

## AOA Basic Standards – Qualifications of Program Director

- 2.29 Where exceptional circumstances exist, the specialty college education and evaluating committee may recommend and request individual consideration for approval of a program director by the PTRC for up to a three (3) year maximum with an annual review by the specialty college. This period may be extended by the PTRC at the recommendation of the specialty college.
- 2.30 The program director shall not serve as the director of more than one AOA internship or more than one residency program. But may serve as the director of both an internship and residency at the same institution.
- 2.31 The Program Director shall have the following specific qualifications:
- a. Graduate of an AOA-approved college of osteopathic medicine.
  - b. Participation in AOA-approved internship and residency training.
  - c. Certification in the appropriate specialty by the AOA or hold an earned fellowship or certificate of competency in accordance with the basic documents of the specialty college/academy.
  - d. Have practiced in an appropriate specialty area for a number of years, as determined by the specialty college/academy.
  - e. Minimum of three years experience as teaching faculty in a OGME program or college of osteopathic medicine.
  - f. If residency program director, be a full time practicing specialist in the appropriate specialty area.
  - g. Be educationally and attitudinally suited to conduct a training program.
  - h. Meet the continuing medical education (CME) requirements of the AOA and the specialty college/academy.
  - i. The internship/residency program director must establish his/her AOA certifying board eligibility by the time of submission of an internship/residency program application or submission for program director approval status and obtain AOA board certification within three (3) years (if board certified by the American Boards of Medical Specialties [ABMS]) through a recognized pathway as adopted by the AOA Board of Trustees.
- 2.32 The program director shall have the following specific qualifications:
- 2.33 The program director shall have the following specific responsibilities:
- a. Attend required educational programs sponsored by the specialty college/academy for the development of program directors.
  - b. Understand and fulfill the basic requirements of the AOA specialty college/academy.
  - c. Be available to the trainees and have medical staff privileges at the institution.
  - d. Oversee the scheduling, curriculum development, training and evaluation of trainees.
  - e. Conduct quarterly evaluations of each trainee.
  - f. Participate on the education committee of the institution.
  - g. Participate in recruiting and selecting new candidates.
  - h. Develop training policies and the curriculum.
  - i. Develop the training schedule to meet the curricular requirements, including any outside rotations as necessary.
  - j. Counsel trainees in academic and/or disciplinary matters.
  - k. Prepare for the on-site program reviews.
  - l. Participate in OPTI educational related activities.
  - m. Assess compliance with internship/residency competencies and skills development requirements.
  - n. Recommend satisfactory program completion of trainees.
  - o. Jointly administer specialty and emphasis track programs with the respective program directors.

- p. Provide the trainee with all documents pertaining to the training program trainee requirements and expectations.
- q. Submit reports to the DME and annual reports on each resident to the specialty college as required.
- r. Participate with the DME in developing the Institutional Core Competency Plan and support education and evaluation in each competency to each trainee.

### **ACOS Requirements**

3.0.3 The general qualifications for a general surgery or surgical specialty program director must include:

3.0.3.1 Membership in the American College of Osteopathic Surgeons.

3.0.3.2 An active staff member in the department of surgery of the sponsoring institution or the primary training institution.

3.0.3.3 Demonstrated clinical, educational, teaching, administrative, and leadership skills.

3.0.3.4 Fulfillment of continuing medical education, such as appropriate State Board, AOA, and other professional society activities, including continuing education in medical and surgical teaching skills and faculty development activities.

3.0.3.5 Participation in community and professional organizations.

3.0.3.6 Certification criteria. (Reference Standards VI – XII for specialty-specific certification criteria.)

3.0.4 Exceptions to the qualifications, such as the special circumstances of non-AOA certification, must be submitted to the ACOS RESC for review and approval.