

SUBJECT: REVISIONS TO THE AOA BASIC DOCUMENT

SUBMITTED BY: Bureau of Osteopathic Education/Council of Postdoctoral Training

REFERRED TO: Reference Committee 4

1 RESOLVED, that the following REVISIONS to be incorporated in the AOA Basic Document be
2 approved.

3 (Old material crossed out, new material in capitals)

4 Section III, G. Progress Reports, Reconsiderations and Corrective Action Plans

5 3.1 The PTRC may request a progress report from a program. The PTRC will specify the exact
6 information to be provided and a specific due date for the report. The progress report should be
7 reviewed and signed by the OPTI officer and the training institution's DME.

8 3.2 A program may request a reconsideration of a program review by PTRC, only if an error in fact
9 is noted in the citations of the original decision.

10 3.3 Corrective action developed and reported after the site visit and re-approval decision is not
11 allowable as an explanation for re-consideration of a prior program decision.

12 3.4 The AOA approval letter with cited deficiencies shall be sent to the program, specialty college
13 and OPTI within two weeks of the PTRC decision.

14 3.5 The program shall respond to its OPTI OGME Committee with a corrective action plan to
15 address the deficient requirement(s) within forty-five (45) days of receipt of approval letter.

16 3.6 The OPTI will review the plan and submit it to the ~~AOA Division of Postdoctoral Training and~~
17 ~~specialty college simultaneously~~ PTRC within thirty (30) days of receipt of the corrective action
18 plan. ~~IF A CORRECTIVE ACTION PLAN IS RECEIVED BY THE AOA AND IT IS HAS~~
19 ~~NOT BEEN REVIEWED AND SIGNED BY THE OPTI, THE AOA WILL RETURN~~
20 ~~FORWARD THE CORRECTIVE ACTION PLAN TO THE OPTI.~~

21 3.7 ~~If a corrective action plan is received by the AOA and it is not reviewed and signed by the~~
22 ~~OPTI the AOA will return the corrective action plan to the OPTI.~~ AOA will forward the
23 CORRECTIVE ACTION plan to the IEC OR ~~The~~ SPEC, WHICH COMMITTEE will review the
24 plan within forty-five (45) days or at their next evaluating committee meeting, whichever is sooner,
25 and forward to PTRC for plan action.

26 3.8 Failure by the program to ~~supply the specialty college or IEC~~ RESPOND with adequate
27 documentation of the implementation of their corrective action plan within six (6) months of
28 acceptance of the plan by the specialty college, or repeated failure to supply an acceptable plan, will
29 constitute noncompliance.

1 ~~3.9 The specialty college or IEC shall notify the PTRC of noncompliance with this process. The~~
2 ~~PTRC in conjunction with the Specialty College or IEC, shall recommend an immediate action from~~
3 ~~their evaluation committee to the PTRC.~~

4 *Rationale: To include changes in procedure approved by PTRC and COPT July 2008. Language reflects*
5 *application of process over the last two years. 3.9 is deleted to reflect applied process – compliance with corrective action*
6 *standards has not been tracked and AOA has assumed that role for the last two years, with regular reports to*
7 *councils, specialty colleges and OPTIs.*

8 The following editorial changes have also been completed:

- 9 Bureau of Professional Education was changed to Bureau of Osteopathic Education throughout.
- 10 Subspecialty has been changed to Fellowship throughout.
- 11 AOA approved has been changed to COCA accredited throughout.
- 12 The list of Basic Standards in the appendix is updated.
- 13 There are now consistent footers in all pages.

ACTION TAKEN _____

DATE _____