

REGULATIONS GOVERNING FELLOWSHIP
IN THE
ASSOCIATION OF OSTEOPATHIC DIRECTORS AND
MEDICAL EDUCATORS (AODME)

Requirements Specifically Pertaining To:

Osteopathic Physicians = **DO**

Non-Physicians = **NP**

1.0 ELIGIBILITY

1.1 The philosophy behind the Fellowship is that the candidate, in order to be honored by the award of Fellow in recognition of long and meritorious service to the AODME and the osteopathic profession, **PRIMARILY** must have supported the AODME by attendance, with committee service, and in program participation/presentation/lecturing; and **SECONDARILY** must have supported the osteopathic profession while active in a medical specialty area and/or a professional occupation/career related to osteopathic medicine/medical education, and in osteopathic fields outside of the AODME.

2.0 REQUIREMENTS OF ELIGIBILITY

2.1 **DO & NP:** Must have been an active member of the AODME for the last five (5) consecutive years, or for a total of at least eight (8) years, including the year in which the application is made.

2.2 **DO:** Must have been a Director of Medical Education, Associate DME, Medical Director, COM Dean, COM Associate/Assistant Dean, COM Faculty or OPTI Officer and have had that responsibility for the years counted in 2.1.

NP: Must have been a non-physician/medical educator with a title which indicates leadership in medical education/administration in American Osteopathic Association accredited institutions (e.g. Administrative Director of Medical Education, Associate Director of Medical Education, COM Associate/Assistant Dean, COM Faculty, OPTI Officer, etc.), programs established as a part of the College/Hospital Affiliated Internship program (e.g. Administrative Director of Medical Education, Associate Director of Medical Education, etc.), or colleges of osteopathic medicine for the years counted in 2.1.

2.3 DO & NP: Must have attended at least three (3) of the AODME Spring meetings for each of the years counted in 2.1.

2.4 DO & NP: Must have attended more than half of the meetings (where applicable) of the appropriate Affiliated AODME District since having membership in the AODME for the years counted in 2.1. If not applicable, an explanation must be provided by the applicant.

2.5 DO: Must have had at least three (3) years of active practice of osteopathic medicine.

NP: Must have had at least three (3) years of active practice/participation in a professional occupation related to osteopathic medicine/medical education.

2.6 Must have served on the AODME Board of Trustees for a minimum of one (1) term; served on an AODME Committee for a minimum of two (2) years; OR must have participated as an AODME program faculty member or presenter for a minimum of two (2) separate occasions.

3.0 SELECTIVES

3.1 DO & NP: The candidate must have participated in at least four (4) of the following activities:

3.1a DO & NP: Must have been a member of the AODME Program/Education Committee at least one (1) year during the years counted in 2.1.

3.1b DO: Must have participated as an A.O.A. approved Internship Inspector, Residency Inspector, OPTI Inspector, A.O.A. Hospital Accreditation Inspector for one (1) unit per program, or as a consultant for two (2) units per program for the Committee on Postdoctoral Training or for the Committee on Hospital Accreditation, or for the Committee on Colleges of the A.O.A. for a combined total of six (6) units of credit.

NP: Must have participated as an A.O.A. approved Internship Inspector, Residency Inspector, OPTI Inspector, A.O.A. Hospital Accreditation Inspector for one (1) unit per program, or as a consultant for two (2) units per program for the Committee on

Postdoctoral Training or for the Committee on Hospital Accreditation, or for the Committee on Colleges of the A.O.A. for a combined total of six (6) units of credit.

- 3.1c DO & NP: Must have developed and presented programs or seminars open to non-staff physicians or personnel pertinent to the objectives of the AODME for a combined total of twenty (20) hours.
- 3.1d Have a current and active involvement with an affiliated Clinical Clerk program, e.g. oversight for curriculum, scheduling, evaluation, etc.
- 3.1e Published papers pertinent to the objectives of the AODME.
- 3.1f Present papers to the medical staff and/or hospital staff pertinent to the objectives of the AODME.
- 3.1g Present papers to the public pertinent to osteopathic medicine.
- 3.1h Participate in radio programs as an osteopathic physician/educator.
- 3.1i Participate in a television program as an osteopathic physician/educator.
- 3.1j Present papers at state or national osteopathic conventions or seminars pertinent to the objectives of the AODME.
- 3.1k Be active on committees or in offices of state or national osteopathic medical/medically-related organizations other than those in 2.0.
- 3.1l Be a guest editor for a state or national osteopathic journal.
- 3.1m Be specialty editor for a state or national osteopathic journal.
- 3.1n Be an active member of an organized health related committee or organization on a local, state or national level, such as Professional Standards Review Organization, Health System Agency, Health Department, Medical Advisory Committee, etc., for at least two (2) years of service.
- 3.1o Must have participated as a supporting-faculty-resource in the “New DME Seminar” when held in conjunction with AODME meetings, for a minimum of two (2) instances.
- 3.1p Must have presented a minimum of two posters at the AODME annual

conference poster session either as an author or co-author.

4.0 ELECTIVES

4.1 DO & NP: The candidate must have participated in at least six (6) of the following activities which have not been counted in 3.0.

4.1a Has attended AODME conventions and seminars more than five (5) times.

4.1b Has been an active member of the AODME for more than ten (10) years.

4.1c Is certified by an A.O.A. specialty college, or is authoritatively recognized/certified by an appropriate professional-related organization.

4.1d Is a Fellow of an A.O.A. specialty college, or is correspondingly appropriately recognized by his/her professional-related organization.

4.1e Has attended home state convention more than five (5) times.

4.1f Has attended the A.O.A. convention more than five (5) times.

4.1g Has attended his/her specialty practice college convention, or appropriate corresponding professional-related organization convention/meeting, more than five (5) times.

4.1h Has attended Association of Hospital Medical Education (AHME), the American College of Physician Executives (ACPE), or other medical education convention or seminar more than two (2) times.

4.1i Has lectured at an osteopathic college on three (3) or more occasions.

4.1j Has lectured at a non-osteopathic educational institution on topics pertinent to osteopathic medicine.

4.1k Has been a chairperson of an AODME or AHME Committee.

4.1l Has been a trustee of the AODME, AHME, or other appropriate

professional-related organization.

- 4.1m Has been a trustee of the A.O.A, or other appropriate professional-related organization.
- 4.1n Has been a trustee of an osteopathic college or hospital, or other appropriate professional-related college or hospital.
- 4.1o Has been an officer of the A.O.A, or other appropriate professional-related national organization.
- 4.1p Has been an officer of the State Osteopathic Association, or other appropriate professional-related state organization.
- 4.1q Has been an officer of an osteopathic specialty college, or other appropriate professional-related college.
- 4.1r Has been an officer of an Affiliated AODME District, other than being a board member of the AODME.
- 4.1s Has been a member of an A.O.A. Committee or task force, or other appropriate professional-related organization, not covered above.
- 4.1t Has been in active professional practice more than ten (10) years, in a medical and/or medically-related field.
- 4.1u Has been active in inspections and/or consultations for the A.O.A., or in other appropriate professional-related inspections and/or consultations, for more than five (5) years.
- 4.1v Has completed a seventh and eighth activity in 3.0.
- 4.1w Is a member of an organized health committee - local, state or national not otherwise listed.
- 4.1x Has obtained maximum approval for intern training following an A.O.A. inspection; OR, a three (3) year approval, or greater, following two (2) consecutive inspections.
- 4.1y Has obtained maximum accreditation of the hospital following an A.O.A. inspection.

4.1z Other acceptable activities which result in exposure to any segment of the public other than patients, and to the osteopathic profession.

4.1aa Participated as faculty at two (2) additional AODME or AHME conventions or seminars, during the years counted in 2.1, other than those faculty member or presenter occasions as counted in 2.9.

4.1ab Participated on an additional AODME or AHME committee for at least one (1) year during the years counted in 2.1.

5.0 REVIEW AND VOTING

5.1 When an AODME member desires to pursue Fellowship status, the member shall request that a Collegium Fellow function as his/her sponsor. The sponsor shall oversee the candidate's preparation of the application and a file documenting the completion of the requirements governing the Fellowship, for future review by the Collegium. The sponsor must provide a signed summary of the requirements met by the candidate in support of the application.

5.2 When an AODME member has established his/her eligibility for Fellowship status, he/she must request a Fellowship application in order to become a Fellowship Candidate. Such request shall be directed to the Collegium Chairperson.

5.3 The Candidate's application must be received by the Collegium Chairperson on or before October 1st of the year prior to the Spring induction ceremony. It is the Candidate's sole responsibility to provide full and complete documentation for all criteria selected. Four (4) copies of the application and supporting documentation must be sent to the AODME Headquarters, along with a letter of support from the Collegium Fellow Sponsor explaining why he/she is supporting the Candidate and what particular aspects of the

Candidate stand out that relate to the philosophy of the AODME Fellowship. Full and complete documentation and/or supporting information for the application must be received on or before January 1st of the year of the Spring induction ceremony. A preliminary review of the file will be conducted by the Collegium Chairperson within a two (2) week period of time to verify that it is

complete and adequate. The Chairperson will then carry out any necessary correspondence or communication. The completed file (application and documentation) will then be presented to a committee of three (3) Fellows appointed by the Chairperson. A criterion used in one (1) area may not be utilized to satisfy the requirement in another area, by substitution. The committee will review the Candidate's file and certify to its completeness and adequacy within a three (3) week period of time.

5.4 The name and application of the Fellowship Candidate will be mailed to all Fellows, including the items below, not less than two (2) months prior to the Spring meeting of the AODME. Although the complete documentation in the Fellowship Candidate's file will normally not be sent to the Fellows at the time of voting, said file may be requested for viewing by any Fellow:

- A. SPONSOR'S SIGNED SUMMARY
- B. A BALLOT
- C. A RETURN ENVELOPE

The Fellows will vote and return their ballots to the Collegium Chairperson within a two (2) week period of time.

5.5 A two-thirds (2/3) affirmative vote of all VOTING Fellows (i.e. ballots returned) will affirm that the candidate is acceptable. The Collegium Chairperson will make the results of the balloting known to the Fellows, the AODME, and the Fellowship Candidate(s).

6.0 AWARDING THE FELLOWSHIP

6.1 During the Spring meeting, at an appropriate assembly of the AODME, the sponsor along with the Collegium of Fellows, will present the successful Fellowship Candidate to the membership of the AODME.

6.2 The award of Fellow, represented by an appropriate certificate and medallion, will be made by the Collegium Chairperson on behalf of the Collegium of Fellows.

Approved: June 22, 2004
April 10, 2006

Glossary of Terms

Active Membership

Each active member will be assigned to one of the following sub-categories:

HOSPITAL – DME, ADME, or hospital based administrative employees.

COLLEGE – Dean or academic faculty who is employed by an osteopathic college.

OPTI – Academic or administrative officers of an OPTI.

SPECIALTY COLLEGE – Program Director, Associate Program Director, or clinical faculty that spend the majority of their time in an osteopathic undergraduate or graduate medical education clinical training position.