

ADS Guidance for Appointment of a New Director of Osteopathic Education Osteopathic Recognition Committee

If a program appoints a new physician to the role of Director of Osteopathic Education, the appointment must be reflected in the ACGME's Accreditation Data System (ADS) at the time of appointment. Programs must not wait until the ADS Annual Update to reflect the appointment in the system. If there are concerns about the qualifications of a physician being considered for the role, contact the Executive Director of the Osteopathic Recognition Committee for guidance (contact information can be found on the [Osteopathic Recognition](#) page of the ACGME website).

Prior to appointing a new physician to the role of Director of Osteopathic Education, the program's Faculty Roster physician profile in ADS must be updated for the newly appointed and prior Director of Osteopathic Education. Below is a checklist of updates that must be completed in ADS.

- Review the physician profile of the previous Director of Osteopathic Education, if still a faculty member for the program, to ensure the title entered in the "Program Specific Title" field has been updated and is no longer 'Director of Osteopathic Education' or 'DOE.'
- Ensure the newly appointed physician has been designated as an osteopathic faculty member on the program's Faculty Roster.
- Consider adding 'Director of Osteopathic Education' or 'DOE' to the "Program Specific Title" field in the newly appointed Director of Osteopathic Education's physician profile.
- Review all dates within the faculty member's profile (i.e., date of appointment as faculty member, year started teaching, medical school graduation, residency and fellowship attendance, state licensure).
- Ensure the physician's board certification information is accurately reported in the physician's profile.
- Add/update the description provided for the newly appointed and prior Director of Osteopathic Education's "Role in Program as it Relates to Osteopathic Education." This should describe the physician's actual roles and responsibilities related to formal osteopathic education within the program. The description should be consistent with responsibilities outlined in the Osteopathic Recognition Requirements but must not be a copy and paste of the Requirements.
- Add/update the "Additional Information on Qualifications Related to Osteopathic Education" field. This area should only be used for qualifications not captured elsewhere in the faculty member's profile.

After the newly appointed Director of Osteopathic Education's physician profile has been reviewed and updated, the role change in ADS should be completed next. This is done by clicking "Director of Osteopathic Education" under the "Recognition" tab in the "Manage

Designation of Residents/Osteopathic Personnel” section. On the next screen, a new physician can be identified for appointment to the role. The new Director of Osteopathic Education must be designated as an osteopathic faculty member, with all profile information updated appropriately as noted above, prior to the official appointment in ADS.

The Osteopathic Recognition Committee will be notified when a new physician is appointed as Director of Osteopathic Education in ADS and will conduct a review of the qualifications of the appointed physician. It is important that all profile information is current, complete, and accurate to ensure a quick review.