

DRAFT

**Accreditation of Colleges of Osteopathic Medicine:  
COM Continuing Accreditation Standards (Pulled for  
Further Comment)**

## **Pulled COCA Accreditation Standards**

The following Elements and Evidentiary Submissions were pulled by the COCA for further public comment, as the tables for submission were not initially available. Please reference the Element Number and/or Table Number in all comments. Public comment will be accepted in written format only and should be submitted electronically to [predoc@osteopathic.org](mailto:predoc@osteopathic.org).

This will be a 30-day public comment period. Following public comment, the COCA Standards Taskforce will review all comments and incorporate the comments within these elements and evidentiary submissions. The complete materials will then be submitted to the COCA for final deliberation and vote. Once approved, these elements and evidentiary submissions will be added, as appropriate, to the COM Continuing Accreditation Standards as well as the New and Developing COM Standards.

All documents will then be posted on the COCA Website ([www.aoacoca.org](http://www.aoacoca.org)) and will be in effect as of July 1, 2017.

**Element 1.7: Clinical Education Affiliation Agreements:** (CORE) A COM must be able to demonstrate executed affiliation agreements addressing the required clinical educational experiences for students.

### **Submission 1.7**

- 1. Provide a copy of the COM approved affiliation agreement. (All signed agreements may be evaluated on-site)*

**Element 4.1: Facilities:** (CORE) A COM must have facilities for the program of instruction that enable the authorized class size of students and faculty to pursue the mission, curriculum, and scholarly activity of the COM.

### **Submission 4.1**

- 1. Provide the floorplan diagrams of all buildings used by the COM on all campuses utilized by the COM.*
- 2. Complete and submit Tables 4.1a and 4.1b to describe the facilities (see Excel Workbook).*



|                         |    |                |                |                 |                 |                |                |                |                |
|-------------------------|----|----------------|----------------|-----------------|-----------------|----------------|----------------|----------------|----------------|
| <i>General Hospital</i> | 18 | <i>Yes/ No</i> | <i>Yes/ No</i> | <i>Yes/ No</i>  | <i>Yes/ No</i>  | <i>Yes/ No</i> | <i>Yes/ No</i> | <i>Yes/ No</i> | <i>Yes/ No</i> |
| <i>Bob's Clinic</i>     | 6  | <i>Yes/ No</i> | <i>Yes/ No</i> | <i>No (N/A)</i> | <i>No (N/A)</i> |                |                | <i>No</i>      |                |
|                         |    |                |                |                 |                 |                |                |                |                |
|                         |    |                |                |                 |                 |                |                |                |                |
|                         |    |                |                |                 |                 |                |                |                |                |
|                         |    |                |                |                 |                 |                |                |                |                |

**Element 4.3: Information Technology:** A COM must provide access to information technology to support its mission.

**Submission 4.3**

1. *Provide the information technology strategic plan.*
2. *Provide the most recent technology assessment report.*

**Element 4.4: Learning Resources:** A COM must provide access to learning resources to support its mission.

**Submission 4.4**

1. *Complete and submit Table 4.4 to describe the learning resources (see Excel Workbook).*

Table 4.4: Learning Resources

| Resource Type                    | Electronic, Paper, Other | Purpose                 | Licenses or Availability |
|----------------------------------|--------------------------|-------------------------|--------------------------|
| <i>COMBANK Level 1</i>           | <i>Electronic</i>        | <i>Board Prep QBank</i> | <i>300</i>               |
| <i>UWorld Step 2</i>             | <i>Electronic</i>        | <i>Board Prep</i>       | <i>150</i>               |
| <i>UpTo Date</i>                 | <i>Electronic</i>        | <i>Research</i>         | <i>800</i>               |
| <i>Electronic Journals</i>       | <i>e-Journal</i>         |                         |                          |
| <i>Books: Electronic</i>         |                          |                         |                          |
| <i>Books: Real</i>               |                          |                         |                          |
| <i>Simulators</i>                |                          |                         |                          |
| <i>Virtual Anatomy</i>           |                          |                         |                          |
| <i>iPads or Laptops Provided</i> |                          |                         |                          |
| <i>Others</i>                    |                          |                         |                          |

**Element 6.4: Osteopathic Core Competencies:** (CORE) A COM must teach, train, and assess students to ensure development of the seven osteopathic core competencies of medical knowledge, patient care, communication, professionalism, practice based learning, systems based practice, and osteopathic principles and practice/ osteopathic manipulative treatment.

**Submission 6.4**

1. Complete and submit Table 6 (see Excel Workbook).

**Element 6.5: Scientific Method:** A COM must ensure that the curriculum includes instruction in the scientific method including data collection to test and verify hypotheses or address questions regarding biomedical phenomena and in the basic scientific and ethical principles of clinical and translational research. The curriculum must include the methods by which such research is conducted, evaluated, explained to patients, and applied to patient care.

#### **Submission 6.5**

1. *Complete and submit Table 6 (see Excel Workbook).*

**Element 6.6: Principles of Osteopathic Medicine: (CORE)** A COM must provide each student, in each year of the curriculum, with opportunities for learning Osteopathic Principles and Practice (OPP), including both observation and hands-on application of osteopathic manipulative medicine (OMM) supervised by COM credentialed physicians (DO or MD).

#### **Submission 6.6**

1. *Complete and submit Table 6 (see Excel Workbook).*

**Element 6.7: Self-Directed Learning:** A COM must ensure that the curriculum includes self-directed learning experiences and time for independent study to allow students to develop skills for lifelong learning. Self-directed learning includes students' self-assessment of learning needs; independent identification, analysis, and synthesis of relevant information; and appraisal of the credibility of sources of information.

#### **Submission 6.7**

1. *Complete and submit Table 6 (see Excel Workbook).*

**Element 6.8: Interprofessional Education for Collaborative Practice: (CORE)** COM faculty must ensure that the core curriculum prepares osteopathic medical students to function collaboratively on health care teams, adhering to the IPEC core competencies, by providing opportunities, in each year of the curriculum, to learn in academic and clinical environments that permit interaction with students enrolled in other health professions degree programs.

**Submission 6.8**

1. *Complete and submit Table 6 (see Excel Workbook).*

DRAFT

Table 6: Curricular Elements

| COURSE            | Osteopathic Core Competencies |                   |              |               |                 |      |     | Hands On OMM | Scientific Method | Self-Directed Learning | IPE |
|-------------------|-------------------------------|-------------------|--------------|---------------|-----------------|------|-----|--------------|-------------------|------------------------|-----|
|                   | OPP                           | Medical Knowledge | Patient Care | Communication | Professionalism | PBLI | SBP |              |                   |                        |     |
| Year 1 Course 1   |                               |                   |              |               |                 |      |     |              |                   |                        |     |
| Year 1 Course 2   |                               |                   |              |               |                 |      |     |              |                   |                        |     |
| Year 1 Course 3   |                               |                   |              |               |                 |      |     |              |                   |                        |     |
| Year 2 Course 1   |                               |                   |              |               |                 |      |     |              |                   |                        |     |
| Year 2 Course 2   |                               |                   |              |               |                 |      |     |              |                   |                        |     |
| Year 3 Rotation 1 |                               |                   |              |               |                 |      |     |              |                   |                        |     |
| Year 3 Rotation 2 |                               |                   |              |               |                 |      |     |              |                   |                        |     |
| Year 4 Elective 1 |                               |                   |              |               |                 |      |     |              |                   |                        |     |

T = Taught Here

I = Introduced Here

A = Final Assessed Here





*As noted under Internal Medicine, each rotation discipline will be have the opportunity to describe Available Slots per Month, Students from Other COMs, GME Existing, DO Supervisors, and Faculty Physician Numbers.*

**Element 6.10: Clinical Experience:** A COM must ensure that each student participates in one or more required third year clinical clerkship experiences conducted in a health care setting in which the student works with resident physicians currently enrolled in an accredited program of graduate medical education. In addition to the above expectation, a minimum of one required third year clinical clerkship must be completed under the supervision of an osteopathic physician and a minimum of one required third year clinical clerkship must be completed in an inpatient facility.

**Submission 6.10**

1. *Complete and submit Table 6.9 (see Excel Workbook).*

**Element 6.11: Comparability Across Clinical Education Sites:** A COM must ensure that the curriculum includes comparable educational experiences and equivalent methods of assessment across all core clinical educational sites where students learn, ensuring all students achieve similar outcomes based on core educational learning objectives.

**Submission 6.11**

1. *Provide the policies and procedures describing how student outcomes at clinical educational sites are reviewed and utilized in the determination of the comparability of outcome of the clinical experiences.*
2. *Provide the most recent report assessing student outcomes across sites.*

**Element 7.1: Faculty and Staff Resources and Qualifications:** (CORE) At all educational teaching sites, including affiliated sites, a COM must have sufficient faculty and staff resources to achieve the program mission, including part time and adjunct faculty, who are appropriately trained and degreed. The physician faculty, in the patient care environment, must hold current medical licensure and board certification/ board eligibility. The non-physician faculty must have appropriate qualifications in their fields.

**Submission 7.1**

1. Complete and submit Tables 7a and 7b (see Excel Workbook).

Table 7a: Faculty

| Specialty or Field | Last Name     | First Name   | Degree     | Contracted FTE | COM only Teaching | Research & Scholarly Activity | Service    | Administration | Clinical Practice | FTE dedicated to the COM |
|--------------------|---------------|--------------|------------|----------------|-------------------|-------------------------------|------------|----------------|-------------------|--------------------------|
| Microbiology       | <i>Germ</i>   | <i>Sally</i> | <i>PhD</i> | <i>1.0</i>     | <i>0.3</i>        | <i>0.3</i>                    | <i>0.2</i> | <i>.1</i>      | <i>NA</i>         | <i>.9</i>                |
| Pediatrics         | <i>Disney</i> | <i>Walt</i>  | <i>DO</i>  | <i>0.8</i>     | <i>0.2</i>        | <i>0.2</i>                    | <i>0.2</i> | <i>NA</i>      | <i>0.2</i>        | <i>.8</i>                |
|                    |               |              |            |                |                   |                               |            |                |                   |                          |
|                    |               |              |            |                |                   |                               |            |                |                   |                          |
|                    |               |              |            |                |                   |                               |            |                |                   |                          |
| <b>TOTAL</b>       |               |              |            |                |                   |                               |            |                |                   |                          |

Table 7b: COM Staff

|                      | Position Title                        | Last Name        | First Name   | Degree     | FTE (to COM) |
|----------------------|---------------------------------------|------------------|--------------|------------|--------------|
| Dean's Office Staff  | Asst to Dean                          | <i>Smith</i>     | <i>Jane</i>  | <i>MA</i>  | <i>1.0</i>   |
|                      | <i>CFO</i>                            | <i>Cheatam</i>   | <i>Dewey</i> | <i>MBA</i> | <i>0.2</i>   |
|                      | <i>Clinical Education Coordinator</i> | <i>Scheduler</i> | <i>Roger</i> | <i>BS</i>  | <i>1.0</i>   |
| <i>Library Staff</i> |                                       |                  |              |            |              |

|                                 |              |  |  |  |  |
|---------------------------------|--------------|--|--|--|--|
| 1.                              |              |  |  |  |  |
| 2.                              |              |  |  |  |  |
| 3.                              |              |  |  |  |  |
| <i>IT Staff</i>                 |              |  |  |  |  |
| 1.                              |              |  |  |  |  |
| <i>Clinical Education Staff</i> |              |  |  |  |  |
| <i>Career Counseling Staff</i>  |              |  |  |  |  |
|                                 | <i>TOTAL</i> |  |  |  |  |

**Element 8.1: Research and Scholarly Activity: (CORE)** A COM must have a strategic plan and scholarly activities that document how the COM will contribute to the advancement of knowledge through research and scholarly contributions.

**Submission 8.1**

1. Provide a copy of the research and scholarly activity plan.
2. Complete and submit Table 8 to identify the activity of the COM's faculty (and staff, if applicable) over the past year (see Excel Workbook).

Table 8

| Activity 2016-17             | Number Completed | Number Students Participated In |
|------------------------------|------------------|---------------------------------|
| <b>RESEARCH</b>              |                  |                                 |
| Poster Presentations         | 12               | 10                              |
| Peer Reviewed Publications   | 18               | 8                               |
| Grant Applications Submitted |                  |                                 |
| Grants Funded                |                  |                                 |
|                              |                  |                                 |

|                           |  |    |
|---------------------------|--|----|
| <b>SCHOLARLY ACTIVITY</b> |  |    |
| Book Chapters             |  |    |
| NBOME Faculty             |  | NA |
| NBME Faculty              |  | NA |

**Element 8.2: Student Participation:** A COM must publish and follow policies and procedures to support student driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty.

**Submission 8.2**

1. *Provide a copy of all student research and scholarly activity policies*
2. *Provide a link to where the policies are published.*
3. *Complete and submit Table 8 to document student research and scholarly activity (see Excel Workbook).*

**Element 9.4: Secure Student Recordkeeping:** A COM must develop an accurate, confidential and secure system for official student record keeping that includes: admissions, advisement, academic and career counseling, evaluation, grading, credits and the training of faculty and staff in the regulations surrounding these records.

**Submission 9.4**

1. *Provide the policies and procedures on student recordkeeping.*
2. *Provide the policy and procedure for training of faculty and staff pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR part 99).*

**Element 9.5: Academic Counseling: (CORE)** A COM must provide academic counseling to assist its students in study skills, learning styles, learning resources, and other assistance for academic success.

**Submission 9.5**

1. *Describe the process for academic counseling provided to students.*

2. Complete Table 9.5 (see Excel Workbook).

| Academic Counseling Type             | Date of Counseling activity | Person(s) Providing Counseling       | Number of students involved in activity | Year of students involved in activity (i.e. OMS II, OMS III) |
|--------------------------------------|-----------------------------|--------------------------------------|---|--|
| How to Answer COMLEX Style Questions | March 2017                  | Associate Dean of Clinical Education | 180                                     | OMS I  |
| Peer Tutoring                        | Weekly                      | Peers                                | 28                                      |  |

**Element 9.6: Career Counseling: (CORE)** A COM must provide career counseling to assist its students in evaluating career options and applying to graduate medical education training programs.

**Submission 9.6**

1. Describe the process for career counseling, including GME Readiness, provided to students.
2. Complete Table 9.6 (see Excel Workbook).

| Career Counseling Type                                   | Date of Counseling activity | Person(s) Providing Counseling       | Number of students involved in activity | Year of students involved in activity (i.e. OMS II, OMS III) |
|--|-----------------------------|--------------------------------------|---|--|
| Formal Lecture : ERAS; How to Fill out your applications | March 2017                  | Associate Dean of Clinical Education | 180                                     | OMS III  |
|  |                             |                                      |   |  |

**Element 10.1: Osteopathic Educational Continuum:** The COM must demonstrate policy, structure and procedures to support the continuum of osteopathic education - including predoctoral education, graduate medical education, and continuing medical education.

**Submission 10.1**

1. Complete and submit Table 10.1 (see Excel Workbook).

| COM Resources      | OPTI or Educational Consortium Member | # of Accredited PGY1 Positions | Amount of Financial Support | Faculty Support           | Faculty Development | DME/DIO or Other Administrative Support | Scholarly Activity Support | CME Activities Sponsored |
|--------------------|---------------------------------------|--------------------------------|-----------------------------|---------------------------|---------------------|---|----------------------------|--------------------------|
| Name of GME Site 1 | <i>Yes – OPTI Lite</i>                | <i>12</i>                      | <i>\$200/ Yr</i>            | <i>Dr. Smith lectures</i> | <i>None</i>         | <i>COM employees DIO 0.2</i>            | <i>Research Day at COM</i> | <i>DaVinci Robot Day</i> |
| Name of GME Site 2 |                                       |                                |                             |                           |                     |   |                            |                          |
| Name of GME Site 3 |                                       |                                |                             |                           |                     |   |                            |                          |
|                    |                                       |                                |                             |                           |                     |   |                            |                          |
|                    |                                       |                                |                             |                           |                     |   |                            |                          |
|                    |                                       |                                |                             |                           |                     |   |                            |                          |

**Element 10.2: ACGME Accredited GME:** A COM must provide a mechanism to assist new and existing graduate medical education programs in meeting the requirements for accreditation by the Accreditation Council for Graduate Medical Education (ACGME).

**Submission 10.2**

1. Complete and submit Table 10.2.

