

# **HANDBOOK FOR OSTEOPATHIC ORTHOPEDIC SURGERY RESIDENTS**

**American Osteopathic Academy of Orthopedics**

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## **AOAO CONTACT & ADDRESS INFORMATION**

Lee Vander Lugt, D.O., FAOAO, Executive Director  
James J. Pollifrone, D.O., FAOAO, Chair, Evaluating Committee  
Mrs. Joye Stewart, Association Manager  
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American Osteopathic Academy of Orthopedics

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## **AOBOS CONTACT & ADDRESS INFORMATION**

*Use the following address for items pertaining to Board Certification only.*

Barbara Sharp, Executive Director

American Osteopathic Board of Orthopedic Surgery

Mail: 800 Military Street, Suite 307  
Port Huron, MI 48060

Phone: 1-877-98-AOBOS (877-982-6267)

Fax: 1-810-984-2530

Website: [www.aobos.org](http://www.aobos.org)

E-mail: [aobos@aobos.org](mailto:aobos@aobos.org)

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## CALENDAR OF RESIDENCY REQUIREMENTS

RESIDENCY YEAR	REQUIREMENT	DUE DATE
1 <sup>st</sup> year:	Candidate Membership Application	August 15 <sup>th</sup>
	Residents' Annual Report	July 15 <sup>th</sup> *
	Program Directors' Annual Report	July 15 <sup>th</sup> *
	Residents' Yearly Evaluation of Program Director	July 15 <sup>th</sup> *
2 <sup>nd</sup> year:	Residents' Annual Report	July 15 <sup>th</sup> *
	Program Directors' Annual Report	July 15 <sup>th</sup> *
	Residents' Yearly Evaluation of Program Director	July 15 <sup>th</sup> *
3 <sup>rd</sup> year:	Residents' Annual Report	July 15 <sup>th</sup> *
	Program Directors' Annual Report	July 15 <sup>th</sup> *
	Scientific Paper	July 15 <sup>th</sup> *
	Residents' Yearly Evaluation of Program Director	July 15 <sup>th</sup> *
4 <sup>th</sup> year:	Residents' Annual Report	July 15 <sup>th</sup> *
	Program Directors' Annual Report	July 15 <sup>th</sup> *
	Scientific Paper	July 15 <sup>th</sup> *
	Residents' Yearly Evaluation of Program Director	July 15 <sup>th</sup> *

\* **These due dates only apply to those Residents that begin training July 1<sup>st</sup>. All other residents must finalize their paperwork no later than fifteen (15) days after the completion date in the year in which they are due.**

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## CALENDAR OF RESIDENCY REQUIREMENTS (continued)

RESIDENCY YEAR	REQUIREMENT	DUE DATE
5 <sup>th</sup> year:	Application to AOBOS for Written Exam for Certification	AOBOS Website (Calendar of Events)
	Scientific Paper	January 15 <sup>th</sup> *
	Residents' Six-Months Report	January 15 <sup>th</sup> *
	Program Directors' Six-Month Report	January 15 <sup>th</sup> *
	<i>* These requirements must be met in order to be eligible to take the AOBOS Written Exam.</i>	
	Final Residents' Annual Report	July 15 <sup>th</sup> *

Residents' Yearly Evaluation of Program Director July 15<sup>th</sup> \*

Resident training will not be reported as complete to the American Osteopathic Association until all documents have been received by the AOA and reviewed by the AOA Evaluating Committee

Application for AOA Active Membership July 15<sup>th</sup> \*  
New Mailing Address Information July 15<sup>th</sup> \*

\* **These due dates only apply to those Residents that begin training July 1<sup>st</sup>. All other residents must finalize their paperwork no later than fifteen (15) days after the completion date in the year in which they are due**

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## RESIDENTS' MONTHLY LOGS

Monthly logs must be submitted by the resident to the Program Director and the Director of Medical Education. These logs must be available during hospital inspections. **DO NOT SEND MONTHLY LOGS TO THE AOA.** The monthly logs must be completed on the AOA case log system and these logs must be kept on file at the Residency Program, in compliance with the Basic Standards for Residency Training in Orthopedic Surgery.

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## RESIDENTS' ANNUAL REPORT

The resident Annual Report must be completed and finalized on the AOA case log system. **Refer to the Calendar of Residency Requirements for due dates (Page 3).**

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## SCIENTIFIC PAPERS

Three scientific papers must be submitted during the course of your residency. These are due in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year of residency per the Calendar of Residency Requirements.

The papers submitted must be on different subjects. The Program Director must review and approve the scientific paper before the submission date. All papers must be written in the American Psychological Association format. Please see the attached link for further information on the APA format: <http://owl.english.purdue.edu/owl/resource/560/01/>.

The title page must include:

- A. Resident's Name.
- B. Residency Program Name.
- C. Name of the Program Director.
- D. Year of Residency for Which Paper Submitted, i.e. 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup>.
- E. Date of Preparation.
- F. Category (General, Hand or Sports).

If you desire to have your paper considered for publication in the official publication of the AOA please indicate upon submission.

To be in compliance with the Basic Standards, if a paper has multiple authors, the orthopedic resident must be the lead author to qualify for the yearly requirement. No changes can be made to your scientific paper once it has been approved by the AOA Evaluating Committee.

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## SCIENTIFIC POSTERS

**A Scientific Poster may be substituted for ONE scientific paper during the residency program.** This must have the approval of the Residency Program Director.

If chosen by the Review Committee, your poster may be exhibited at the AOA Annual Meeting during the current academic year. This meeting is usually held in either September or in October each year.

The deadline for the submission of applications will be printed on the application. **If chosen for display, the resident must appear at the meeting in order to display the poster. Those chosen will be notified via email by the AOA Administrative Office.** Applications can be obtained from the AOA Executive Office or on the AOA web site at [www.aoao.org/](http://www.aoao.org/).

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## MONETARY AWARDS

There are monetary awards based on judging at the AOA Annual meeting for Scientific Posters. **IN ORDER TO BE ELIGIBLE FOR THIS AWARD, YOU MUST BE AN AOA CANDIDATE MEMBER.**

There are also monetary awards based on judging of Scientific Papers by the AOA Editorial Committee. **IN ORDER TO BE ELIGIBLE FOR THIS AWARD, YOU MUST BE AN AOA CANDIDATE MEMBER.**

To be eligible for awards, papers must be submitted by July 15<sup>th</sup> of the year in which they are due. Any late papers will not be judged. (The date of July 15<sup>th</sup> only applies to those residents that begin training July 1st. All other resident papers must be submitted fifteen (15) days after the completion date in the year in which they are due).

There are three categories for awards:

- General Orthopedics.
- Hand Surgery.
- Sports Medicine.

## **BASIC STANDARDS**

It is the Resident's responsibility to review the AOA Basic Standards by accessing the AOA website at <http://www.aoao.org/pdfs/residents/BasicStandards.pdf>. The AOA Basic Standards must be reviewed.

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## **AOAO EVALUATING COMMITTEE**

The AOA Evaluating Committee meets to review the finalized documentation from residents and Program Directors from the AOA case log system. They recommend to the American Osteopathic Association the status of approval of a resident's training for the current year.

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## **AOAO CANDIDATE MEMBERSHIP**

All residents must join the AOA before access to the Case Log system is granted. Once member application is processed, you will be added to the Case Log system and an email sent to you with your Username/Password.

To apply go to – <http://www.aoao.org/members/join.iphtml#candidate>

### **Candidate Membership**

**The requirements for Candidate Status Membership are:**

- Be a graduate of a College of Osteopathic Medicine approved by the American Osteopathic Association;
- Be enrolled in an American Osteopathic Association approved orthopedic residency training program;
- Be a member of the American Osteopathic Association and if elected to membership shall continue to be a member in good standing.

**Among the many benefits to you as an AOA Member are the following:**

- Credentials;
- Quality educational opportunities through our Annual Postgraduate Seminars held each spring, and also through the Annual Meeting held each fall;
- Discounts while attending our educational meetings;
- AOA protects your specialty training;

- The AOA Orthopod, which is expanding with every issue and presents up-to-date news affecting our specialty.

## **No annual dues for Candidate Members.**

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## **AOAO ACTIVE MEMBERSHIP**

Once residency is completed, application should be made for Active Membership in the AOA. An application can be obtained from the AOA web site at [www.aoao.org](http://www.aoao.org) and click on membership, or contact the AOA office.

**A letter must be submitted requesting remission of dues during Fellowship training.**

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## **BOARD CERTIFICATION**

The American Osteopathic Academy of Orthopedics (AOAO) does **NOT** conduct Board certification of Osteopathic Orthopedic Surgeons.

This is handled by a separate entity, the **AMERICAN OSTEOPATHIC BOARD OF ORTHOPEDIC SURGERY (AOBOS)**. They administer Board Certification in Orthopedic Surgery for the American Osteopathic Association. Initial Board Certification in orthopedic surgery requires completion of a written examination, an oral examination and a clinical examination.

To be eligible to take the written exam for certification in the final year of residency, the resident must have: (1). completed six months of residency; (2). by January 15<sup>th</sup> of that year must submit all documents through the first six months of the 5th year to the American Osteopathic Academy of Orthopedics for review and approval recommendation by the Evaluating Committee. The written examination is given only once per year, and if missed the applicant will wait until the next year.

Applications for the written exam must be submitted to the AOBOS. Refer to the AOBOS web site at [www.aobos.org](http://www.aobos.org) for application deadline.

The oral examination is given the day before the start of the AOA Annual meeting each year, usually in September or October. Please refer to the AOBOS web site at [www.aobos.org](http://www.aobos.org) for the application deadline for this examination.

The clinical examination application must be submitted to the AOBOS in the year in which the physician is eligible for this final portion of the certification examination, refer to [www.aobos.org](http://www.aobos.org) for application deadline.

Please refer to the current AOBOS “Handbook for Candidates for Board Certification” which is located on the web at [www.aobos.org](http://www.aobos.org) for detailed specific requirements.

**Any questions relative to the Board Certification process should be referred to the AOBOS.**

**Their address and phone are listed on Page 2 of this handbook.**

Upon completion of certification, questions regarding verification of certification should be directed to the American Osteopathic Association, 142 E Ontario Street, Chicago, IL 60611 Attention: Division of Certification, Tel: 1-800-621-1773, EXT 8266 or Email: [certification@osteopathic.org](mailto:certification@osteopathic.org).

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