Basic Standards
for
Residency Training in Otolaryngology/Facial Plastic Surgery

American Osteopathic Association
And the
American Osteopathic Colleges of Ophthalmology
and
Otolaryngology – Head and Neck Surgery

BOT Rev. 2/2011
Basic Standards for Residency Training
In Otolaryngology / Facial Plastic Surgery

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I – INTRODUCTION

A. These are the Basic Standards for Residency Training in Otolaryngology/Facial Plastic Surgery as established by the American Osteopathic Colleges of Otolaryngology/Facial Plastic Surgery and Otolaryngology - Head and Neck Surgery (AOCOO-HNS) and approved by the American Osteopathic Association (AOA). These standards are designed to provide the osteopathic resident with advanced and concentrated training in Otolaryngology/Facial Plastic Surgery and to prepare the resident to provide quality care to his/her patients and to obtain certification in Otolaryngology/Facial Plastic Surgery. These standards are to be used in conjunction with the AOA Basic Documents for Postdoctoral Training.

II – MISSION

A. The mission of residency training in Otolaryngology/Facial Plastic Surgery is to provide residents with comprehensive structured cognitive and procedural clinical education in order to produce an osteopathic physician who is skilled in the specialty of the Otolaryngology/Facial Plastic Surgery and who will provide compassionate, quality care, continue lifelong learning, and display integrity and professionalism, as an osteopathic otolaryngologist/facial plastic surgeon.

III – EDUCATIONAL PROGRAM GOALS

The goals of the osteopathic Otolaryngology/Facial Plastic Surgery program are to train residents to become proficient in the following core competencies:

A. Osteopathic Philosophy and Osteopathic Manipulative Medicine: Integration and application of osteopathic principles into the diagnosis and management of patient clinical presentations.

B. Medical Knowledge: A thorough knowledge of the complex differential diagnoses and treatment options for the patient with otolaryngic disease and the ability to integrate the applicable sciences with clinical experiences.

C. Patient Care: The ability to rapidly evaluate, initiate and provide appropriate treatment for patients with acute and chronic otolaryngic conditions in both the inpatient and outpatient settings as well as promote health maintenance and disease prevention.

D. Interpersonal and Communication Skills: Use of clear, sensitive and respectful communication with patients, patients’ families and members of the health care team.

E. Professionalism: Adherence to principles of ethical conduct and integrity in dealing with patients, patients’ families and members of the health care team.

F. Practice-Based Learning and Improvement: Commitment to lifelong learning and scholarly pursuit in Otolaryngology/Facial Plastic Surgery for the betterment of patient care.

G. Systems-Based Practice: Skills to lead health-care teams in the delivery of quality patient care using all available resources.
IV – INSTITUTIONAL REQUIREMENTS

A. 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.

B. The institution or program must have a resident service policy that includes, at minimum: how the program defines resident workload; how the program ensures protected educational time for the residents and how the policy is monitored and enforced.

C. There must be a minimum volume of one hundred (100) major otolaryngology surgical cases per year for each resident in training that consist of head and neck, intra-nasal and sinus, broncho-esophagology, and otologic procedures, combined with seventy-five (75) major facial plastic surgery cases per year for each resident in training.

D. The institution's department/section of Otolaryngology/Facial Plastic Surgery shall have at least one (1) physician certified in Otolaryngology/Facial Plastic Surgery by the AOA and a second physician certified in Otolaryngology/Facial Plastic Surgery by the AOA or the American Board of Otolaryngology.

E. The institution or program must have a code of conduct for faculty and residents.

F. 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; goals and objectives of the training program; curricular and rotational structure; program director responsibilities; and resident qualifications and responsibilities.

G. The program must maintain a list of learning objectives to indicate learning expectations at yearly training levels and provide it to the residents annually.

H. The program must maintain a written curriculum and provide it to the residents annually. Sample curriculum is available at www.aocoohns.org.

I. The institution/program must maintain a file for each resident containing, at minimum:

1. Ambulatory logs;
2. Procedure logs;
3. Monthly rotation evaluation forms;
4. Quarterly program director evaluations;
5. Semiannual ambulatory evaluations;
6. Semi-annual reviews
7. In-service exam scores

J. The institution must provide the time and resources for each resident to attend the Annual Clinical Assembly or another educational program sponsored by the AOCOO-HNS at least once during their residency.
K. The institution must arrange for each resident to take the annual in-service exam.

L. The program must be represented each year at the annual AOCOO-HNS Program Directors Work Shop and annual College sponsored Faculty Development Course.

M. The institution must bear all direct and indirect costs of AOA on-site reviews and their preparation.

N. The institution must provide access to a properly equipped temporal bone lab facility, appropriately staffed, and properly organized to provide quality otolaryngology training.

O. The institution must provide access to post-graduate courses in allergy, facial plastic surgery, head and neck surgery, laser surgery, and temporal bone surgery when sufficient clinical and didactic material is not available at the base institution.

V - PROGRAM REQUIREMENTS AND CONTENT

A. Program Requirements

5.1 The residency training program in Otolaryngology/Facial Plastic Surgery must be sixty (60) months in duration.

B. Transfers and Advanced Standing

5.1 The program must receive documentation from previous program director confirming that the resident has achieved a specific level of training, and receive an endorsement from the new program director recommending advanced standing for a specific block of time.

5.2 The program is required to provide verification of residency education for residents who may leave the program prior to completion of their education.

5.3 Requests for advanced standing and time allotted for such requests will be considered on a case-by-case basis. The AOCOO-HNS Council of Medical Education will review all applications and make appropriate recommendations. Advanced standing credit is applicable only for training received at the institution immediately prior to the program to which the resident is requesting transfer.

C. Program Content

5.1 Osteopathic Philosophy & Manipulative Medicine

a. Training in osteopathic principles and practice must be provided in both structured educational activities and clinical formats.

b. Residents must complete an OPP/OMM curriculum.
5.2 Medical Knowledge

a. The formal structure of educational activities must include monthly journal clubs.

b. The formal structure of educational activities must include structured faculty didactic participation.

c. Attendance at required educational activities must be documented.

d. Residents must participate in the Otolaryngology/Facial Plastic Surgery structured educational activities throughout their training program, including during the OGME-1 Year.

e. Each resident must participate in Otolaryngology/Facial Plastic Surgery board review, either in the form of an ongoing program, or by the program sponsoring the resident's attendance at an Otolaryngology/Facial Plastic Surgery board review course.

f. By the completion of the Otolaryngology/Facial Plastic Surgery residency program, each resident must have completed an formal basic science course (at minimum 100 hours) and demonstrate competency in the basic sciences, medical and surgical knowledge in the following areas:

Morphology, physiology, pharmacology, pathology, microbiology biochemistry, genetics, and immunology relevant to the head and neck; the upper respiratory and upper alimentary systems; the communication sciences, including knowledge of audiology and speech-language pathology; the chemical senses and allergy, endocrinology, and neurology as they relate to the head and neck; and voice sciences as they relate to laryngology.

5.3 Patient Care

a. The resident must have training and experience in comprehensive histories and physicals, including structural examinations, with emphasis on the head and neck and related systems.

b. The resident must have training and experience in the following surgical procedures: Head and Neck, (Salivary Glands, Nose and maxilla, Lips, Oral cavity, Neck, Larynx) Otologic, Facial Plastic and Reconstructive, Congenital anomalies, Laser, Endoscopy, to include, at minimum: indications; contraindications; complications; limitations and evidence of competent performance.

c. The resident must have training and experience in the interpretation, indications, contra-indications and complications of audiologic, vestibular, and vocal function testing; biopsy and fine needle aspiration techniques; and other clinical and laboratory procedures related to the diagnosis of diseases and disorders of the upper airway and digestive tract and the head and neck.

d. The resident must have training and experience in the management of congenital, degenerative, idiopathic, infectious, inflammatory, toxic, allergic, immunologic, vascular,
metabolic, endocrine, neoplastic, foreign body and traumatic states; airway management, resuscitation, local/regional anesthesia, sedation; universal precaution techniques to include, at minimum: indications; contraindications; complications; limitations and evidence of competent performance.

c. The resident must have training and experience in operative intervention, and preoperative and postoperative care of the following major categories:

1. General otolaryngology, including pediatric otolaryngology, rhinology, bronchoesophagology and laryngology;

2. Head and neck oncologic surgery;

3. Facial plastic and reconstructive surgery of the head and neck;

4. Otology and neurotology.

d. The resident must have training and experience to competently perform habilitation and rehabilitation techniques and procedures, in the areas of respiration, deglutition, chemoreception, balance, speech, as well as auditory measures such as hearing aids and implantable devices.

e. The resident must have training and experience to diagnose and apply therapeutic techniques involving endoscopy of the upper airway and digestive tract, including rhinoscopy, laryngoscopy, esophagoscopy, and bronchoscopy, as well as the associated application of stroboscopes, lasers, mechanical debriders, computer-assisted guidance devices, and nerve integrity monitors.

f. The resident must have training and experience in therapeutic radiology and the interpretation of x-rays, CT scan, MRI and other imaging modalities of the head and neck and thorax including: temporal bone skull, nose, paranasal sinuses, salivary glands, thyroid gland, larynx, neck, lungs, and esophagus.

h. The resident must have training and experience with state-of-the-art advances and emerging technology in otolaryngology and head-and-neck surgery;

5.4 Interpersonal and Communication Skills

The resident must have training in communication skills with patients, patient families and other members of the health care team, including patients with barriers to communication, such as sensory impairments, dementia, language and cultural differences.

5.5 Professionalism

a. The resident must have training in health care disparities.

b. The resident must have training in ethical conduct in interactions with patients, patient families and other members of the health care team.
c. The resident must have training in health information protection policies.

5.6 Practice-Based Learning and Improvement

a. The resident must have training in teaching skills.

b. The resident must participate in the training of students and/or other residents.

c. The resident must have training in the use of electronic health records.

d. The resident must have learning activities and participation in quality improvement processes.

e. The resident must have learning activities in medical research throughout the program including, at minimum: research types and methodology; biostatistics; health services research and interpretation of medical literature.

f. The resident must complete scholarly projects as required by the AOCOO-HNS and approved by the program director.

5.7 Systems-Based Practice

a. The resident must have training in practice management.

b. The resident must have training in health policy and administration.

D. Surgical Experience

5.1 Residents must have major technical and patient care responsibilities in surgery (including laser surgery). Each resident must perform as primary surgeon at least the following required number of operative procedures prior to graduation:

a. Head and neck: 25 major per year
b. Otology: 20 major per year
c. Plastic and reconstructive: 35 major per year
d. Endoscopic sinus surgery: 25 major per year
e. Congenital anomalies: 3 major per year
f. Laser pertaining to all categories: 10 per year

5.2 The program director is responsible for verifying the surgical experiences of each resident, to include the number of cases in each category where the resident has served as the primary surgeon or the assistant surgeon (surgical logs).

5.3 Equivalent distribution of categories and procedures among the residents must be demonstrated. Significantly unequal experience in volume and/or complexity of cases managed by the residents will be considered serious noncompliance with these requirements.
E. Program Rotational Requirements

5.1 The first year of Osteopathic graduate medical education (OGME1) training will contain the following required elements:

a. 4 months hospital-based general surgery;
b. 1 month medical pediatrics;
c. 1 month anesthesia;
d. 1 month intensive care unit;
e. 1 month emergency room;
f. 1 month surgical subspecialty (neurological, vascular, maxillofacial, plastic, cardiovascular, general);
g. 1 month medical subspecialty (pulmonary, neurology, family medicine, gastroenterology, dermatology, internal medicine, ophthalmology);
h. 2 months Elective (from surgical subspecialty or medical subspecialty lists above).

5.2 During OGME-2-OGME-5 training years the resident will have the following rotations:

a. Otology
b. Rhinology
c. Laryngology
d. Head and Neck
e. Facial Plastic surgery
f. Pediatric Otolaryngology
g. Otolaryngic Allergy

VI – FACULTY AND ADMINISTRATION

A. Program Director

6.1 The program director must be certified in Otolaryngology/Facial Plastic Surgery by the AOA through the American Osteopathic Boards of Ophthalmology and Otolaryngology-Head and Neck Surgery.

6.2 The program director must have a minimum of three (3) years of clinical experience in Otolaryngology/Facial Plastic Surgery following certification by the AOA or request special consideration by the AOCOO-HNS Council of Medical Education;

6.3 The program director must be in active clinical practice in Otolaryngology/Facial Plastic Surgery.

6.4 The program director must be an active member of the AOCOO-HNS.

6.5 The program director's authority in directing the residency training program must be defined in the program documents of the institution.

6.6 The program director must comply with procedures and requests of the Council on Medical Education.
6.7 The program director must have compensated dedicated time to administer the training program.

6.8 The program director must complete an annual report for each resident and review it with the resident. Final reports must be submitted within 30 days of training completion.

6.9 The program director must attend the annual AOCOO-HNS Program Director Workshop, at a minimum of once every other year, held during the ACA. In the intervening years, the program director will assign a designee who is actively involved in the training program, to attend.

6.10 The program director will attend the annual AOCOO-HNS sponsored Faculty Development Course as follows; the program director must attend one (1) out of three (3) programs, and assign other faculty involved in the training program to attend one (1) out of five (5) annual faculty development programs.

6.11 The program director must notify the AOCOO-HNS of the resident's entry into the training program and the names of all residents in the program by submitting a resident list annually on a form furnished by AOCOO-HNS.

6.12 The program director must maintain an e-mail address and provide it to the AOCOO-HNS.

6.13 The program director must arrange for the residents to take the in-service examination on an annual basis and to provide, each year, the test results to the AOCOO-HNS Council of Medical Education.

6.14 The program director must review the results of the annual in-service examination with each resident by the end of the training year.

B. Faculty

Faculty must make available sufficient non-clinical time to provide instruction to residents. Faculty must participate in the academic educational programs such as formal lectures, case conferences, journal clubs, book clubs, and board review.

VII – RESIDENT REQUIREMENTS

7.1 The residents must be members of the AOCOO-HNS.

7.2 The residents must submit an annual resident report to the AOCOO-HNS within thirty (30) days of completion of each training year.

7.3 The residents must attend a minimum of 70 percent of all meetings as directed by the program director.

7.4 The residents must participate in hospital committee meetings as directed by the program director.

7.5 The residents must participate each year in the annual Resident In-Service Examination.
7.6 The residents must maintain certification in advanced cardiac life support throughout the residency.

7.7 The residents must attend the AOCOO-HNS Annual Clinical Assembly or another AOCOO-HNS continuing education program once during the training program.

7.8 The resident must maintain a current e-mail address and provide it to the AOCOO-HNS upon entering the program.

7.9 The resident must complete a suitable home study course approved by the program director during the OGME-2, OGME-3, and OGME-4 training years. Documentation of the entire home study course is required by the end of the OGME-4 year of training. The residents must review the home study course in a group fashion, and to review it twice during the training program.

VIII – EVALUATION

8.1 The faculty and residents 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: aggregate performance on the annual Resident In-Service Examination; pass rates on the AOBOO- HNS certification examination; resident retention rates in the program; percent of graduates completing the program in 60 months; placement of graduates and professional accomplishments of graduates.

8.2 All evaluations must be signed by the person completing the evaluation, the program director and the resident.

8.3 The program director or a designee must meet with the resident semiannually to review and document the resident’s progress.

8.4 At the end of each training year, the program director, with faculty input, must determine whether each resident has the necessary qualifications to progress to the next training year or be considered training/program complete.

8.5 At the end of each training year, the program director and the resident must complete and send an Annual Report to the AOCOO-HNS within thirty (30) days of completion of each training year. The annual report consists of: the resident segregated totals (Logs), the program directors report, the professional paper, the home study verification, and in-service exam scores. Delinquent annual reports will not be reviewed until a delinquency fee is paid as determined by the AOCOO-HNS ’s administrative policies.

8.6 The resident must prepare an annual professional paper during the OGME 2, OGME 3, and OGME 4 years of training that is either an original contribution or a case report. Original contributions will document original clinical or applied research. Case reports will document unusual clinical presentations with newly recognized or rarely reported features. The length of the annual professional paper shall be of publishable quality, at least 1500 words, double-spaced, and with references required for all material derived from the works of others. The annual paper shall be submitted to the AOCOO-HNS Council of Medical Education as part of the annual report.

8.7 In lieu of one (1) paper, the resident may submit one (1) of the following alternatives:
1. Poster presentation at the AOCOO-HNS annual clinical assembly, which has been reviewed and approved by the program director. The poster must be submitted to the AOCOO-HNS Council of Medical Education with picture(s) of the poster and an outline of the contents.

2. Provide documentation of satisfactory completion of a university level statistics course taken in the current or prior year. The statistics course must be approved by the AOCOO-HNS Council of Medical Education.
   Or
   In place of two annual papers, residents may do a substantive research project during the OGME 2-4 years of training. To participate in such research, the resident must submit an outline of the research project with the first year annual report, and the completed research project with the second year annual report. The completed research project must be submitted to the AOCOO-HNS Council of Medical Education in a publishable format. In all instances research projects must be approved and monitored by the program director.

   Institutional Review Board (IRB) or Ethics Committee approval for any research involving human or animal subjects must be obtained prior to the institution of research. Additionally, all research must meet all local, state and federal regulations.

8.8 Residents’ identities in faculty evaluations must remain confidential.

8.9 Program Directors and Faculty performance must be reviewed on an annual basis.

8.10 Information provided by residents must be included as part of the assessment of faculty performance.

8.11 The program must have a remediation policy for residents who are performing at an unsatisfactory level.

8.12 All newly approved residency training programs will be given a maximum of thirty six (36) months continuing approval following the first inspection which occurs twelve (12) months after the first resident begins the program.