



AMERICAN OSTEOPATHIC ASSOCIATION

Crosswalk Workbook

For

Fellowship Training

In

Emergency Medical Services

**American College of Osteopathic Emergency Physicians
And the
American Osteopathic Association**

ACOEP – 04/2011

INSTRUCTIONS AND PURPOSE

This evaluative workbook is a companion document to the Basic Standards for Residency Training in Emergency Medical Services. The purpose of this document is to assist evaluators and institutions that are either currently sponsoring fellowship training in emergency medical services (EMS), or to assist those seeking to sponsor a program, to determine if they meet the minimum standards for accreditation.

Programs shall be evaluated according to the scale at the end of this document based on the degree of compliance.

New programs shall submit information to substantiate how the standard shall be met by the time the fellow enters training and evidence of the mechanism by which the program is currently meeting the standard. All new programs are required to submit a completed “Crosswalk Evaluation” document with their completed application to illustrate that a self examination by the program was completed. New program applications may not be considered until a pre-inspection score meets the for minimal point value for 1 year approval. **Please do not submit extraneous information.**

Section One of this document provides an overall summary of the program, including statistical information and summaries of curriculum vitae of the program’s director, department chair, and core faculty.

Section Two shall provide programs with the current standards that shall be met to determine the approval or disapproval of the program. New programs meeting the standards on the approval scale shall be granted approval for one year with another evaluation visit scheduled within that time frame of the first fellow beginning training. The scale at the end of this document shall be used as a guideline by the Committee on Graduate Medical Education to determine the duration of approval.

SECTION ONE

1. Basic Program Information

Date:		
Title of Program:		
Number of Positions Approved:	Funded:	Filled:
Name and Address of Institution:		
Telephone Number of Institution:		
OPTI Sponsorship:		
Name and Address of OPTI Coordinator:		
Telephone Number of OPTI Coordinator:		
Name of Director of Osteopathic Medical Education:		
Name of Program Director:		
Mailing Address of Program Director:		
Telephone Number of Program Director		
Fax:		
E-Mail Address:		

Instructions: Please complete the following for each institution utilized in the training of EMS fellows. List the base institution first, followed by the institution at which EMS rotations are performed, followed by institutions at which other rotations are performed. You may copy these pages as needed.

Base Institution		
Name and Address:		
Percent of time spent at this institution:		
Fellow Rotation (in months/blocks)	OGME 5	OGME6
CEO / Director / President Name		
Accreditation:	HFAP (AOA)	JCAHO

THE FOLLOWING INFORMATION CONCERNS INSTITUTIONS THAT ARE NOT THE BASE INSTITUTION.

Participating Institution A		
Name and Address:		
Is this institution integrated or affiliated with the program?		
Rotation:		
Does this institution also sponsor its own (separate) program in this specialty area? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does it participate in any other AOA/ACGME accredited programs? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of rotation: <input type="checkbox"/> Elective <input type="checkbox"/> Required <input type="checkbox"/> Both		
Fellow Rotation (in months/blocks)	OGME5	OGME6
CEO / Director / President Name		
Accreditation:	HFAP (AOA)	JCAHO

2. Program Changes

If applicable, describe changes, other than those included in the response to previous citations and/or concerns (above) that have been implemented since the last evaluation survey and review. Include changes in sponsoring institutions, organizations, hospitals, core faculty, required rotations, fellow complement, and the date that the ACOEP was notified of these changes.

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List any institutions that have been added or deleted from your previously accredited program.

Added	
Deleted	

3. **Fellows**

Training Year	OGME-5	OGME-6
Positions Filled		

If this is a new program, number of fellow positions applied for _____

A. List all fellows enrolled for the current academic year. Please copy if more space is needed.

Name	Year in Program	Year of Med School Graduation	Program Start Date	Expected Completion Date

4. Summary of Curriculum Vitae

The following form should be attached to the front of the curriculum vita of each member of the EMS core faculty, including the program director and submitted with the pre-evaluation information.

Name	Academic Rank	
Assigned Institution (Primary clinical responsibility)		
Check one: <input type="checkbox"/> Full time (more than 30 hours week) <input type="checkbox"/> Part time		
Certification	Year Issued	
Certificate Number	Year Recertified	
Medical School	Year of Graduation	
POSTGRADUATE TRAINING		
<u>Institution</u>	<u>Specialty</u>	<u>Dates</u>
SCHOLARLY ACTIVITY		
Institution / Location	Major / Minor	Dates
HOURS PER WEEK SPENT IN:		
Clinical Supervision		
Administration		
Research		
Didactics / Teaching		

Scholarly activities are described at length in the Basic Standards, VI, D, 6.3, 6.4 and 6.5

5. Patient Population

Please copy this page as needed for institutions sponsoring EMS fellowships.

For the most recent 12-month period	From:	To:		
	<u>Base Institution</u> (Primary Teaching Site)	<u>Institution A</u>	<u>Institution B</u>	<u>Institution C</u>
Total Patients				
Percent of Pediatric patients*				
Percent of Adult patients				

*Ages 0 – 18 years

TOTAL number of Patients by Clinical Conditions	<u>Base Institution</u> (Primary Teaching Site)	<u>Institution A</u>	<u>Institution B</u>	<u>Institution C</u>
Trauma				
Surgical (non-trauma)				
Medical				
Obstetrics/Gynecological				
Psychiatric				
Percentage of ED patients admitted				
Percentage of patients admitted to Critical Care units				
Percentage of patients referred from Poison Control Centers				

ROTATION SCHEDULE:

Complete the annual schedule for the fellows in each OGME year (either 13 blocks of using 4 weeks or 12 blocks per year if using monthly schedule). If this is a new program, please list a proposed schedule. Indicate the hospital that shall be hosting the rotation if other than base institution. The following minimum rotations are required:

OGME 5	1	2	3	4	5	6	7	8	9	10	11	12	13
Base Institution													
Institution A													
Institution B													
Institution C													

Comments:

OGME 6	1	2	3	4	5	6	7	8	9	10	11	12	13
Base Institution													
Institution A													
Institution B													
Institution C													

Comments:

1. **Standards for Curriculum, Instruction, and Evaluation**

Please list the last 12 months of your conference schedule, including presenting faculty. New programs should complete a proposed 12-month schedule, including proposed faculty.

Does the program offer its fellows an average of at least 4-hours each week of planned educational experiences developed by the program?	Yes	No
What percentage of formal didactic conferences are presented by the following individuals:		
EMS Core Faculty		%
EMS Non-Core Faculty		%
Other Faculty		%
EMS Fellows		
Other (please specify)		%
Total		100%
What percent of planned conferences does the average fellow attend?		%
Is each department where rotations occur for this program, staffed by physicians who fulfill the faculty requirements on duty 24 hours daily?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

INSTRUCTIONS

The following section lists each standard found in the Basic Standards for Residency Training in Emergency Medical Services. Each standard has been weighted on a scale of 1 to 3. Evaluators shall determine the severity of the deficiency and shall assign a value to the deficiency. No other fraction of points may be considered.

Deficiency scores shall be totaled at the end of the section individual deficiencies noted shall be addressed in the appropriate section, with evaluators explaining how the standard is not met.

Evaluators shall indicate if each standard is “met,” or “not met.”

The scale by which the approval period is determined is as follows:

- 5 year approval = 100 – 95% compliance (100 to 95 points)
- 4 year approval = 94 – 90% compliance (94 to 90 points)
- 3 year approval = 89 – 85% compliance (89 to 85 points)
- 2 year approval = 84 – 71% compliance (84 to 71 points)
- 1 year approval \geq 70% compliance (probation without recruitment) ($= / >70$)

Please note: the scoring system is used as a guideline and final recommendations fall to the discretion of the Committee on Graduate Medical Education (CGME) of the American College of Osteopathic Emergency Physicians (ACOEP).

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review
				Met	Not Met	Met	Not Met	Not Met
4.		INSTITUTIONAL REQUIREMENTS						
A.		Department of Emergency Medicine						
		The Department of Emergency Medicine at the base institution shall:						
4.1		Have a chairperson that is currently certified in emergency medicine by the AOA through the American Osteopathic Board of Emergency Medicine (AOBEM) or the American Board of Emergency Medicine (ABEM). He or she shall maintain continuous certification. Lifetime certificate holders are not exempt from this recertification requirement.	CV of Chair Verification of certified and/or recertification in required time line with AOBEM/AOA or ABEM View actual certificate					
4.1.1	1	The Chair of the department may not be the program director of the fellowship.	Faculty roster					
4.2	1	Have a program director that fulfils the requirements for core faculty.	Department staffing records					
4.2.1	1	The institution must compensate the program director for at least 12 hours non-clinical time per week.	Department staffing records Medical Staff Office					
4.3		Have faculty and core faculty to teach and supervise fellows.	Department staffing records					
4.3.1	2	The role and duties of the core faculty shall be clearly defined. This requires at least four (4) hours of compensated, non-clinical time per week.	Program description Departmental staffing records Medical Staff Office					
4.4	1	Ensure that all physicians that are clinically supervising EMS fellows are certified in emergency medicine by the AOA/AOBEM or ABEM or in the process of being certified.	Physician CV Verification of certification and/or recertification in required time line with AOBEM/AOA or ABEM View actual certificate					
4.5	1	Have a minimum of one (1) core faculty member for every four (4) fellows.	Department staffing roster Interview staff and fellows					
4.6	1	Adopt formal program policies that are shared with the fellow upon commencement of training and develop a fellow manual that includes the complete emergency medical services curriculum.	Fellow manual					

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review
				Met	Not Met	Met	Not Met	Not Met
B.		Additional Emergency Department Sites						
	1	Institutions must provide training in at least one secondary emergency department.	Program description Fellow schedules View affiliation agreements					
4.1	1	Additional emergency medicine sites shall each have a minimum volume of 15,000 Emergency Department visits annually.	Departmental statistics View affiliation agreements Tour facilities					
4.2	2	Ensure that all physicians that are clinically supervising emergency medical service fellows are certified in emergency medicine or have a Certificate of Added Qualifications (CAQ) in EMS by the AOA/AOBEM or ABEM or in the process of being certified.	Physician CV Verification of certification by appropriate certifying board View actual certificate					
4.3	1	Direct fellow supervision by faculty members shall be provided 24 hours a day.	Departmental schedules Interview staff and fellows					
Program Director Section Comments:								
Site Evaluator's Section Comments								
5	PROGRAM REQUIREMENTS AND CONTENT							
A.		Program Environment						
	1	The educational program for EMS shall be based on a learning environment that is based on education not service. It shall contain professional teaching and experiences that provide measurable means to assess the fellow's progression through the curriculum outlined below.	Program description Program goals and objectives					

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review
				Met	Not Met	Met	Not Met	Not Met
B		Curriculum						
	3	The EMS program shall create and adhere to a two-year curriculum (OGME-5 to OGME-6) that meets or exceeds the requirements listed within this document.	Program description Interview fellows					
5.1	1	Each program shall have a written, curriculum on file at its institution that is updated and distributed annually to all fellows.	Interview fellows					
5.2	1	The fellowship program shall have written goals and objectives.	Program description; fellow manual					
5.3		Progression through the fellowship program shall be based upon the following:						
5.3.1	1	Meeting stated goals and objectives of the program.	Interview program director & fellows					
5.3.2	1	Demonstrating increasing competence in skills and techniques.	Procedure logs; AOBEM Pass Rates					
5.3.3	1	Proficiency in the use of diagnostic and therapeutic modalities.	See above					
5.3.4	1	Ongoing demonstration of professional behaviors.	Review fellow files Personnel records					
5.4	1	The curriculum shall be evaluated and updated annually by faculty and fellows.	Fellow manual					
C.		Rotation Structure						
5.1	3	Each fellow shall complete the following 24 month program. The following may be scheduled as one-month blocks or four-week rotations or any combination thereof.	Fellow schedules Interview fellows					
5.1.1		Emergency Medical Services Overview	Fellow schedules; Interview fellows					
5.1.2		EMS System Design	Fellow schedules; Interview fellows					
5.1.3		EMS Personnel	Fellow schedules; Interview fellows					
5.1.4		Medical Control	Fellow schedules; Interview fellows					
5.1.5		Communications	Fellow schedules; Interview fellows					
5.1.6		EMS Equipment and Vehicles	Fellow schedules; Interview fellows					
5.1.7		EMS Agencies	Fellow schedules; Interview fellows					

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review
				Met	Not Met	Met	Not Met	Not Met
5.1.8		EMS Receiving Facilities	Fellow schedules; Interview fellows					
5.1.9		Air Medical Services	Fellow schedules; Interview fellows					
5.1.10		Legal Considerations	Fellow schedules; Interview fellows					
5.1.11		Mass Gathering and Disaster Medical Services	Fellow schedules; Interview fellows					
5.1.12		Funding	Fellow schedules; Interview fellows					
5.1.13		Community Involvement	Fellow schedules; Interview fellows					
5.1.14		Education	Fellow schedules; Interview fellows					
5.1.15		Research	Fellow schedules; Interview fellows					
5.1.16		Operations Management	Fellow schedules; Interview fellows					
D.		Didactic Educational Activities						
5.1	1	The program shall provide a minimum of four (4) hours of didactic educational activity per week	Didactic lecture schedules Fellow interviews					
5.1.1	1	Core faculty shall be involved in both the planning as well as the administration of the educational activities.	Didactic lecture schedules Staff and fellow interviews					
5.1.2	1	These activities shall be based upon the two-year core curriculum.	Didactic lecture schedules Program description					
5.1.3	1	The content shall be covered in its entirety at least once during the fellowship training program.	Didactic lecture schedules Program description					
5.1.4	1	Greater than fifty percent of these activities shall be planned and presented by non-fellow educators.	Didactic lecture schedules Fellow interviews					
5.1.5	1	The core faculty and fellows shall participate in required OPTI educational programs.	Didactic lecture schedules Staff and fellow interviews					
5.1.6	2	Fellows shall be excused from all in-house clinical duties to attend these activities.	Fellow interviews Didactic lectures schedules					
5.1.7	2	Fellows are required to attend the didactic activities unless excused by the program director.	Fellow interviews Didactic lectures schedules					

			Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review
				Met	Not Met	Met	Not Met	Not Met
F.		Professional Development						
	1	Programs should encourage fellows to:						
5.1		Participate in available seminars, workshops and conferences provided through regional, state and national professional organizations.	Fellow schedules and interviews					
5.2		Learn teaching skills by actively participating in the process of instructing medical students, residents, other fellows and allied health professionals.	Fellow schedules, lecture schedules; interviews with fellows and faculty					
Program Director Section Comments:								
Site Evaluator's Section Comments								
6.	PROGRAM DIRECTOR / FACULTY							
A.		The institution shall have a program director and appropriately qualified faculty and core faculty in place prior to applying for approval and shall maintain this faculty during the term of approval of the program. Only programs maintaining adequate faculty shall be eligible for approval or continuance of approval or increases in fellow positions.	Physician roster Departmental roster Physician CVs					
6.1	3	Any proposed changes in program director or core faculty staffing shall be submitted in writing and approved by the ACOEP Committee on Graduate Medical Education prior to appointment.	Departmental correspondence					
B.	Program Director							
6.1	1	The program director may not serve as or act in the capacity of the chair of the department of emergency medicine, or as program director of more than one residency or fellowship program. He or she may be the director of medical education if the institution has three or fewer osteopathic residency or fellowship programs.	Departmental roster Program director position description Physician CV					

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review
				Met	Not Met	Met	Not Met	Not Met
6.2	3	The program director of the EMS fellowship shall possess the following qualifications:						
6.2.1		Active, full-time staff membership (a minimum of 30 hours per week which includes clinical as well as educational activities) within the department or section of emergency medicine at the base institution.	Departmental roster Physician schedule Medical Staff Office					
6.2.2		Certification by the AOA through the American Osteopathic Board of Emergency Medicine and recertified within the prescribed time frame of the respective osteopathic specialty board. He or she shall maintain continuous certification. Lifetime certificate holders are not exempt from this recertification requirement.	Program Director CV Verification by specialty board View actual certificate					
6.2.2		Additional credentialing with a Certificate of Added Qualification by the AOA through the American Osteopathic Board of Emergency Medicine and recertified within the prescribed time frame of the AOBEM. He or she shall maintain continuous certification in EMS.	Program Director CV Verification by specialty board View actual certificate					
6.2.3		Membership in the American College of Osteopathic Emergency Physicians (ACOEP).	ACOEP annual correspondence verifying membership					
6.2.4		Specialty expertise and documented educational and administrative experience acceptable to the Committee on Graduate Medical Education of ACOEP.	Program Director CV Physician interview					
6.2.5		Three (3) years experience as core faculty within an emergency medicine residency program, or full time practice of emergency medicine for a minimum of five (5) years.	Physician CV and interview					
6.2.6		Fulfill and maintain the qualifications as a core faculty member of an EMS fellowship, in addition to administrative and demonstrated leadership skills, and completion of the AOA's Continuing Medical Education requirements, emergency medicine training skills, and faculty development.	Physician CV AOA CME Verification					

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review	
				Met	Not Met	Met	Not Met	Not Met	Met
6.3		The program director shall have the following responsibilities:							
6.3.1	1	Direct the EMS fellowship and ensure that the fellow receives the training outlined in the written program description.	Program Director interview Program description; Fellow interview						
6.3.2	1	Ensure the arrangements of outside rotations with formal affiliation agreements as needed to meet the program's educational objectives.	Review affiliation agreements Program objectives; Fellow interviews						
6.3.3	1	Evaluate the fellows, faculty, and the EMS fellowship program.	Fellow and faculty files for verification of reviews						
6.3.4	1	Submit reports to the ACOEP as required.	ACOEP verification						
6.3.5	1	Verify the completion of didactic and clinical schedules.	Review schedules						
6.3.6	1	Actively participate in postdoctoral education and training at the base institution.	Department schedules Fellow interviews						
6.3.7	1	Notify the ACOEP of all fellows in training on an annual basis.	ACOEP Verification						
6.3.8	1	Participate in the annual ACOEP Program Directors' Faculty Development Workshop. Attendance at this annual conference is mandatory for the program director or his/her designee. The program director shall attend a minimum of once every two years.	ACOEP verification AOA CME verification						
6.3.9	1	Ensure that the program complies with the standards, policies, and procedures of the AOA.	Program director interviews Program description						
6.3.10	1	Prepare for and participate in the AOA inspection of the program in cooperation with the Division of Postdoctoral Education and the designated evaluator.	Pre-evaluation documents Correspondence between PD and Evaluator						
6.3.11	1	Inform the AOA, OPTI, and ACOEP's Committee on Graduate Medical Education of major changes in the program, including but not limited to, changes in institutional ownership, affiliation, department chair, or other major administrative changes within thirty (30) days of their occurrence.	CGME Minutes ACOEP/AOA verification						
6.3.12	1	Develop written goals and objectives for each rotation and maintain these through periodic updating.	Program description						
6.3.13	1	Maintain the appropriate ratio of qualified core faculty for the program.	Department staffing documents						

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review	
				Met	Not Met	Met	Not Met	Not Met	Met
C.		Core Faculty							
6.1		Requirements							
6.1.1	2	The program director shall designate a minimum of two (2) core faculty who shall participate in the EMS fellowship program.	Department/program roster Departmental schedules						
6.1.2	2	Additionally, a minimum of one core faculty member for every four (4) fellow shall be maintained.	Department/program roster						
6.1.3	1	A minimum of fifty percent (50%) of the core faculty shall be osteopathic emergency physicians who participate in the training of fellows	Department/program roster						
6.1.4	2	The program director may be counted as a member of the core faculty	Department/program roster						
6.2.	3	Qualifications							
		Core faculty shall meet the following qualifications prior to and throughout the duration of their appointment:							
6.2.1		Core faculty members are specifically designated, full-time members of the Department of Emergency Medicine at the base institution. Full time is defined as a minimum of 30 hours per week which includes clinical as well as educational activities	Program position descriptions Department schedules Physician interviews						
6.2.2		Core faculty members shall be certified or an active candidate in the process of certification by the AOA/AOBEM or ABEM. He or she shall maintain continuous certification. Lifetime certificate holders are not exempt from this recertification requirement.	Physician CV Verification from certifying agency Viewing actual certificate						

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)			Prior Review	
				Met	Not Met	Met	Not Met	Met	Not Met	
6.3	3	Scholarly Activity								
6.3.1		Scholarly activity should occur within a four-year period. Acceptable activities may include a minimum of 2 major or 1 major and 2 minor scholarly activity within this time frame for each core faculty member. Other activities may be accepted on an individual basis at the discretion of the committee on graduate medical education. Scholarly activity for each core faculty scholarly activities shall be well documented, to include dates, locations, and details.	Physician CV Medical Staff Office records							
6.6		Responsibilities								
6.6.1	2	Core faculty shall be involved in the preparation and presentation of didactic educational program, such as formal lectures, case conferences and journal clubs and other requirements of the core curriculum.	Department lecture schedules Physician CVs Attendance documentation							
6.6.2	2	Core faculty shall attend a minimum of 33% of the program's required didactic educational activities.	Didactic program attendance records							
6.6.3	2	Core faculty shall be provided sufficient non-clinical time to provide instruction, leadership and participation in scholarly activities.	Department staffing records Medical Staff Office							
Program Director Section Comments:										
Site Evaluator's Section Comments										

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review
				Met	Not Met	Met	Not Met	Not Met
7.0		FELLOW REQUIREMENTS						
7.1		The fellow shall be board eligible/board certified in emergency medicine, by the AOA through the AOBEM prior to entry into the program.	AOBEM/AOA verification View physician certificate					
7.2		The emergency medical services fellow shall be a member of the ACOEP and maintain membership in the ACOEP throughout their term of training.	ACOEP annual verification to individual physician					
7.3	1	Each fellow shall adhere to established policies and procedures for educational fellowship training, as outlined in this document, and in the fellow manual.	Resident files					
7.4	1	The fellow shall progressively assume responsibility for patient care during the fellowship, so that by the final year of training, he or she will be able to assume complete management of an EMS system.	Resident files					
7.5	1	The fellow shall maintain formal records of all activities related to the educational program. These records shall be submitted monthly to the program director for review and verification. Copies of these records shall be kept on permanent file by the administration at the base institution and shall be available at the time of the inspection. These records should document the fulfillment of the requirements of the program, describing the volume, variety, and scope, and progressive responsibility on the part of the fellow for emergency cases and procedures performed under supervision.	Procedure logs / Fellow files Fellow and program director interviews					
7.6	2	The fellow shall prepare one (1) project related to EMS during the course of the educational fellowship. The project will involve either “bench” research, or outcome analysis.	Evidence of review of paper from ACOEP Fellow and program director interview Fellow file					
7.7	2	The fellow will be required to submit a minimum of one grant proposal, in coordination with the grant writing departments of the sponsoring institution(s), for the funding on an EMS-oriented project. Public Education and Provider Education will receive favored status.	Fellow and program director interview Fellow file IRB verification/documentation of grant application					

Standard No.	Points	Standard	Suggested Documentation/ Interviews for Verifying Compliance	Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)		Prior Review
				Met	Not Met	Met	Not Met	Not Met
7.8	2	The fellow will be required to submit one article related to Emergency Medical Services in a peer-reviewed journal. Clinically related reviews and educational articles should be submitted to a provider journal, while methods and research should be submitted to an emergency medicine journal.	Fellow and program director interview Fellow file Verification of submission, including paper acceptance or rejection from peer-reviewed journal					
7.9	1	Evidence of the submission of the article, research projects, and grant requests must be submitted to the American College of Osteopathic Emergency Physicians and must accompany the program directors report verifying that all aspects of the training program have been completed, prior to the granting of "Program Complete" status.	Evidence of review of paper from ACOEP Fellow and program director interview Fellow file					
7.10	1	The fellow shall complete incident command training through FEMA to include IS-100, IS-200, RS-700, and RS-800.	Verification of course application or completion from FEMA					
7.11	1	The fellow shall be required to participate in professional staff activities.	Attendance logs from meetings Fellow schedules Fellow & Program Director interviews					
7.12	1	The fellow must be certified as a provider in advanced cardiac life support (ACLS), advanced trauma life support (ATLS), or its equivalent, and advanced pediatric life support (APLS) or its equivalent.	Certificate from certifying agency Fellow files Fellow interviews					
Program Director Section Comments:								
Site Evaluator's Section Comments								

Standard No.	Points	Standard		Pre-Site Visit (PD Self Study)		Current Review (Site Reviewer)			Prior Review
				Met	Not Met	Met	Not Met	Met	Not Met
8		EVALUATION							
8.1	2	The curriculum shall be evaluated annually by faculty and fellows as a method for revision and updating of the documents.	Program manual Fellow files Program Director & Fellow interviews						
8.2	1	The program director, with faculty input, shall complete written quarterly evaluations of fellow performance. This should include evaluations from all affiliated training sites and supplemented rotation sites.	Fellow files Program Director and faculty interviews						
8.3	1	Evaluations should be learner-centered, developmental, foster continuous improvement, and based upon educational objectives for each assignment and program activity.	Fellow manual Fellow files Fellow and faculty interviews						
8.4	2	Completed evaluations shall be shared with the fellow in consultation for improvement. They shall be signed by the program director and fellow to document that evaluation and counseling have occurred quarterly as required. Copies of evaluations should be made available to the fellow.	Fellow files Fellow and faculty interviews						
8.5	2	The program director shall document that fellow requiring remediation, redirection, or counseling as a result of the evaluation process must be given feedback and a corrective action plan in a timely manner. There shall be documentation of follow-up evaluations of these fellows.	Fellow files Fellow and faculty interviews						
8.6	1	The fellows shall anonymously evaluate faculty on an annual basis.	Fellow files Fellow and faculty interviews						
Program Director Section Comments:									
Site Evaluator's Section Comments									



ACOEP Program Evaluation Summary

Directions: Please review the previous section and note all standards that you have marked as “not met” on the table. On the table below, note the standard number that matches the sections marked as non-compliant and note your reason for the Standard being unmet. You may copy this form as needed

Standard Reference	Reason for Non-Compliance	Score

Standard Reference	Reason for Non-Compliance	Score