in the knowledge, skills and attitudes of osteopathic family practice. (Standard: 4.5)		
Satisfactory	Deficient	Reason for Deficiency

2. There must be in place a mechanism to evaluate the care provided by the Residents in both the inpatient and outpatient settings. There should be evidence that this information is used to improve education and patient care. (Standard: 6.18)		
Satisfactory	Deficient	Reason for Deficiency

3. In no instance shall the Administrative Director of Medical Education (ADME) have any direct responsibility in the supervision of the educational aspects of the program. (Standard: 3.48)		
Satisfactory	Deficient	Reason for Deficiency

4. Each facility should include a waiting area, examination rooms, consultation room, Resident’s office, a laboratory appropriate to office practice; an adequate library with an electronic data retrieval system. (Standard: 4.7)		
Satisfactory	Deficient	Reason for Deficiency

5. Each continuity site must have the availability of minor surgery on-site. (Standard: 4.10)		
Satisfactory	Deficient	Reason for Deficiency

6. The economic aspect of the osteopathic family practice training site must be self-contained and patterned after that of a private practice. This includes, but is not limited to, appointments, statements, insurance form filings, etc. (Standard: 4.11)		
Satisfactory	Deficient	Reason for Deficiency

7. A professional medical records system must be maintained that provides for quality assurance, quality improvement process. (Standard: 4.14)		
Satisfactory	Deficient	Reason for Deficiency

SECTION III: On-Site Chart Review

Number of ambulatory continuity charts reviewed _____

Number of hospital charts reviewed _____

Please check the appropriate box for “Satisfactory” or “Deficient” below each question:

1. Adequate patient volume? (Standard: 2.2)		
Satisfactory	Deficient	Reason for Deficiency

2. Broad spectrum of patient problems. (Standards: 2.22 and 4.20)		
Satisfactory	Deficient	Reason for Deficiency

3. Diverse, gender, culture, age patient volume? (Standard: 4.18)		
Satisfactory	Deficient	Reason for Deficiency

4. Health maintenance tracking utilized to include: (Standard: 5.26 or 5.27)		
<ul style="list-style-type: none"> • Immunization tracking • Chronic problems tracking • Chronic medications tracking • Complete structural exam • Complete history exam 		
Satisfactory	Deficient	Reason for Deficiency

5. Integration of OMT documented? (Standards: 5.34)		
Satisfactory	Deficient	Reason for Deficiency

6. Adequate supervision documented in medical record? (Standard: 3.15)		
Satisfactory	Deficient	Reason for Deficiency

7. Does charting meet professional standards? Explain if not. (Standards: 4.14 and 5.27)		
Satisfactory	Deficient	Reason for Deficiency

CONFIDENTIAL REPORT OF FINDINGS

Submitted by the Program Reviewer

SECTION I. PROGRAM REVIEWER INFORMATION

1. Program Reviewer Name	2. Date of Site Visit

SECTION II. PROGRAM INFORMATION

2. AOA Program Number <i>(six digits)</i>	2. Program Name	
3. Program City	4. Program State	5. Specialty/Subspecialty

Please check the appropriate box below with your recommendation to the ACOFP Committee on Education and Evaluation (CEE) and the AOA Program and Trainee Review Council (PTRC):

APPROVAL

DENIAL

OTHER

The inspection workbook and worksheet are **NOT** to be left at the institution. This recommendation is **CONFIDENTIAL** information between the Program Reviewer, the ACOFP Committee on Education and Evaluation (CEE) and the AOA Program and Trainee Review Council (PTRC)

CONFIDENTIAL NARRATIVE REPORT

Submitted by the Program Reviewer

SECTION I. INSTITUTIONAL COMPLIANCE

a) Work Hour Rules
b) Institutional Core Competency Compliance
c) Internal Review

SECTION II. CONTINUING DEFICIENCIES

SECTION III. NEW DEFICIENCIES

