SUMMARY MANUAL
NEW DIRECTORS OF MEDICAL EDUCATION AND
PROGRAM DIRECTORS

AOA Division of Postdoctoral Training
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INTRODUCTION

The American Osteopathic Association (AOA) would like to extend its sincerest gratitude for your support of Osteopathic Graduate Medical Education (OGME). We look forward to working with you to provide high quality training programs and to advance the osteopathic profession. The information within this packet is for new osteopathic Directors of Medical Education and Program Directors and is intended to serve as an orientation to OGME. When you have questions please don’t hesitate to contact the AOA Division of Postdoctoral Training staff at the numbers and emails provided in section VIII of this document. Once again, thank you and welcome.

I. INTERNSHIP RESTRUCTURING

As of July 1, 2008 the AOA has implemented a restructuring of the OGME 1 training year formerly known as the internship. OGME-1 training options 1-3 were selected by the specialty colleges who develop and review approved standards and curriculum:

A. OPTION 1 (OGME-1/R Resident)
Students will “Match” directly into the residency and the 1st postdoctoral year will be considered the first year of residency training. Anesthesiology, Emergency Medicine, Family Practice and OMT, Family Practice/Emergency Medicine, Family Practice Integrated NMM, General Surgery, Internal Medicine, Internal Medicine/Emergency Medicine, Internal Medicine/Pediatrics, Neurological Surgery, Neurology, Obstetrics and Gynecology, Orthopedic Surgery, Otolaryngology/Facial Plastic Surgery, Otolaryngology, Pediatrics, Psychiatry and Urological Surgery have chosen this option.

B. OPTION 2 (OGME-1/P Preliminary)
Programs require completion of a designated preliminary year of training (i.e., an internship) as a prerequisite for entry into the first year of residency as the second postdoctoral year of training. Students who match successfully are assured entry into the preliminary year and subsequent second year in residency training. Diagnostic Radiology, Neuromuscular Medicine and OMT, Ophthalmology, Pathology, Physical Medicine and Rehabilitation and Radiation Oncology have chosen this option.

C. OPTION 3 (OGME-1/T Traditional)
This option represents a traditional rotating internship, and programs are not linked to a specialty residency. Specialties selecting this option prefer that graduates complete a traditional rotating internship as the first year of training. This option is also available to students who are undecided on specialization or who plan to enter residencies accredited by the American Council on Graduate Medical Education (ACGME). Movement into Option 1 or Option 2 specialty programs will depend on availability. Dermatology, Preventive Medicine and Public Health and Proctologic Surgery have chosen this option.
II. PROGRAM REGISTRATION

In order to participate in the 2010 AOA Intern/Resident Registration Program (IRRP) AOA approved Option 1 & 2 training programs must be registered with the Electronic Residency Application Service (ERAS) and the National Matching Service (NMS). Option 3 training programs must be registered with ERAS only. The osteopathic Director of Medical Education is responsible for registration with these services and has been provided with a username and password.

The AOA Basic Document for Postdoctoral Training (rev. 07/2009) defines the IRRP, ERAS and the NMS as follows:

A. INTERN AND RESIDENT MATCHING PROGRAM - IRRP (the Match)
This process matches OGME programs and applicants to various training programs. This system was developed to provide both the applicants and program directors an opportunity to consider their options for accepting and offering appointments to internship training programs, respectively, and to have their training decisions announced at a specific time. All AOA approved programs must participate in the “Match”

B. ELECTRONIC RESIDENCY APPLICATION SERVICE (ERAS®)
A service that transmits residency applications, letters of recommendation, Dean’s Letters/MSPE, transcripts, and other supporting credentials from applicants and medical schools to residency programs using the Internet.

1. Contact Info: (ERAS will contact new DMEs using the contact information that was provided to the AOA)
   a. Web: http://www.aamc.org/audienceeras.htm
   b. Email: erashelp@aamc.org
   c. PH: (202) 828-0413
   d. ERAS
      Association of American Medical Colleges
      2450 N Street, NW
      Washington, DC 20037

C. NATIONAL MATCHING SERVICE (NMS)
The Intern/Resident Registration Program is sponsored and supervised by the American Osteopathic Association (AOA). The Matching Program is administered on behalf of the AOA by National Matching Services, Inc.

1. Contact Info:
   a. Web: http://www.natmatch.com/aoairp/
   b. Email: aoairp@natmatch.com
   c. PH: (416) 977-3431
   d. National Matching Services Inc.
      20 Holly Street, Suite 301
      Toronto, Ontario
      Canada, M4S 3B1
Additional information regarding the AOA Match including important dates and deadlines can be found on the DO-Online website at the following address:
https://www.do-online.org/index.cfm?PageID=edu_main&au=D&SubPageID=sir_postdoc&SubSubPageID=sir_matchprotocol

III. TIVRA AND OPPORTUNITIES

New Directors of Medical Education are provided with a login and password to complete the Opportunities and TIVRA surveys. Completion of the TIVRA and OPPS surveys is mandatory according to the *AOA Basic Document for Postdoctoral Training Programs (rev. 07/2009)* Sections B2.3 & B2.4 respectively. Please contact AOA staff at Opportunities@osteopathic.org or TIVRA@osteopathic.org if you need assistance with your login and password.

A. OPPORTUNITIES

Opportunities is the AOA online program directory. It is available year-round and Directors of Medical Education may update program information at any time. The AOA requires that programs update their information at least once a year. All new programs are encouraged to complete the Opportunities survey as soon as possible.

1. Resources
   a. The Opportunities Handbook can be found online at:
   b. An Opportunities Webinar can be found online at:
      http://opportunities.osteopathic.org/program/Opportunities_Webinar_May_07_2008.wmv
   c. Help Email: opportunities@osteopathic.org
   d. Help Phone Line: (312) 202-8289

B. TIVRA

The “Trainee Information, Verification, and Registration Audit”, TIVRA for short, is the only AOA-approved method of registering osteopathic interns and residents in AOA-approved postdoctoral training programs. TIVRA is a web-based data entry system designed to collect trainee information. The system is on-line and generally available for use each year in the fall. During this period, programs must enter new trainees into the system. In addition, the program must verify trainee contracts for the previous year.

1. Resources
   a. The TIVRA Handbook can be found online at:
   b. A TIVRA Internship Webinar can be found online at:
      http://opportunities.osteopathic.org/program/TIVRA_Internship_Webinar.wmv
   c. A TIVRA Residency Webinar can be found online at:
      http://opportunities.osteopathic.org/program/TIVRA_Residency_Webinar.wmv
   d. Help Email: tivra@osteopathic.org
   e. Help Phone Line: (312) 202-8299
IV. PROGRAM CHANGES

The AOA Basic Document for Postdoctoral Training Programs (rev. 07/2009) Section II, BB, 2.1 requires that, “Intern or residency programs approved for training shall immediately report any substantive administrative changes (DME, program director, sponsorship or affiliation agreement) that may occur during the year to the AOA Division of Postdoctoral Training, OPTI and to the appropriate specialty college.”

If there are changes to your programs please reach the appropriate contact (see Section VIII) as soon as possible.

V. DUAL PROGRAMS

The AOA Basic Document for Postdoctoral Training Programs (rev. 07/2008) defines a Dually Approved Program as an AOA program in which an osteopathic trainee is registered in a residency program that is accredited by both the AOA and ACGME. The osteopathic trainee receives both AOA and ACGME credit.

A. CREDIT FOR DOs TRAINING IN ACGME PROGRAMS THAT BECOME DULLY (AOA/ACGME) ACCREDITED

According to the AOA Basic Document for Postdoctoral Training Programs (rev. 07/2008) section V, C, 5.5, “Any osteopathic physician who has successfully completed an AOA-approved internship with its rotational equivalents and subsequently enrolls in a postgraduate training program that becomes accredited by the AOA while that osteopathic physician is enrolled in the training program shall automatically be considered to have spent their entire training time in an AOA-approved program.”

In order to request AOA credit for DO trainees that are training in an ACGME program at the time when it received AOA approval thus becoming dually approved, please submit a letter (signed by the Program Director or DME) with the trainee names and contract start and projected end dates to the AOA Trainee Services Manager at:

Thomas Duffy, MPH, Trainee Services Manager
AOA Department of Education
142 East Ontario Street
Chicago, IL  60611
tduffy@osteopathic.org
FX: (312) 202-8389

The relevant specialty college should also be contacted in order to verify that the trainee will be eligible to sit for his/ her osteopathic Board Exam.

VI. PROGRAM DIRECTOR’S ANNUAL RESIDENT REPORTS

As part of its effort to monitor the educational progress of residents, the American Osteopathic Association asks that you complete a Program Director’s Annual report on each osteopathic physician in your program. These reports will be reviewed by the specialty colleges and become part of the resident’s permanent file. Completion of a residency program requires an annual report from the resident and the program director.
for each year of training. Please evaluate the performance of the resident within thirty (30) days for the completion of the training year. The completed report should be sent directly to the appropriate specialty college listed on the attached sheet. This report includes observations of the resident in both in-hospital and ambulatory care settings. The report can be found on the DO-Online website at the following address:

VII. INTERNAL REVIEW

The AOA Basic Document for Postdoctoral Training Programs (rev. 07/2008) Section II, K, 2.1, d states that, “Reviews must be conducted at approximately the midpoint between the AOA program surveys. Although departmental annual reports are often important sources of information about a program, they do not meet the requirement for a periodic internal review.” For detailed information regarding the Internal Review process please refer to Section II, K of the Basic Document for Postdoctoral Training Programs (rev. 07/2008)

VIII. CONTACT INFORMATION

A. AOA DIVISION OF POSTDOCTORAL TRAINING

TBA, Director,
Division of Postdoctoral Training

Elizabeth Freeman, EdS, Assistant Director
Secretary to the PTRC (Program and Trainee Review Council)
Toll Free 800/621-1773, Ext. 8058
Direct 312/202-8058
Fax 312/202-8358
bfreeman@osteopathic.org

Focus: Oversight and management for the division, program services, inspections, specialty standards and the AOA Basic Document.

Program / Inspection Coordinators
Coordinate and manage services to postdoctoral training programs, including applications, inspections and programs changes.

Marshall Brown, Senior Coordinator
Residency Programs & Inspection
Toll Free 800/621-1773, Ext. 8090
Direct 312/202-8090
Fax 312/202-8390
mbrown@osteopathic.org

Focus: Residencies in Neuromusculoskeletal Medicine, Physical Medicine/Rehabilitation, Radiology, Sports Medicine, Occupational/Preventive Medicine, Pediatrics
Robert Davis, Coordinator  
Internship and Residency Programs & Inspections  
Secretary to the IEC (Internship Evaluating Committee)  
Toll Free 800/621-1773, Ext. 8080  
Direct 312/ 202-8080  
Fax 312/202-8380  
ravis@osteopathic.org  
Focus: Internships; Residencies in Internal Medicine, Orthopedics, Pathology, Proctology.

Cynthia Young-Hollis, Coordinator  
Toll Free 800/621-1773, Ext. 8092  
Direct 312/202/8092  
Fax: 312/202-8392 cyhollis@osteopathic.org  
Focus: Residencies in Anesthesiology, Dermatology, Neurology/Psychiatry, Obstetrics and Gynecology, Ophthalmology/Otolaryngology, Surgery

Alisa Pierson, Coordinator  
Residency Programs & Inspections  
Toll Free 800/621-1773, Ext. 8085  
Direct 312/202-8085  
Fax 312/202-8385  
apolson@osteopathic.org  
Focus: Residencies in Family Practice and Emergency Medicine

B. TRAINEE SERVICES

Thomas Duffy, MPH, Manager  
Toll Free 800/621-1773, Ext. 8068 Direct 312/202-8068 Fax 312/202-8368  
tduffy@osteopathic.org  
Focus: Coordinates the daily operation of trainee services within the Certification and Trainee Division; liaison to Division of Postdoctoral Training, OPTI and PTRC

Barbara Coleman, Senior Coordinator  
Toll Free 800/6521/1773, Ext. 8091 Direct 312/202-8091 Fax 312/202/8391  
Focus: Implements policies and procedures related to the intern training approvals, including military training. Works with Interns and Directors of Medical Education to facilitate the administrative aspects of training.

Maria Santiago, Coordinator  
Toll Free 800/621/1773, Ext. 8087 Direct 312/202/8087 Fax 312/202/8387  
Focus: Assist individuals seeking allopathic residency approval. Acts as liaison to specialty colleges regarding allopathic residency equivalencies.
IX. WEB LINKS

The DO-Online Website
https://www.do-online.org/

The DO-Online Standards, Inspection Workbooks & Segregated Totals Forms
https://www.do-online.org/index.cfm?PageID=ace_postdocstdspeclistnew

The DO-Online Resources and Information for Trainees
https://www.do-online.org/index.cfm?PageID=ace_trainees

The AOA Basic Document for Postdoctoral Training Programs
https://www.do-online.org/pdf/sir_postdoctrainproced.pdf

The AOA Annual Resident Report

Contact Information for Specialty College Affiliates
https://www.do-online.org/index.cfm?PageID=lcl_main&au=A&SubPageID=lcl_spelty

National Matching Services
http://www.natmatch.com/aoairp/

ERAS
http://www.aamc.org/audienceeras.htm

Opportunities and TIVRA
http://opportunities.osteopathic.org/index.htm