Specific Basic Standards for Osteopathic Fellowship Training in Hematology/Oncology

INSPECTION CROSSWALK

Inspection Crosswalk

Instructions

Program:	
Program Number:	
Review Date:	
Site Reviewer:	

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
IV. INSTITUTIONAL REQUIREMENTS								
4.1	The institution must have an AOA-accredited or an ACGME-accredited residency in internal medicine.	Review most recent AOA or ACGME correspondence regarding status of Internal Medicine residency	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
4.2	The institution or program must have a supervision policy that includes, at minimum: how the faculty provides supervision (direct, indirect and informal) at all times; how supervision is graded with regard to level of training; how the program assesses competence (both procedural and non-procedural) with regard to the need for supervision; and how the policy is monitored and enforced.	Supervision policy. It must address all areas for the standard to be met. ACOI annual fellow report (supervision question) provided by ACOI Fellow evaluations of rotations	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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4.3	The institution or program must have a fellow service policy that includes, at minimum: how the program defines fellow workload; how the program ensures protected educational time for the fellows; and how the policy is monitored and enforced.	Review fellow service policy. It must address all areas for the standard to be met. ACOI annual fellow report (service vs. education question) provided by ACOI Fellow evaluations of rotations	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
4.4	The institution or program must have a code of conduct for faculty and fellows.	Code of conduct. Evidence that the faculty and fellows receive the policy (signature page and email or other electronic audit trail) Interview faculty and fellows as to knowledge of policy.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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4.5	The institution's department of internal medicine must have at least two (2) physicians certified in the applicable internal medicine subspecialty by the AOA or the American Board of Medical Specialties (ABMS).	Faculty roster. This should show board certification. Faculty CVs should be available as well.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
4.6	The program must maintain and annually update a program description that includes, at minimum: the program description elements required in the AOA Basic Documents for Postdoctoral Training; and goals and objectives of the training program; curricular and rotational structure; description of ambulatory continuity experience; program director responsibilities; and fellow qualifications and responsibilities.	Program description. It must meet both this standard and the AOA Basic Documents for Postdoctoral Training for program description.	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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4.7	The program must maintain a list of learning objectives to indicate learning expectations at yearly training levels and provide it to the fellows annually.	Written learning objectives. They must be segregated into yearly goals. Evidence that fellows received the objectives (signature page and email or other electronic audit trail) ACOI annual fellow report provided by ACOI Interview fellows on knowledge of objectives	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
4.8	The program must maintain a written curriculum and provide it to the fellows annually.	Written curriculum Curriculum available from www.acoi.org is satisfactory. Evidence that fellows received the objectives (signature page and email or other electronic audit trail) Data from ACOI annual fellow report provided by ACOI Interview fellows on knowledge of curriculum	1					

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Program Director Comments:
Site Reviewer Comments (describe not met or met with excellence):

4.9	If applicable in the specific subspecialty, the institution must provide a supervised ambulatory site for continuity of care training. Institutional clinics or applicable subspecialists' offices may be used.	Tour ambulatory site(s) Program description for description of ambulatory site(s)	3/DD					

Program Director Comments:
Site Reviewer Comments (describe not met or met with excellence):

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4.10	The program must maintain a file for each fellow containing, at minimum: a. Ambulatory logs (if applicable); b. Procedure logs; c. Rotation evaluation forms; d. Quarterly program director evaluations; e. Semiannual ambulatory evaluations (if applicable); f. Semi-annual reviews; g. Certificate of completion of an AOA-approved or ACGME-approved internal medicine residency; AOA approval of ACGME training (if applicable)	Fellows' files. At least one file (paper or electronic) per training year should be reviewed, including fellows who have graduated since the last inspection. The files must contain all applicable components.	3					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

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4.11	The program must be represented every other year at the annual ACOI Congress on Medical Education for Resident Trainers.	Data provided by ACOI Written policy on attendance of ACOI meeting Interview program director Interview fellows	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
SPECIFIC HEMATOLOGY/ONCOLOGY REQUIREMENTS								
4.13	The base institution or an affiliate must have laboratory facilities that include the following: immunopathology, nuclear and medical imaging services, blood banking, transfusion and apheresis, coagulation laboratories and radiation oncology services. Full surgical services shall be available.	Program Description Tour of facilities Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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4.14 The base institution or an affiliate must have support services including oncologic nursing, pharmacy, hospice and pallative care, rehabilitation medicine, nutritional and social services must be available for consultation and participation in multidisciplinary patient care.	Program Description Tour of facilities Program director interview	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
4.15 The base institution or an affiliate must have regularly scheduled educational and multidisciplinary tumor conferences.	Program Description Tour of facilities Program director interview	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

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4.16	The base institution or an affiliate must participate in research protocols and cooperative group trials.	Program Description Tour of facilities Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section IV: _____								
V. PROGRAM REQUIREMENTS AND CONTENT								
A. Program Duration								
5.1	The last 12 months of training must occur in the program that issues the certificate of fellowship completion.	Fellow files for any fellow who transferred into the program since the last inspection. If this does not apply please note this as met.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.2	At least 80 percent of the graduates, averaged on a three-year rolling basis, must take the American Osteopathic Board of Internal Medicine certifying examination within three years of completion of the program.	Data provided by the ACOI via the AOBIM. Data that programs keep regarding board pass rate.	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

B. Transfers and Advanced Standing								
5.3	The program must receive written verification of previous educational experiences and a statement regarding the performance evaluation of a transferring fellow prior to acceptance into the program.	Fellow files for any fellow who transferred into the program and/or requested advanced standing since the last inspection and verify that advanced standing was granted.	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

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5.4	The program is required to provide verification of fellow education for fellows who may leave the program prior to completion of their education.	Fellow files for any fellow who transferred out the program	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.5	Advanced standing for applicable ACGME-approved internal medicine subspecialty training must be approved by the ACOI Council on Education and Evaluation upon request of the program director and fellow. Approval will be granted on a case-by-case basis.	Fellow files for any fellow who transferred into the program and requested advanced standing since the last inspection. Verify that advanced standing was granted.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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C. Osteopathic Philosophy and Osteopathic Manipulative Medicine								
5.6	Training in osteopathic principles and practice must be provided in both structured educational activities and clinical formats.	Lecture schedules, journal club and/or book club topics. Chart review of both inpatient and clinic charts, looking for evidence of documentation of osteopathic assessment and treatment. Program description Interviews with program director and fellows.	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
D. Medical Knowledge								
5.7	The formal structure of educational activities must include monthly journal clubs.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.8	The formal structure of educational activities must include twice-weekly case conferences.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.9	The formal structure of educational activities must include four hours per week of structured faculty didactic participation.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	3					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.10	Attendance at required educational activities must be documented	Attendance documentation (paper or electronic) for fellow and faculty participation	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.11	Each fellow must participate in internal medicine subspecialty board review, either in the form of an ongoing program, or by the program sponsoring the fellow's attendance at an internal medicine subspecialty board review course.	Lecture schedule Program description Attendance documentation (paper or electronic) for internal board review ACOI will supply names of residents who have attended the ACOI board review course Documentation of attendance of board review course in residents' files	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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E. Interpersonal Communication Skills							
5.12 The fellow must have training in communication skills with patients, patient families and other members of the health care team, including patients with communication barriers, such as sensory impairments, dementia and language differences.	Lecture schedules Collaborative rounding process Communication training modules Methods for language interpretation Simulation center or standardized patient curriculum	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
F. Professionalism							
5.13 The fellow must have training in health care disparities.	Lecture schedules Cultural competence training modules Community service experience or expectations for fellows	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

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5.14	The fellow must have training in ethical conduct in interactions with patients, patient families and other members of the health care team.	Lecture schedules Training module completion	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.15	The fellow must have training in health information protection policies	Lecture schedules Training module completion	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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G. Practice-Based Learning and Improvement							
5.16 The fellow must have training in teaching skills.	Lecture schedules Training module completion	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
5.17 The fellow must participate in the training of students and/or fellows.	Chart review of student notes Chart review of resident notes Resident & Student lecture schedules	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

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5.18	The fellow must have training in the use of electronic health records.	Lecture schedules Training module completion Program description Demonstration of EHR	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.19	The fellow must have learning activities and participation in quality improvement processes.	Description of quality improvement projects Evidence of dissemination of quality improvement projects (abstracts and/or posters) Participation in quality or performance improvement committees or processes. Morbidity & Mortality conference.	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.20	The fellow must have structured learning activities in medical research throughout the program including, at a minimum: research types and methodology, biostatistics, health services research and interpretation of medical literature.	Lecture schedules Training modules Program description	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
H. Systems-Based Practice								
5.21	The fellow must have training in practice management.	Lecture schedules Training modules Program description Chart audits of coding accuracy Participation in utilization review committees	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.22 The fellow must have training in health policy and administration.	Lecture schedules Training modules TIPS program participation	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

SPECIFIC HEMATOLOGY/ONCOLOGY REQUIREMENTS

I. Program Duration

5.23 The fellowship training program is a full-time training program that must be of a minimum of 36 months in duration.	Rotational curriculum Program description Fellow interviews Program director interview	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

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5.24	A minimum of 24 months must be supervised management of patients (clinical rotations).	Rotational curriculum Program description Fellow interviews Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.25	A minimum of 1 month clinical rotation must focus on allogeneic and autologous bone marrow or peripheral stem cell transplantation and management of post transplant patients	Rotational curriculum Program description Fellow interviews Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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J. Medical Knowledge								
5.26	The fellow must have learning activities in morphology, physiology and biochemistry of blood, marrow, lymphatic tissue and the spleen.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.27	The fellow must have learning activities in basic molecular and pathophysiologic mechanisms, diagnosis and therapy of diseases of the blood, including anemias, diseases of white cells and disorders of hemostasis and thrombosis.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.28	The fellow must have learning activities in etiology, epidemiology, natural history, diagnosis, pathology, staging and management of neoplastic disorders.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.29	The fellow must have learning activities in immune markers, immunophenotyping, cytochemical studies and cytogenetic and DNA analysis of neoplastic disorders.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.30	The fellow must have learning activities in molecular mechanisms of neoplasia, including the nature of oncogenes and their products.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.31	The fellow must have learning activities in chemotherapeutic drugs, biologic products and growth factors and their mechanisms of action, pharmacokinetics, clinical indications and limitations, including their effects, toxicity and interactions.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.32	The fellow must have learning activities in multiagent chemotherapy protocols and combined modality therapy in the treatment of neoplastic disorders.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.33	The fellow must have learning activities in management and care of indwelling venous access catheters.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.34	The fellow must have learning activities in principles and application of surgery and radiation therapy in the treatment of neoplastic disorders.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.35	The fellow must have learning activities in management of the neutropenic and the immunocompromised patient.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.36	The fellow must have learning activities in effects of systemic disorders, infections, solid tumors and drugs on the blood, blood-forming organs and lymphatic tissues.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.37	The fellow must have learning activities in indications and application of imaging techniques in patients with blood and neoplastic disorders.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.38	The fellow must have learning activities in pathophysiology and patterns of solid tumor metastases.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.39	The fellow must have learning activities in principles of multidisciplinary management of organ-specific cancers.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.40	The fellow must have learning activities in pain management in the cancer patient.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.41	The fellow must have learning activities in rehabilitation and psychosocial management of patients with hematologic and neoplastic disorders.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.42 The fellow must have learning activities in hospice and home care for the cancer patient.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
5.43 The fellow must have learning activities in recognition and management of paraneoplastic disorders.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

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5.44	The fellow must have learning activities in the etiology of cancer, including predisposing causal factors leading to neoplasia.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.45	The fellow must have learning activities in cancer prevention and screening, including competency in genetic testing and counseling as they relate to hereditary cancers and hematologic disorders for high-risk individuals.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.46	The fellow must have learning activities in tests of hemostasis and thrombosis for both congenital and acquired disorders and regulation of antithrombotic therapy.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.47	The fellow must have learning activities in treatment of patients with disorders of hemostasis and the biochemistry and pharmacology of coagulation factor replacement.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.48	The fellow must have learning activities in transfusion medicine, including the evaluation of antibodies, blood compatibility and the use of blood component therapy and apheresis procedures.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.49	The fellow must have learning activities in personal development, attitudes and coping skills of physicians and other health-care professionals who care for critically ill patients.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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5.50	The fellow must have learning activities in human immunodeficiency virus-related malignancies.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.51	The fellow must have learning activities in the care and management of the geriatric patient with malignancy and hematologic disorders.	Lecture schedules Program description Attendance documentation (paper or electronic) for fellow and faculty participation Curriculum	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

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			1, 2 or 3	Met	Not Met	Met	Not Met	Met

K. Patient Care

5.52	The fellow must have training and experience in bone marrow aspiration and biopsy, including preparation and interpretation of peripheral blood smears, bone marrow aspirates and touch preparations.	Rotational curriculum Program description Fellow interview Program director interview	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

5.53	The fellow must have training and experience in measurement of complete blood counts including platelets and white cell differential using automated and/or manual techniques.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.54	The fellow must have training and experience in administration of chemotherapeutic agents and biologic products through all therapeutic routes.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.55	The fellow must have training and experience in the management and care of indwelling venous catheters.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.56	The fellow must have training and experience in therapeutic phlebotomy, therapeutic thoracentesis and therapeutic pheresis.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.57	The fellow must have training and experience in correlation of clinical information of the findings of cytology and histology and imaging techniques as they relate to hematology and oncologic disease.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.58	The fellow must have training and experience in blood and platelet transfusion.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.59	The fellow must have training and experience in the performance and interpretation of coagulation studies and blood banking.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.60 The fellow must have training and experience in platelet aggregometry.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
5.61 The fellow must have training and experience in serial tumor mass measurement.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.62	The fellow must have training and experience in fine needle aspiration and biopsy.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.63	The fellow must have training and experience in clinical experience in bone marrow or peripheral stem cell harvest for transplant.	Rotational curriculum Program description Institutional segregated totals Fellow interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met

5.64	The fellow must participate in research protocols and cooperative group trials.						
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

L. Ambulatory Clinic

5.65	The fellow must attend a supervised continuity clinic for a minimum of four hours per week, 46 weeks per year.	Ambulatory appointment schedules Segregated totals from ambulatory clinic (visit numbers and type, diagnosis) Ambulatory clinic logs	1				
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
5.66	The fellow must see a minimum of four patients per week in the ambulatory clinic.	Ambulatory appointment schedules Segregated totals from ambulatory clinic (visit numbers and type, diagnosis) Ambulatory clinic logs	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
5.67	The fellow must maintain a log of all outpatient cases.	Ambulatory appointment schedules Segregated totals from ambulatory clinic (visit numbers and type, diagnosis) Ambulatory clinic logs	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section V: _____								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met

VI. FACULTY AND ADMINISTRATION

A. Program Director

6.1	The program director must be certified in the applicable internal medicine subspecialty by the AOA through the American Osteopathic Board of Internal Medicine.	Program director CV Program director interview Verified by the ACOI	3					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

6.2	The program director must have practiced in the applicable internal medicine subspecialty for a minimum of three (3) years.	Program director CV Program director interview Verified by the ACOI	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

6.3	The program director must be an active member of the ACOI.	Program director CV Program director interview Verified by the ACOI	1					

Program Director Comments:

Site Reviewer Comments (describe not met or met with excellence):

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.4	The program director's authority in directing the fellowship training program must be defined in the program documents of the institution.	Program director job description OGME committee minutes or by-laws Organizational chart for OGME Program description DME interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.5	The program director must comply with the requests of the ACOI's Council on Education and Evaluation.	Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.6	The program director must have compensated dedicated time to administer the training program.	Program director job description OGME committee minutes or by-laws DME interview Program director interview	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.7	The program director must prepare required material for on-site program review.	Program director interview Verified by the ACOI Verified by site reviewer	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.8	The program director must submit to the ACOI annual reports for all fellows by July 31 of each calendar year. Final reports for fellows who complete the program in months other than June must be submitted within 30 days of training completion. Delinquent annual reports will not be reviewed until a delinquency fee is paid as determined by the ACOI's administrative policies.	Evidence of completion (web based or print-out) Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.9 The program director must attend the annual ACOI Congress on Medical Education for Resident Trainers every other year.	Evidence of attendance Program director interview Verified by the ACOI	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							
6.10 The program director must attend the annual ACOI Congress on Medical Education for resident Trainers in the first year of appointment.	Evidence of attendance Program director interview Verified by the ACOI	1					
Program Director Comments:							
Site Reviewer Comments (describe not met or met with excellence):							

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.11	The program director must notify the ACOI of the fellow's entry into the training program by submitting a fellow list annually on a form furnished by ACOI.	Evidence of completion Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.12	The program director must maintain an e-mail address and provide it to the ACOI.	Program director interview Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.13	The program director must provide fellows with information regarding the requirements for certification in the subspecialty.	Fellows interviews						
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
B. Faculty								
6.14	The faculty of the training program must be selected based on their commitment to teaching and the quality of the teaching provided.	Faculty selection criteria Evidence of action regarding faculty appointment Program director interview Faculty interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.15	The faculty must make available non-clinical time to provide instruction to fellows.	Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
6.16	The faculty must participate in the program's learning activities, such as didactic lectures, case conferences, journal clubs, book clubs and board review.	Lecture schedules Attendance documentation (paper or electronic) Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
6.17	The faculty's credentials, including CVs, must be on file and available for inspection at the time of the AOA on-site program review	Faculty list with credentials Faculty CVs	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section VI: _____								
VII. FELLOW REQUIREMENTS								
7.1	The fellows must have completed either an AOA-approved or an ACGME-approved internal medicine residency.	Fellow files	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
7.2	Fellows who completed an ACGME-approved internal medicine residency must gain AOA approval of their training prior to completion of the first year of the fellowship and supply documentation of this to the program director.	Fellow files Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
7.3	The fellows must be members of the ACOI.	Fellow files Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
7.4	The fellows must submit a fellow annual report online to the ACOI by July 31 of each calendar year. Final reports of fellows who complete the program in months other than June must be submitted within thirty (30) days of completion of the training year. Delinquent annual reports will not be reviewed until a delinquency fee is paid as determined by the ACOI's administrative policies.	Evidence of fellow receipt and review of score (paper or electronic) Program director interview Fellow interview ACOI Fellow annual report Verified by the ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
7.5	The fellows must attend a minimum of 70 percent of all meetings as directed by the program director.	Lecture schedules Attendance documentation (paper or electronic) Program director interview Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
7.6	The fellows must participate in hospital committee meetings directed by the program director.	Hospital committee rosters and attendance Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
7.7	The fellow must describe the title and type of research project planned on the first-year Fellow Annual Report that is submitted to the ACOI.	Verified by ACOI	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
7.8	The fellow must complete one research project and submit a research paper to the ACOI Council on Education & Evaluation during their subspecialty training. If the project is a case report, it must be submitted six months prior to the completion of the fellowship. If the project is a report of an original clinical research study, the report must be submitted by the completion of training. For fellowships that are only one-year in duration, case reports may be submitted at the completion of the fellowship.	Fellow files Program director interview Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section VII: _____								
VIII. EVALUATION								
8.1	The faculty and fellows must evaluate the program and curriculum annually to ensure that it is consistent with the current goals of the program, and further address, at minimum: pass rates on the applicable AOBIM certification examination; fellow retention rates in the program; percent of graduates completing the program in the minimum time; placement of graduates and professional accomplishments of graduates.	Minutes from annual meeting or other evidence of program and curriculum review GMEC committee minutes Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.2	Faculty must evaluate the fellow after each rotational assignment.	Evaluations (paper or electronic) Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.3	The program director, with faculty input, will complete quarterly evaluations of each fellow's performance.	Evaluations (paper or electronic) Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.4	The ambulatory clinic director must complete semiannual written evaluations of the fellow's performance (if applicable).	Evaluations (paper or electronic) Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.5	Completed evaluations must be shared with the fellow to foster continuous improvement.	Evaluations (paper or electronic) Program director interview Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value 1, 2 or 3	Pre-Site Visit (Program Director Self Study) Met	Pre-Site Visit (Program Director Self Study) Not Met	Current Review (Site Reviewer) Met	Current Review (Site Reviewer) Not Met	Prior Review Met
8.6	All evaluations must be signed by the person completing the evaluation, the program director and the fellow. Electronic signatures are acceptable.	Evaluations (paper or electronic) Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.7	The program director or a designee must meet with the fellow semiannually to review and document the fellow's progress.	Evaluations (paper or electronic) Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.8	At the end of each training year, the program director, with faculty input, must determine whether each fellow has the necessary qualifications to progress to the next training year, or be considered program complete.	Documentation of advancement (promotion letter, etc.) Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.9	Fellows must complete a monthly service evaluation of each rotation and the faculty who supervised their training.	Evaluations (paper or electronic) Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.10	Fellows' identities in faculty evaluations must remain confidential.	Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.11	Faculty performance must be reviewed on an annual basis by the program director.	Evidence of faculty evaluation Faculty recruitment and retention policy Program director interview Faculty interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								

STANDARD		SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
			1, 2 or 3	Met	Not Met	Met	Not Met	Met
8.12	Information provided by fellows must be included as part of the assessment of faculty performance.	Evidence of faculty evaluation Faculty recruitment and retention policy Program director interview Faculty interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
8.13	The program must have a remediation policy for fellows who are performing at an unsatisfactory level.	Remediation policy Program director interview Faculty interviews Fellow interviews	1					
Program Director Comments:								
Site Reviewer Comments (describe not met or met with excellence):								
Total points for Section IV: _____								

STANDARD	SUGGESTED DOCUMENTATION / INTERVIEWS FOR VERIFYING COMPLIANCE	Point Value	Pre-Site Visit (Program Director Self Study)		Current Review (Site Reviewer)		Prior Review
		1, 2 or 3	Met	Not Met	Met	Not Met	Met

Site Reviewer Grid

Section Number	Total Met	Total Not Met	Maximum Points Possible
IV.			
V.			
VI.			
VII.			
VIII.			
Total			

Additional Comments: