



AMERICAN OSTEOPATHIC ASSOCIATION

**Basic Standards for
Residency Training in
Osteopathic Family Practice
and Manipulative Treatment**

**American Osteopathic Association
and
American College of Osteopathic Family Physicians**

BOT Rev. 1/2011, Effective 7/2011

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Basic Standards for Residency Training in Osteopathic Family Practice and Manipulative Treatment

I. Introduction

Residency training programs in Osteopathic Family Practice and Manipulative Treatment are designed to provide the osteopathic physician with advanced and concentrated training in the specialty of osteopathic family practice.

II. Mission

- 2.1 Upon the successful completion of a residency in osteopathic family practice and manipulative treatment, the physician will be prepared to provide comprehensive osteopathic health care to diverse populations and will be prepared for certification by the American Board of Osteopathic Family Physicians (AOBFP).

III. Educational Program Goals

The goal of osteopathic family practice residency training is to provide instruction and evaluation in the integration of osteopathic principles and osteopathic manipulative treatment into the daily practice of family medicine. The program must document that residents achieve all core competencies as described in the *AOA Basic Documents* and Core Competency Compliance Program.

3.1 Osteopathic Philosophy and Osteopathic Manipulative Medicine

- a. The Integration of Osteopathic Principles into the daily practice of family medicine.
- b. The appropriate application of OMM to patient management.

3.2 Medical Knowledge

- a. Maintain current knowledge of clinical medicine that reflects the majority of patient care issues that present to osteopathic family practice settings.
- b. Maintain current knowledge of behavioral medicine that reflects the majority of patient care issues that present to osteopathic family practice settings.

3.3 Patient Care

- a. Provide osteopathic family practice patient care service in ambulatory continuity, hospital, and extended care sites.
- b. Provide acute care, chronic care, and preventative care across the full spectrum of ages and genders.
- c. Accurately gather information from all sources including patients, care givers, other professionals, electronic sources, and paper sources.

3.4 Interpersonal & Communication Skills

- a. Develop appropriate doctor-patient relationships in all family practice settings.
- b. Develop effective listening, written, oral and electronic communication skills in professional interactions with patients, families and other health professionals.

3.5 Professionalism

- a. Demonstrate respect for patients and families and advocate for the primacy of patient's welfare and autonomy.
- b. Adhere to ethical principles in the practice of family medicine.
- c. Demonstrate awareness and proper attention to issues of culture, religion, age, gender, sexual orientation, and mental and physical disabilities.

3.6 Practice-Based Learning and Improvement

- a. Apply the principles of evidence-based medicine to osteopathic family practice.
- b. Participate in practice based objective performance improvement projects in osteopathic family practice settings.

3.7 System-Based Practice

- a. Effectively function within local and national health care delivery systems to provide high quality osteopathic family practice services.
- b. Effectively function within a family practice group to provide care to diverse populations.

IV. Institutional Requirements

- 4.1 The institution must have an organized department or section of Family Practice.
- 4.2 The institution shall maintain a minimum program size of six filled Family Practice residents. This will be calculated as a five year rolling average.
 - a. Residencies operating in conjunction with an ACGME family practice residency must maintain a minimum program size of at least six filled total Family Practice residents (D.O. and M.D.)
 - b. Residencies operating in conjunction with combined programs in integrated family practice/ neuromusculoskeletal medicine or family practice/ emergency medicine must maintain a minimum number of six filled total family practice residents (family practice plus integrated family practice/neuromusculoskeletal medicine plus family practice/emergency medicine).

A. Facilities

- 4.1 The institution shall ensure that training facilities are organized to support patient care activities by family practice faculty and family practice residents.
- 4.2 The primary training facilities shall be located in geographic proximity so as to allow for efficient functioning of the educational program.

B. Hospitals

- 4.1 The program must utilize at least one hospital where family physicians have admitting privileges. At a minimum, hospital training resources shall include:
 - a. Adult inpatient.
 - b. Critical care.
 - c. Surgery.
 - d. Obstetrics.
 - e. Emergency medicine.

- f. Newborn care.
- g. Pediatrics.

C. Extended Care Facilities

- 4.1 The program must utilize at least one extended care facility where family practice residents can care for patients under supervision by residency faculty.

D. Ambulatory Continuity of Care Site

- 4.1 The institution must provide a minimum of one osteopathic family practice training site.
- 4.2 Multiple sites may be utilized only if all sites fully meet the standards set forth in this document.
- 4.3 Each must be organized to support resident continuity of care training with a designated panel of patients. At a minimum each site must provide the following:
 - a. Defined space for waiting area, examination rooms, resident's office, laboratory, business office.
 - b. OMM capability.
 - c. On site procedural capability including: blood sugar, throat culture or rapid strep screen, urinalysis, office microscopy, EKG, spirometry, and screening audiometry.
 - d. Minor surgery capability.
 - e. Online access to reference sources.
- 4.4 A professional medical records system that provides for quality assurance and quality improvement processes must be utilized. At a minimum this shall include:
 - a. A system for documentation of structural examinations and OMM treatments.
 - b. A mechanism to identify each patient's primary care physician.
 - c. Chronic medication lists.
 - d. Problem lists.
 - e. Health maintenance flow sheets.
 - f. Chronic disease management flow sheets.
- 4.5 The economic aspect of the site must be self-contained and patterned after that of a private practice. At a minimum this shall include:
 - a. Appointments.
 - b. Statements.
 - c. Billing functions.
 - d. Resident specific economic data.
- 4.6 Faculty must be available in appropriate numbers to ensure that residents always have readily available on site supervision.
- 4.7 Support staff must be available in appropriate numbers to ensure efficient patient care.
- 4.8 Patient care visits at the continuity of care site must be predominantly by appointment. An urgent care center may not be utilized for this portion of the training.
- 4.9 The continuity of care training site may be located in proximity with a multi-specialty site provided the operations are separate.

V. Program Requirements and Content

A. Program Requirements

- 5.1 The residency training must be thirty-six months in duration.
- 5.2 The program shall have a written curriculum that defines rotation and longitudinal time requirements. All areas of the curriculum shall have written educational objectives and evaluation methodologies.
- 5.3 The program must provide residents with regularly scheduled lectures, conferences, workshops or educational activities. Didactics shall be available for an average of at least five hours per week.
- 5.4 Residents shall become competent to meet family practice group call responsibilities through supervised opportunities to function in on-call situations.
- 5.5 The program shall maintain a participation rate of 90% in the AOBFP certification examination within a five year period after completion of training. The rate will be calculated from the time of the previous inspection.
- 5.6 The program shall maintain a 90% pass rate (three year rolling average) on the AOBFP certifying examination.
- 5.7 From the start of the OGME-1, the physician will have up to six years to complete the program requirements.
- 5.8 Pilot or demonstration programs and/or projects will be considered. All such projects must be approved in advance by the ACOFP Committee on Education and Evaluation (CEE). Proposals must demonstrate equivalent training to the basic program as outlined in this document.

B. Curriculum Requirements

Continuity of Care Training

- 5.1 Continuity of care must be taught as a core value of osteopathic family practice.
 - a. Each resident is expected to maintain continuity of care for his/her patients when such patients require hospitalization or consultation with other health care providers. The resident must maintain participation in the decisions involving the health of the patient.
 - b. For those patients unable to visit the continuity of care site, training opportunities must be provided for the resident to gain experience in home care and care in long-term care facilities.
 - c. No rotation, discipline or other duties are to interfere with the intent or implementation of the continuity of care experience portion of the residency.
- 5.2 The major focus of the training program must be on providing comprehensive primary care for patients in the ambulatory continuity of care setting including the following:
 - a. The continuity of care training requirement must be fulfilled by only osteopathic family practice.
 - b. For a given resident the continuity of care experience may be at no more than two sites. Each site must meet all facility requirements and all continuity educational requirements as outlined in these standards.

- c. If the residency program elects to use two sites, the resident may be assigned to both sites simultaneously or each site for at least twelve consecutive months during OGME-2 and OGME-3. During OGME-1, the continuity experience must be at a single site.
 - d. The patient population of the continuity of care site must include a variety of patients in terms of age, gender, and ethnicity.
 - e. Each resident must be assigned a designated panel of patients.
 - i. The resident must be responsible, under supervision, for the health care needs of their assigned panel of patients.
 - ii. The resident must be clearly identified as the health care provider for the panel.
 - iii. As the skill and proficiency of the resident improves, an increasing daily patient load is expected.
 - f. The three year continuity of care site experience must include at least 1,650 patient visits, with a minimum of 150 occurring in the OGME-1 year.
 - g. Residents must see patients in the continuity of care site for a minimum of forty weeks per year.
- 5.3 The ambulatory care experience must train residents to be both productive and efficient in a primary care setting. At a minimum this must include:
- a. Appropriate utilization of osteopathic principles and manipulative treatment.
 - b. Diagnose and manage medical and surgical conditions.
 - c. Perform office procedures.
 - d. Incorporate preventive measures.
 - e. Provide patient education.
 - f. Provide counseling.
 - g. Coordinate care.
 - h. Manage consultations.
 - i. Maintain medical records.

Osteopathic Manipulative Medicine

- 5.4 The program must train residents in the clinical application of osteopathic manipulative medicine. At a minimum this must include:
- a. A clearly defined mechanism to measure and document competency in OMM.
 - b. Training in outpatient and inpatient settings.
 - c. Didactic instruction and hands on training.
 - d. Exposure to multiple treatment technique approaches.
 - e. Documentation of OMM in the medical record.
 - f. Coding and reimbursement.

Inpatient Medicine

- 5.5 The program must train residents to competently manage hospitalized patients. At a minimum this must include:
- a. Management of acute and chronic illness.
 - b. Appropriate consultation.
 - c. Coordination of care.
 - d. Manage transfer of care to and from the primary care setting.
 - e. Produce comprehensive medical records.
 - f. Utilization management and discharge planning.

Emergency Medicine

- 5.6 The program must provide at least eight weeks of training in emergency medicine, including at least four weeks of training during the OGME-1 year.
- 5.7 At a minimum emergency medicine training shall include:
- Didactic and clinical training.
 - Triage emergency patients of all ages.
 - Certification in ACLS.
 - Stabilize and provide initial treatment for medical emergencies.
 - Stabilize and provide initial treatment for surgical emergencies.
 - Stabilize and provide initial treatment for psychiatric emergencies.
 - Stabilize and provide initial treatment for pediatric emergencies.

Internal Medicine

- 5.8 The program must provide at least thirty-two weeks of clinical training in internal medicine disciplines, including at least eight weeks of general internal medicine experiences during the OGME-1 year. **This requirement can be met by either inpatient internal medicine or inpatient family practice service.**
- 5.9 At a minimum internal medicine training must include:
- Twenty-four weeks of inpatient experience.
 - Four weeks of training in critical care medicine.
 - Didactic and clinical training.
- 5.10 Internal medicine training shall include exposure to the following disciplines, in either inpatient or outpatient settings:
- Allergy and immunology.
 - Cardiology.
 - Dermatology.
 - Endocrinology.
 - Gastroenterology.
 - Hematology.
 - Infectious diseases.
 - Nephrology.
 - Neurology.
 - Oncology.
 - Pulmonology.
 - Rheumatology.
- 5.11 The training program must provide an opportunity for the resident to develop competency in:
- The management of hospitalized adult patients.
 - Cooperative management of patients with sub-specialists colleagues.
 - Pre-operative medical evaluation.

Women's Health

- 5.12 The program must provide at least twelve weeks of training in women's health, including at least four weeks of training during the OGME-1 year.
- 5.13 At a minimum training in women's health must include:
- Didactic and clinical training experiences.
 - Gender specific health care needs of women.
 - Domestic violence identification and prevention.
 - Gynecology.
 - Obstetrics.
 - Breast Disease.

- 5.14 The gynecological portion of this training experience shall include both ambulatory and in-hospital patient care. At a minimum this shall include:
- Family planning.
 - Preventive medicine.
 - Management of the abnormal PAP smear.
 - Disorders of menstruation.
 - Gynecological infections.
- 5.15 The obstetrical portion of this training experience shall include both ambulatory and in-hospital patient care. At a minimum this shall include:
- Prenatal care.
 - Labor and delivery.
 - Postnatal care.
 - Medical complications of pregnancy.

Pediatrics and Adolescent Medicine

- 5.16 The program must provide at least sixteen weeks of training in pediatrics and adolescent medicine, including at least four weeks of training during the OGME-1 year.
- 5.17 At a minimum this shall include:
- Care of the newborn.
 - Ambulatory pediatrics.
 - Well childcare.
 - Inpatient pediatrics.
 - Emergency care of children.

Surgery

- 5.18 The program must provide at least twenty weeks of training in surgical disciplines, including at least four weeks of general surgery training during the OGME-1 year.
- 5.19 At a minimum this shall include:
- Preoperative and post-operative care.
 - Training in the following sub-specialties, which may be ambulatory or inpatient.
 - Ophthalmology.
 - Orthopedics.
 - Urology.
 - ENT.

Geriatrics

- 5.20 The program must provide at least 100 hours or 1 month of training in the care of the geriatric patient. This is in addition to training that occurs in the continuity of care site **or general internal medicine rotations.**
- 5.21 At a minimum this shall include:
- Physiological changes of aging.
 - Pharmacokinetics in the elderly.
 - Functional assessment of the elderly.
 - ECF management.
 - Hospice.
 - Home care.

Behavioral Medicine

- 5.22 The program must include training in behavioral science. At a minimum this shall include:
- Psychiatric and psychological diagnoses common to family practice.
 - The treatment of substance abuse.

- c. Didactic instruction and clinical experiences.
- d. Interviewing skills.
- e. Counseling skills.
- f. Psychopharmacology.
- g. Physician well being.

Practice Management

- 5.23 The program must provide at least twenty hours of structured educational experiences in practice management.
- 5.24 This training shall include:
- a. Debt management.
 - b. Retirement planning.
 - c. Financial planning.
 - d. Disability insurance.
 - e. Medical liability insurance.
 - f. Risk management.
 - g. Coding.
 - h. HIPAA requirements in the ambulatory setting.
 - i. OSHA requirements for private practices.
 - j. Payer mix and practice overhead management.
 - k. Personnel management.
- 5.25 The program must utilize actual practice financial data to teach the principals of office practice management. At a minimum this must include resident specific practice data from the continuity of care training site.

Sports Medicine

- 5.26 The program must provide at least 50 hours or two weeks of training in Sports Medicine. This is in addition to time spent in the continuity of care ambulatory site. At a minimum this must include:
- a. Pre-participation assessment.
 - b. Didactic and clinical experiences.
 - c. Management of uncomplicated sports related injuries.
 - d. Rehabilitation of athletic related injuries.
 - e. Injury prevention/training.

Diagnostic Imaging

- 5.27 There must be a structured curriculum to train the resident in Diagnostic Imaging. At a minimum this shall include:
- a. Didactic and clinical experiences.
 - b. Utilization of appropriate radiographic studies.

Procedural Medicine

- 5.28 The program must have defined mechanisms to train residents to competency in the following procedures:
- a. Joint injections.
 - b. Biopsy of dermal lesions.
 - c. Excision of subcutaneous lesions.
 - d. Incision and drainage of abscess.
 - e. Cryosurgery of skin.
 - f. Curettage of skin lesion.
 - g. Laceration repair.

- h. Endometrial biopsy.
- i. Office microscopy.
- j. Splinting.
- k. EKG interpretation.
- l. Office spirometry.
- m. Toenail removal.
- n. Defibrillation.
- o. Removal of cerumen from ear canal.
- p. Endotracheal intubation.

Community Medicine

- 5.29 The program must provide 50 hours or two weeks of documented training in community medicine. This shall include time spent in any of the following experiences:
- a. Occupational health.
 - b. Mental health agencies.
 - c. Community based screening programs.
 - d. Public health agencies.
 - e. Community health centers.
 - f. Free clinics.
 - g. Drug and alcohol treatment centers.
 - h. School health programs.
 - i. Homeless shelters.

Electives

- 5.30 There shall be a minimum of twenty weeks and a maximum of twenty-eight weeks of supervised electives available to all residents during the course of the residency.

Disease Prevention and Wellness

- 5.31 The program must provide training in disease prevention and wellness promotion. Utilizing didactic and clinical experiences residents shall become competent in:
- a. Selection, critique, and implementation of evidence based practice guidelines.
 - b. Provision of immunizations for adult, adolescent, and pediatric patients.
 - c. Selection and interpretation of screening tests.
 - d. Counseling patients to promote weight loss, exercise, and smoking cessation.

Patient Safety and Quality Improvement

- 5.32 The program must provide training in patient safety and quality improvement. At a minimum this shall include:
- a. Identification and analysis of inpatient and ambulatory measures of quality.
 - b. Utilization of quality measurements to improve patient care.
 - c. Participation in at least one national or regional quality improvement registry.
 - d. Training in the principles of the Patient Centered Medical Home (PCMH).

VI. Program Director/Faculty

A. Program Director

- 6.1 Each program must have a single Program Director who is compensated by the institution.
- 6.2 The Program Director must devote a minimum of 400 hours per year to teaching and administrative activities exclusive of patient care.

- 6.3 By July 1, 2012 the Program Director must devote a minimum of 1,000 hours per year to residency training activities. This may include time spent in teaching, precepting, administration, and scholarly activities.
- 6.4 The Program Director or physician designee must attend a residency directors' workshop sponsored by the American College of Osteopathic Family Physicians every year. Each Program Director must personally attend at least once every two years. Directors of new programs or new directors of on-going programs are required to attend the next available workshop.

B. Qualifications

- 6.1 In addition to meeting all Program Director qualifications stipulated in the AOA Basic Documents, the Program Director must meet the following qualifications:
 - a. At least three years of family practice experience (not including time as a resident).
 - b. Current board certification in Osteopathic Family Practice and Manipulative Treatment by the American Osteopathic Board of Family Physicians.
 - c. Member in good standing of the American College of Osteopathic Family Physicians.
 - d. Active staff membership in the department of family medicine or its equivalent.
 - e. Engaged in patient care as a family physician.
- 6.2 A new Program Director of a residency with more than twelve approved slots shall fulfill one of the following:
 - a. Have served as Program Director of another residency for no less than three years, or
 - b. Have served as Associate Program Director or a full-time faculty member of a residency for no less than three years.
- 6.3 A new Program Director must be approved by the PTRC upon recommendation of the ACOFP Committee on Education and Evaluation.
- 6.4 Program Directors may be approved on an interim basis in geographic areas where a fully qualified Program Director is not immediately available. Program Directors may be approved by the Executive Committee of the CEE on an interim basis for a maximum of eighteen months.
- 6.5 Program Directors approved on an interim basis must meet the following minimal qualifications:
 - a. Current board certification from American Osteopathic Board of Family Physicians (AOBFP) or the American Board of Family Medicine (ABFM).
 - b. Member in good standing of the American College of Osteopathic Family Physicians (ACOFP) or American Academy of Family Physicians (AAFP).
 - c. Minimum of two years of post residency practice experience.

C. Responsibilities

- 6.1 The Program Director must have sole responsibility and authority for the educational content and conduct of the residency. The Program Director's authority in directing the residency program must be defined in the program documents of the institution.
- 6.2 In addition to meeting all Program Director responsibilities stipulated in the AOA Basic Documents, the Program Director's responsibilities shall include:
 - a. Leading the family practice faculty in developing, scheduling, and evaluating all educational experiences.

- b. Selection and evaluation of program faculty.
- c. Ensuring proper supervision during all educational experiences.

D. Family Physician Faculty

- 6.1 All programs regardless of the number of residents must have a minimum of two family physician faculties including the Program Director.
- 6.2 There must be at least one full-time equivalent (FTE) family physician faculty for each six residents in the program. A faculty is considered full-time based on time devoted to residency related activities (teaching, precepting, administration, scholarship). Any of the following methods may be utilized to determine FTE status:
 - a. 5 half days/week.
 - b. 1000 hours/year.
 - c. 80 hours/month.
- 6.3 There must be family practice program faculty with admitting privileges in the hospital(s) where the residents' patients are hospitalized.
- 6.4 The family practice program faculty shall, as a group, be qualified to teach all required procedures as listed in this document.

E. Qualifications

- 6.1 In addition to meeting all faculty qualifications stipulated in the AOA Basic Documents, family practice faculty members shall:
 - a. Hold a current license to practice medicine in the state in which the training is located.
 - b. Be certified in family practice.
 - c. Commit specific time to patient care, independent of supervision of residents.
- 6.2 The supervisor of the ambulatory continuity of care experience must:
 - a. Be a member of the ACOFP.
 - b. Be certified by the AOBFP.
 - c. Have a reporting relationship to the Program Director.

F. Faculty Research and Scholarly Activity

- 6.1 The faculty as a whole must demonstrate involvement in scholarly activity. At a minimum this must include the following:
 - a. Participation in clinical discussions and conferences.
 - b. Participation in national and regional professional societies, particularly through presentations and publications.
 - c. Participation in research, especially projects that are funded following peer review.
 - d. Provision of guidance and support to residents involved in research.

VII. Resident Requirements

A. Appointment of Residents

- 7.1 In addition to meeting all residency requirements stipulated in the AOA Basic Documents, all residents shall:
 - a. Become and remain members of the ACOFP throughout the residency.
 - b. Have completed an AOA approved OGME-1 year prior to appointment to an OGME-2 position.

B. Resident Responsibilities

- 7.1 During the training program, the resident must:
- a. Follow the schedule set forth by the Program Director.
 - b. Complete all assignments in the time frame specified by the program director or preceptor.
 - c. Keep a log of each procedure performed.
 - d. Participate in the annual ACOFP In-Service Exam.
 - e. Attend a minimum one national ACOFP educational conference.

C. Research and Scholarly Activity Requirements

- 7.1 The participation of each resident in a scholarship activity is required. This requirement can be met by participation in or completion of any of the following:
- a. A resident scholarly project within the department of family practice.
 - b. Institutional or regional research programs in which family physicians are actively involved.
 - c. Original paper on health care related topic.
 - d. Presentation at a state, regional, or national meeting.
 - e. Authoring a grant.

VIII. Evaluation

A. Evaluation of Residents

- 8.1 The program shall maintain a permanent record of formative and summative evaluations for each resident.

B. Formative

- 8.1 There must be semi-annual written evaluations of the knowledge and competencies of each resident. These evaluations shall be signed by the resident and by the Program Director.
- 8.2 Resident evaluations shall contain input from patients and from non-physician team members.
- 8.3 Performance on the ACOFP In-Service Examination will be reviewed with each resident.

C. Promotion

- 8.1 Residents shall be advanced to positions of higher responsibility only on the basis of evidence of their satisfactory and progressive professional growth.

D. Summative

- 8.1 The Program Director's final summative evaluation of each resident who completes the program shall include a review of the resident's competencies at the completion of training and must verify that the resident has demonstrated sufficient professional ability to practice competently and independently.
- 8.2 The ACOFP Competency-Based Evaluation, or an equivalent, shall be a component of the summative evaluation.
- 8.3 In cases of early termination of a resident's program, the Program Director shall provide the resident with written documentation regarding which rotations, if any, were completed satisfactorily. The AOA Postdoctoral Training Division and the ACOFP shall be notified of the early termination.

E. Evaluation of Faculty

- 8.1 All teaching faculty must be evaluated by residents.
- 8.2 At the completion of each rotation, the resident shall evaluate the rotation trainer(s).
- 8.3 These evaluations shall be reviewed by the Program Director.
- 8.4 All family practice teaching faculty must be evaluated annually. This shall include evaluation of teaching ability, clinical knowledge, and communication skills. The evaluation shall include a mechanism for anonymous input by the residents.

F. Evaluation of Program

- 8.1 The educational effectiveness of the program must be evaluated in a regular and systemic manner.
 - a. This shall include review of curriculum and success in meeting the educational goals and the learning needs of the residents.
 - b. It will also include a review of the teaching responsibilities of the faculty, the availability of administrative and financial support, and of the availability of teaching resources.
 - c. This evaluation shall examine the balance between education, scholarship, and service.
 - d. The faculty must hold regular meetings to accomplish these reviews.
 - e. At least one resident representative must participate in these reviews.
 - f. The evaluation shall include a mechanism for anonymous written input from residents regarding the program's effectiveness.
- 8.2 At the completion of each rotation, the resident shall evaluate the educational quality of the rotation.
 - a. These evaluations shall be reviewed by the Program Director.
- 8.3 The Program Director shall prepare an annual written program review.
 - a. This shall note the program's compliance or non-compliance with these standards and shall be reviewed by the institution's graduate medical education committee.
 - b. This review may be waived during a year in which the institution completes a formal internal review.
- 8.4 Each program shall survey its graduates at least every three years.
 - a. Feedback on demographic and practice profiles, licensure and board certification, the graduates' perceptions of the relevancy of training to practice and suggestions for improved training and new areas of interest shall be obtained.

G. Evaluation of Patient Care

- 8.1 There must be a mechanism to formally evaluate the care provided by the residents and faculty in both inpatient and outpatient settings.
- 8.2 There must be evidence that this information is used to improve education and patient care.

APPENDIX I

Guidelines for Advanced Placement

- A. Residents entering osteopathic family practice residency programs who have taken previous residency training in accredited osteopathic or allopathic residency programs may request advanced placement. The Program Director of the accepting program is responsible for reviewing previous training and comparing it to the training standards of this document. In no instance is the Program Director compelled to recommend advanced standing.
- B. The Program Director shall forward requests for advanced standing to the ACOFP Committee on Education and Evaluation. The Committee on Education and Evaluation shall report to the AOA Program and Trainee Review Council all approvals for advanced placement.
- C. The CEE will review all requests for advanced standing and will grant credit based on the following criteria:
 - 1. A maximum of twelve (12) months (52 weeks) of advanced standing shall be granted for AOA approved OGME-1 training.
 - 2. For prior training in osteopathic family practice, month-for-month credit for previous training shall be awarded.
 - 3. For prior training in any discipline other than Osteopathic Family Practice, the program director will evaluate completed rotations to determine if any are applicable to osteopathic family practice. A maximum of six (6) months (24 weeks) of advanced standing, beyond an AOA-approved OGME-1 year, shall be recommended for approval.
 - 4. For prior training completed in allopathic family medicine, AOA approval of the OGME-1 year is required. A maximum of twelve (12) months (52 weeks) shall be granted beyond the OGME-1 year.
- D. All transferring residents must complete the ambulatory continuity training requirements described in the Basic Standards for Residency Training in Osteopathic Family Practice and Manipulative Treatment. The Committee on Education and Evaluation may notify this requirement when a resident transfers due to a program closure.

APPENDIX II

Documentation of Program Completion

- A. For residents completing an AOA-approved osteopathic family practice program, the Program Director must document, on forms provided by ACOFP, that the resident has completed all requirements for training as stipulated in the Basic Standards for Residency Training in Osteopathic Family Practice and Manipulative Treatment. Any portion of training that includes advanced standing must be clearly defined.
1. If training requirements change during an individual resident's training program, the program director will require the resident to complete either:
 - a. All requirements in place at the beginning of residency training, or
 - b. All requirements in place at the time of residency graduation.
 2. The Program Director must submit a Final Resident's Report within thirty (30) days of program completion.
 3. If training includes an ACGME approved internship, the resident must apply to the AOA Program and Trainee Review Council for OGME-1 approval. This approval must be granted before program complete status may be granted.
 4. The ACOFP Committee on Education and Evaluation will review documentation and verify program complete status.