

## Procedures for Applying for a New Osteopathic Intern Training Program

Applications for new intern programs submitted to AOA must include all signatures and all attachments.

Applications will not be reviewed by AOA staff until all information is complete.

**Incomplete applications will not be forwarded to ECCOPT for review.**

To be complete, applications must include the following items and information:

- 1) Applications must be signed by CEO, DME, applicable sponsor and OPTI.
- 2) Copies of all the following documents **must be submitted** with the application:
  1. Letter appointing DME.
  2. Curriculum vita for the DME.
  3. Copy of applicable (osteopathic hospital or COM) sponsorship agreement.
  4. Copy of OPTI agreement.
  5. Copies of affiliation agreements for offsite rotations, if applicable.
  6. Hospital statistics.
  7. Rotation schedule for intern class.
  8. Form for evaluation of interns.
  9. Form for evaluation of rotations.
  10. Osteopathic Intern Training Manual

Application  
For  
New Intern Training Program

**Two (2) copies of the application & all documents must be submitted.**

Name of Institution applying for new intern program:

\_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Director of Osteopathic Medical Education: \_\_\_\_\_

*(Must be a D.O. who completed an AOA-approved internship.)*

Osteopathic Education Contact Person: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Sponsoring institution: \_\_\_\_\_  
(Must be an AOA-accredited Hospital or Osteopathic College, if applying institution is not AOA accredited.)

Associate Institution/s:

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_  
(If most or all of the training will be held at this additional location.)

January, 2002

Affiliate Institutions/s:

Name of institution: \_\_\_\_\_

Address of institution: \_\_\_\_\_  
(Other institutions where outside rotations are going to be held. List rotations.)

OPTI Affiliation: \_\_\_\_\_

Specify date you wish to start training: \_\_\_\_\_  
(Generally July 1 of the following year.)

Number of positions for which approval is requested: \_\_\_\_\_

Number of these positions you expect to fund during the first training year: \_\_\_\_\_

Rotation schedule being adopted for the first year of the internship:

\_\_\_\_ Traditional rotating (See model internship curriculum that includes the five core rotations.)

\_\_\_\_ Special emphasis \_\_\_\_\_

\_\_\_\_ Specialty track \_\_\_\_\_

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Signature of the Chief Executive Officer

Date

Name, typed

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Signature of the Director of Medical Education                      Date                      Name, typed

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Signature from Sponsoring Institution                      Date                      Name, Title, typed  
(If applicable)

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Signature from OPTI                      Date                      Name, Title,  
typed

Attach a check for the appropriate amount, as determined by the chart below:

<b><u>Hospital Bed Size</u></b>	<b><u>Fee</u></b>
150 beds or less	\$ 700
151 – 299 beds	\$ 950
300 beds or more	\$1,300

Application fees are waived for fiscal years 2002/2003 and 2003/2004.

Mail application and check to:  
American Osteopathic Association  
Division of Postdoctoral Training  
142 E. Ontario Street  
Chicago, IL 60611-2864

*Please note:*  
The consultant surveyor will confirm the information on this application during the site visit. Use this application as a guide to determine that all standards are or will be met. Answer briefly here, but be prepared to expand on the answers during the site visit. Please furnish documentation where requested and label with appropriate AOA standard number, as listed.

**A. FACULTY AND ADMINISTRATIVE STAFF**

1) The Director of Medical Education (DME) at the sponsoring organization must be an osteopathic physician with AOA-approved postdoctoral training. (Standard III, A, 3)

DME's name: \_\_\_\_\_

His/her internship training: \_\_\_\_\_  
(*Attach curriculum vita showing credentials.*)

2) The DME is formally appointed by the institution as the person who will be responsible for the clinical education of interns. (Standard III, A, 4) (Attach letter of appointment.)

3) The DME will meet with the interns at least quarterly to insure that program objectives will be met. (Standard III, A, 5)

*Attach or explain a schedule/plan of meetings:*

4) The internship must have a program director to function as the administrative and education director of the program and may be the same individual as the DME. (Standard III, B,1-4)

*Describe how this requirement will be met:*

5) The institution may appoint an administrative director of medical education who is responsible for coordination of the program. *If there will be an administrative director of medical education, please note below.* (Standard III, C, 1)

Name: \_\_\_\_\_

Credentials: \_\_\_\_\_

6) The Education Committee shall include the DME, administrative personnel, and representatives of major affiliates and clinical services. (Standard III, D, 1)

*Identify members of the committee and specialties represented:*

7) The Education Committee shall work to maintain and improve program quality. It shall meet at least monthly. Minutes of the committee meetings must be maintained. (Standard III, D, 1)

*Attach meeting schedule.*

8) The Education Committee shall be organized to assist the DME to develop and implement a high-quality educational program for interns. The committee shall, in cooperation with the DME, develop a curriculum and methods of evaluation of the educational experience of the intern during training. (Standard III, D, 2)

*Describe how your Education Committee will function:*

9) The Education Committee will participate in program and intern evaluation. (Standard III, D, 3)

*Describe how the Education Committee will participate in the evaluation process:*

10) Professional staff members who serve as faculty of the program must be qualified by training and experience to perform this role and be proficient in their areas of practice. A list of teaching faculty and their credentials must be available to the AOA site visit team for review at the time of inspection. (Standard III, E, 1)

*Comment on number, training and experience of faculty. List key faculty for each curriculum component. Attach a list of the physicians on staff at your facility and their specialty. Indicate the names of the physicians who will be involved in the training program.*

11) In addition to being medically competent, the professional staff members must be willing and able to provide instruction to interns at the bedside and in ambulatory settings. They must provide time in patient care schedules for the conduct of education. (Standard III, E, 2)

*Comment on evidence of faculty interest and ability for teaching.*

12) The professional staff should include an individual or individuals qualified to teach bio-psychosocial component. (Standard III, E, 4)

*Name faculty who will have this responsibility and method of offering this component::*

## **B. ADMINISTRATION OF THE EDUCATIONAL PROGRAM**

The intern training program shall have formal policies to direct the activities of interns and interns must be advised of these policies, in writing, upon entrance into the program. Please furnish a copy of the intern training manual with administrative policies listed.

13) The minimum period of service for the completion of the intern program shall be fifty-two (52) weeks. A maximum of twenty (20) business days of vacation, professional, sick or other leave may be granted by the DME. If an intern will be given a leave of absence for reasons of maternity, physical or mental disabilities and returns to duty, he/she may continue the training to completion for the required fifty-two (52) weeks. The program shall have a written statement of policies regarding leave, within the Intern Manual. (Standard IV, A, B)

*Note: Federal or state law or union regulations may impose requirements regarding vacation or leave other than the AOA policy; if so, the institution must follow the law or union regulations.*

*Briefly comment on proposed leave policies:*

14) At the beginning of the intern training program, there shall be a period devoted to formal orientation of the interns to the administrative and professional organization of the program, facilities available in the laboratories, nursing, social services, risk management, quality assessment, dietetics, record room, and pharmacy. Interns shall be advised

regarding duties, professional ethics and conduct towards other members of the health care team. (Standard IV, C)

*Briefly comment on proposed orientation.*

15) Interns are required to devote their entire effort to the educational program.  
(Standard IV, D)

*Note: While residents may do outside work with approval (see residency policies), interns may not.*

*State your intern policy.*

16) Each intern shall receive a medical evaluation, and routine laboratory studies as required by the institution at the beginning of the internship and periodically as indicated.  
(Standard IV, E)

*State your institution policy.*

17) There shall be a training manual, which will include, but not be limited to the following:  
(Standard IV, G)

1. Educational goals and objectives for all core rotations.
2. Rules and regulations regarding intern duties and responsibilities, including floor procedures and general orders.

3. Leave policies.
4. All financial arrangements, including housing, meals and other benefits, as determined by the institution and described in the intern contract.
5. An outline of the content of the orientation program.
6. Reminders that outside clinical work for pay is prohibited.
7. Interns must remain members of the AOA.
8. Policies governing evaluation and appeal mechanisms.

*Attach a copy of the osteopathic training manual.*

### **C. CLINICAL AND EDUCATIONAL RESOURCES**

Institutional facilities and resources must be adequate to provide educational opportunities to the intern. The institution must assume the financial, technical and educational support and provide the necessary space, facilities and learning environment for the establishment and maintenance of an approved program.

18) The institution shall provide an appropriate medical library which is properly staffed and maintained by a qualified librarian. This library shall include access to standard medical reference texts and current medical journals. (Standard V, A)

*Describe your library facility, including information on access, staffing, computer and other learning resources, etc.:*

19) The institution should provide the intern with 24-hour access to basic clinical texts to allow interns "on-call" to consult necessary references. (Standard V, A-2)

*Comment on this access (which may be part of an emergency department or other accessible facility).*

20) Conference rooms shall be available for formal instruction. (Standard V, B)

*Describe space availability:*

21) Teaching aids should be provided to facilitate learning. (Standard V, C)

*Describe teaching aids available:*

22) Financial support provided to the interns shall be adequate. (Standard V, D)

What is the intern salary? \_\_\_\_\_

What other financial support is provided for interns? \_\_\_\_\_

23) Will the patient volume on each rotation provide sufficient scope and variety to allow the internship to be a worthwhile educational experience? (Standard V, E)

*Attach a copy of hospital statistics (for example, admissions, surgeries, mortalities, outpatient cases) for the past calendar year.*

24) To present an overview of the educational experience at your institution, please complete the following informational grid.

Licensed bed capacity in most recent fiscal year. \_\_\_\_\_ Fiscal year: \_\_\_\_\_

Average percentage for occupancy of licensed beds in most recent fiscal year: \_\_\_\_\_

Average daily inpatient bed census; acute care services only:

\_\_\_\_\_

List all regular ambulatory services that will be routinely used for interns. For each site, list specialty, location and average number of patients per day/per supervised teaching site.

Specialty

Location

Number of Patients/Day

a.

b.

- c.
- d.
- e.
- f.
- g.

To verify the average patient volume and the number of trainees on the various rotations, please fill in statistical information below. The first two columns are the number of patients on the service. The last four columns are the number of trainees on that service during each day. If you need to give details, explanations or additional information on rotations, please do so on an additional page.

Service	-----PATIENTS-----		-----NUMBER OF TRAINEES-----			
	Base Site Census	Affiliate Site Census	Clinical Clerks	Interns	D.O. Residents	ACGME Residents
Inpatient Family Medicine	Daily	Daily				
Inpatient Internal Medicine	Daily	Daily				
Inpatient Medical Specialties	Daily	Daily				
Inpatient Surgery	Annual	Annual				
Outpatient Surgery	Annual	Annual				
OB Deliveries	Annual	Annual				
Inpatient Pediatric	Daily	Daily				
Other						

inpatient services	<b>Daily</b>	<b>Daily</b>				
ICU Critical Care	<b>Daily</b>	<b>Daily</b>				
Ambulatory Internal Medicine	<b>Monthly</b>	<b>Monthly</b>				
Ambulatory Family Medicine	<b>Monthly</b>	<b>Monthly</b>				
Ambulatory Gynecology	<b>Monthly</b>	<b>Monthly</b>				
Ambulatory Pediatrics	<b>Monthly</b>	<b>Monthly</b>				
Emergency Medicine	<b>Annual</b>	<b>Annual</b>				

**D. CURRICULUM AND INSTRUCTION**

25) The intern standards include different rotation schedules such as: rotating internships, various special emphasis or specialty track internship program curriculum. (Standard VII)

Please designate which rotation schedule/s your program will use:\_\_\_\_\_

**E. TRADITIONAL ROTATING INTERNSHIP**

The basic core rotations are family practice, general internal medicine, general surgery, obstetrics/gynecology, pediatrics and emergency medicine. Medical/surgical subspecialties—other than those identified below, MAY NOT substituted.

26) Four (4) weeks or one (1) month of family practice. Family practice may be offered as an ambulatory or inpatient family medicine block or half/day per week continuity of care for forty-six (46) weeks or combined ambulatory/inpatient block. This rotation may include, but is not limited to experiences in the following: general practice office; geriatrics; hospice; school physician; venereal disease clinics or public health clinics. (Standard VII, A, 4)

*Where and how will this component be taught?*

*List key teaching faculty:*

27) No less than eight (8) weeks or two (2) months of general internal medicine. This rotation time may be spent in any one or combination of the following equivalent rotations: ICU/CCU; ambulatory care clinic; geriatrics; public health clinics; any medical subspecialty; inpatient general internal medicine. (Standard VII, A, 2)

*Where and how will this component be taught?*

*List key teaching faculty:*

28) Four (4) weeks or one (1) month of exposure in emergency medicine at the base or an affiliate training site is required. (Standard VII, A, 3)

*Where and how will this component be taught?*

*List key teaching faculty:*

29) Additional training time will be defined by the institution. If the family practice requirement is fulfilled through continuity of care for the entire training year, an additional four (4) weeks or one (1) month will be available for training as defined by the institution. (Standard VII, A, 5-8)

*Where and how will these components be taught?*

*List key teaching faculty:*

#### **F. INTERNSHIP OPTIONAL ROTATION SCHEDULE**

30) If you will be presenting one of the special emphasis internship or one of the specialty track internships, please submit a copy of the curriculum you will be using. Be sure to include where and how all components will be taught and the list of key teaching faculty.

NOTE: These tracks may only be offered in institutions with approved AOA residencies in the respective specialties.

#### **G. ADDITIONAL CURRICULUM COMPONENTS**

In addition to the required rotations outlined above, each intern program must have the following curriculum components:

31) Osteopathic principles and practice must be incorporated throughout the program. This will include structural and palpatory diagnosis and osteopathic manipulative treatment. Such diagnosis and treatment shall be documented on patient charts. (Standard VII, D, 1)

*Describe how this requirement will be met:*

32) Bio-psychosocial knowledge and skills shall be taught in both formal and informal settings throughout the internship. These shall include such factors as medical sociology, doctor/patient/family communication, crisis recognition and intervention, interviewing skills, anxiety/depression recognition and management, and substance abuse care. (Standard VII, D, 2)

*Describe how this requirement will be met:*

33) Each intern shall receive exposure to anesthesiology, pathology, radiology, and other disciplines related to the clinical practice of medicine. (Standard VII, D, 3)

*Describe how this requirement will be met:*

34) Educational goals and objectives shall be defined for each rotation and be included in the training manual. (Standard VII, D, 4)

*Describe how this requirement will be met:*

- 35) The intern shall be expected to develop the skills to produce high-quality medical records. The intern shall: (Standard VII, D, 5)
- a. Obtain and record the patient history.
  - b. Perform and record the results of the physical examination, including use and application of osteopathic principles and therapeutics.
  - c. State the working diagnosis on each assigned patient.
  - d. Write daily progress notes that are dated, timed, signed and identifying intern status.

*Describe how this requirement will be met:*

36) Interns should follow assigned hospital patients from admission to discharge. At time of discharge or service change, interns must record a concluding progress note summarizing the patient's course in the hospital for patients for whom they have been assigned major responsibility. This note shall be reviewed by an appropriate professional staff member. (Standard VII, D, 6)

*Describe how this requirement will be met:*

37) The institution and intern shall each retain a copy of a detailed record (log) of activities on each assigned rotation. The minimum information required in these logs is specified on forms provided by the division of Postdoctoral Training of the AOA Department of Education. This information shall be used by the institution in evaluating its training program and is of value to other institutions in determining initial privileges to be granted to a physician upon admission to their professional staff. These logs and associated patient charts shall be subject to review by authorized AOA inspection teams. Interns shall be advised to keep copies of all logs permanently and institutions shall retain all original logs for a minimum of three (3) years. (Standard VII, D, 7)

*Describe how this requirement will be met:*

38) In-hospital intern instruction shall consist of regular daily rounds with well-conducted bedside teaching. On in-hospital rotations, the intern shall make rounds with the attending and resident staffs at suitable intervals, preferably on a daily basis. There shall be systematic instruction of the intern by the attending physicians, with discussion of the history, physical and laboratory findings and diagnosis and treatment. (Standard VII, D, 8)

*Describe how this requirement will be met:*

39) Under supervision of the attending staff, the intern shall be given increasing responsibility to acquire confidence in clinical judgment. Those institutions conducting

clinical clerkship, internships and residency programs must exercise care to ensure that no group is neglected in the training program. The duties and responsibilities of students, interns and residents should be clearly defined. It shall be the responsibility of the chief of each service to ensure that every member of the house staff is receiving the supervision required and is being given responsibility commensurate with the ability and stage of training. (Standard VII, D, 9)

*Describe how this requirement will be met:*

40) The staff must recognize its obligation, for teaching purposes, in permitting full utilization of all patients assigned to interns. (Will separate teaching and non-teaching faculty exist?) (Standard VII, D, 10)

*Describe how this requirement will be met:*

41) The number of patients assigned to an intern shall be sufficient for adequate volume and variety, but at the same time, shall be appropriately limited to ensure that interns have adequate opportunity for thorough study and proper attention to assigned patients. (Standard VII, D, 11)

*Describe how this requirement will be met:*

42) Ambulatory rotations shall be appropriately organized, administered and supervised to provide diversified learning opportunities. (Standard VII, D, 12)

*Describe how this requirement will be met:*

43) Clinical conferences shall be scheduled regularly for the house staff. A record must be kept of attendance. (Standard VII, D, 13)

*Describe how this requirement will be met:  
(Attach draft of clinical conference schedule).*

44) Interns shall participate in appropriate staff activities that evaluate patient care, such as: medical audit, mortality, tissue, utilization review, quality assessment and tumor committee meetings. A clinical-pathological conference (CPC) shall be conducted at least once a month with the cooperation of the pathologist and other appropriate clinicians. Records shall be kept of intern participation in department meetings, staff meetings and all other educational activities. (Standard VII, D, 14)

*Describe how this requirement will be met:*

45) Interns shall participate in a reading program. This may be demonstrated by reporting current medical opinions concerning types of cases similar to those on assigned services or by review of special topics at staff conferences or journal club meetings. A record shall be kept of such reading assignments on the intern log. (Standard VII, D, 15)

*Describe how this requirement will be met:*

## H. EVALUATION OF INTERNS

There must be effective evaluation of all components of the intern program. This evaluation must relate to the educational objectives of the program and shall include the intern's clinical experiences, intellectual abilities and skills, and attitudes and interpersonal relationships.

46) At the completion of each rotation, the intern shall be evaluated by the appropriate faculty staff. These evaluations shall be signed by the assigned trainer and the intern, reviewed by the DME, and maintained on file in the medical education office. (Standards VIII, A)

*Describe how this requirement will be met:*

*Attach a copy of the form that will be used in evaluation of interns.*

47) The DME and the Education Committee or a specialty residency evaluation committee (if applicable), shall review the performance of every intern on a quarterly basis to insure that educational objectives are being met. (Standard VIII, B)

*Describe how this requirement will be met:*

48) Prior to early termination of an intern contract, the institution shall provide the intern with appropriate counseling. There shall be written documentation of deficiencies and attempts to resolve these concerns. (Standard VIII, C)

*Describe how this requirement will be met:*

49

49) In cases of early termination of an intern contract, the DME shall provide the intern with documentation regarding which rotations, if any were completed satisfactorily. (Standard VIII, D)

*Describe how this requirement will be met:*

## **I. EVALUATION OF THE PROGRAM**

While the intern program contains an important patient service component, it must be primarily an educational experience. This educational mission must not be compromised by excessive reliance on interns to fulfill institutional service obligations. To monitor this educational process, provisions should be made for various levels of program evaluation. The results of these evaluations should be used to continually improve the intern program.

50) At the completion of each rotation, the intern shall evaluate the rotation. These evaluations shall be reviewed by the DME and maintained on file by the DME. (Standard IX, A)

*Describe how this requirement will be met:*

*Attach copy of the form interns will use to evaluate the program.*

51) The DME shall evaluate each rotation at least monthly. The DME shall determine the amount of work being required of the interns to ensure that they are not being overburdened with routine responsibilities and that they have opportunity to observe a sufficient variety of cases. These evaluations shall be reviewed with appropriate individuals or departments. (Standard IX, B)

*Describe how this requirement will be met:*

52) The Education Committee shall evaluate the intern training program quarterly. When necessary, the Committee shall approve affiliations within the scope of AOA policies and procedures. (Standard IX, C)

*Describe how this requirement will be met:*

## **J. RECRUITMENT OF INTERNS**

Intern recruitment shall be conducted following policies and procedures of the AOA Intern Registration Program (IRP) (the Match), and all appointments shall be made through this program. The institution shall not attempt to impose local requirements to supersede the AOA intern matching program.

53) Any intentional violation of the AOA Intern Registration Program policies shall lead to suspension of intern training program approval. (Standards X, A-G)

*Describe how this requirement will be met:*

54) The program shall have a written description of the process and criteria used in selection of interns. This process shall be adhered to in the selection of interns. (Standard X, B)

*Attach the description of the recruitment process and criteria for selection of interns.*

55) Admission to an intern program shall not be influenced by race, color, sex, religion, creed, national origin, age, handicap or sexual orientation. (Standard X, C)

*Describe how and where this requirement will be addressed:*

56) The program shall enroll only graduates of AOA accredited colleges of osteopathic medicine. (Standard X, D)

*Please note that violation of this requirement can lead to immediate termination of a training program.*

## **SUMMARY OF REQUIRED ATTACHMENTS**

Below is a list of the required attachments that you need to submit with your application:

Letter of appointment to DME position. (Section A)

Curriculum vita of the DME. (Section A)

If program is conducted at an associate institution, attach curriculum vita of the DME at the associate institution.

Copies of all affiliation agreements.

Copy of the osteopathic intern training manual. (Section B)

Hospital statistics (i.e., admissions, surgeries, mortalities, out-patient cases) for the past calendar year. (Section C)

A written program description and the proposed rotation schedule for the year. (Section D)

Form which will be used for the evaluation of interns. (Section H)

Form interns will use to evaluate the program. (Section I)

Description of recruitment policies and criteria for selecting interns. (Section J)