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**Midwestern University/OPTI**
The Midwestern University/Osteopathic Postdoctoral Training Institution (MWU/OPTI) was formed in 1998 to meet American Osteopathic Association’s Council on Osteopathic Postdoctoral Training Institutions (COPTI) accreditation standards for osteopathic graduate medical education. COPTI accreditation provides to the public, governmental jurisdictions, the osteopathic medical profession, and osteopathic postdoctoral trainees the assurance that accredited OPTIs have met or exceeded basic established standards of quality for osteopathic graduate medical education.

The MWU/OPTI is fully accredited by COPTI. At its meeting on July 27, 2011, COPTI granted to MWU/OPTI four years of continuing accreditation.

The MWU/OPTI Policy Manual has been updated to reflect the most recent changes in the AOA Basic Documents for Postdoctoral Training effective February 1, 2016.
Overview

MWU/OPTI Mission, Goals, and Objectives

Mission

The MWU/OPTI provides academic sponsorship for osteopathic postdoctoral training programs with a focused commitment to osteopathic principles and practice; creates clinical education opportunities for osteopathic medical students; supports trainee clinical research and scholarly activity; enhances faculty teaching and assessment skills; supports curricular and accreditation activities of member institutions and programs; and promotes development of osteopathic postdoctoral training programs.

Goals and Objectives

- Be a national leader in providing and academically sponsoring osteopathic graduate medical education
- Foster a commitment to the osteopathic philosophy
- Provide integration of preclinical training
- Offer opportunities for scientific research
- Serve as an AGME Institutional Sponsor
A. PREREQUISITES FOR ACCREDITATION

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**PURPOSE**

To ensure MWU/OPTI is maintained as a formally organized entity

**POLICY**

MWU/OPTI maintains itself as a formally organized entity as documented in its Bylaws and Policies.

*OPTI Standard A. 9.1 (Must Meet Standard)*

OPTI shall be a formally organized entity.
POLICY NAME: HOSPITAL MEMBERSHIP POLICY

PURPOSE

To ensure that MWU/OPTI has at least one member hospital; all member hospitals must be accredited or licensed.

POLICY

MWU/OPTI member hospitals must be accredited or licensed.

OPTI Standard A. 9.2 (Must Meet Standard)

OPTI’s shall have at least one member hospital; all hospitals must be accredited or licensed.
POLICY NAME: COM MEMBERSHIP POLICY

PURPOSE

To ensure MWU/OPTI membership includes at least one College of Osteopathic Medicine accredited by the Commission on Osteopathic College Accreditation (COCA)

POLICY

MWU/OPTI membership includes the two Midwestern University Colleges of Osteopathic Medicine, both of which are fully accredited by the Commission on Osteopathic College Accreditation:

- Arizona College of Osteopathic Medicine
- Chicago College of Osteopathic Medicine.

OPTI Standard A. 9.3 (Must Meet Standard)

OPTI shall include membership of at least one COM accredited by the Commission on Osteopathic College Accreditation (COCA).
POLICY NAME:  AOA INSTITUTIONAL TRAINING STANDARDS POLICY

PURPOSE

To ensure that the MWU/OPTI Bylaws require each member clinical training facility to meet AOA institutional training standards for membership.

POLICY

MWU/OPTI Bylaws state that each member training facility must meet AOA institutional training standards as a requirement for membership.

OPTI Standard A.9.4

OPTI by-laws shall require each training institution supporting OGME to meet AOA institutional training standards for membership. See Section IV.A., and Glossary.
POLICY NAME: AFFILIATION AGREEMENTS POLICY

PURPOSE

To ensure MWU/OPTI maintains affiliation agreements with member institutions in accordance with the Basic Documents for Postdoctoral Training of the American Osteopathic Association.

POLICY

MWU/OPTI executes affiliation agreements with its member institutions.

OPTI Standard A. 9.5 (Must Meet Standard)

All member institutions of the OPTI must have an affiliation agreement with the OPTI.
POLICY NAME: FREE ASSOCIATION MEMBERSHIP POLICY

PURPOSE

To ensure MWU/OPTI Bylaws state that its members have the right to free association with other AOA-approved educational consortia, institutions, or OPTIs.

POLICY

MWU/OPTI states in its Bylaws that all members have the right to free association with other AOA-approved educational consortia, institutions, or OPTIs.

OPTI Standard A.9.6

The OPTIs bylaws shall state that its members have the right to free association with other AOA-approved educational consortia, institutions or OPTIs.
PURPOSE

To ensure MWU/OPTI academically sponsors a minimum of two AOA-approved residency programs, at least one of which is in the following specialties: family medicine, general internal medicine, obstetrics and gynecology, general surgery, or general pediatrics.

POLICY

MWU/OPTI maintains the minimum number and complement of training programs as required by the Basic Documents for Postdoctoral Training of the American Osteopathic Association.

OPTI Standard A. 9.7 (Must Meet Standard)

Each established OPTI shall academically sponsor a minimum of two AOA approved residency programs, at least one of which is in the following specialties: family medicine, general internal medicine, obstetrics and gynecology, general surgery or general pediatrics.
PURPOSE

To ensure MWU/OPTI includes opportunities for osteopathic student clerkship experiences in its academically sponsored AOA-approved training programs.

POLICY

MWU/OPTI collaborates with its member COMs to provide osteopathic medical student core clerkship experiences.

OPTI Standard A.9.8

Each OPTI shall include opportunities for osteopathic student clerkship experiences.
PURPOSE

To ensure MWU/OPTI associate and affiliate members recognize and accept AOA specialty board certification on an equal basis with those certifying boards recognized by the American Board of Medical Specialties for the purpose of obtaining hospital privileges.

POLICY

Associate and affiliate members in the MWU/OPTI must recognize and accept certifying boards of the AOA as specialty board certification equivalent to the certifying boards of the American Board of Medical Specialties for the purpose of obtaining hospital privileges.

MWU/OPTI currently operates in Illinois, a state that has enacted legislation that ensures equal rights for osteopathic physicians in all manners of practice and effectively precludes individual hospitals from the unlawful discrimination of osteopathic physicians on their medical staffs. MWU/OPTI member training institutions in other states attest that they do not discriminate against osteopathic physicians who are certified by the specialty boards of the American Osteopathic Association. MWU/OPTI Bylaws mandate nondiscrimination as described in the statement immediately above.

OPTI Standard A.9.9

An institution that participates in an OPTI shall provide that OPTI with documentation it recognizes and accepts the certifying boards of the AOA as a specialty board certification on an equal basis with those certifying boards recognized by the American Board of Medical Specialties (ABMS) for the purposes of obtaining hospital privileges.
B. Organization, Governance, and Finance

Policies
POLICY NAME: STRATEGIC PLANNING POLICY

PURPOSE

To ensure MWU/OPTI’s Strategic Plan defines its mission, goals, objectives, and outcomes

POLICY

The MWU/OPTI mission statement, the AOA Basic Documents for Postdoctoral Training, and new developments in Graduate Medical Education all guide the strategic planning process and lead to enactment of the policies, procedures, and plans necessary to accomplish its goals, objectives, and outcomes.

The MWU/OPTI Strategic Plan is reviewed annually at a minimum. The Strategic Plan is submitted to the MWU/OPTI Governing Board for review and approval.

The Strategic Plan supports the outcomes for MWU/OPTI including the following priorities:

- OPP/OMM integration support and education
- New program development
- Institution and program accreditation support
- Faculty development
- Research & scholarly activities
- Curricular support
- Trainee advocacy
- ACGME Single Accreditation System needs and Institutional Sponsorship
- Opportunities for student clerkships

OPTI Standard B.9.1

The OPTI shall define, through strategic planning, its mission, goals, objectives and outcomes.
PURPOSE

To ensure that the MWU/OPTI Governing Board defines the organizational structure of the OPTI

POLICY

The organizational structure of MWU/OPTI is defined by its Bylaws. Bylaws are reviewed annually for necessary updates and are approved by the Governing Board when updates are required.

OPTI Standard B.9.2

The governing body of the OPTI shall define the organizational structure of the OPTI.
PURPOSE

To ensure that the MWU/OPTI collaborates with its member COMs to ensure a continuum of education for medical students and trainees.

POLICY

The MWU/OPTI coordinates with the Deans of member COMs, through its monthly Accreditation Committee meetings, to focus on GME development and student rotations at OPTI member training sites.

OPTI Standard B.9.3

An OPTI shall collaborate with its member COMs to ensure a continuum of education for medical students and trainees.
PURPOSE

To ensure that the MWU/OPTI declares in its Bylaws or equivalent documents whether governance is through direct or delegate representation for each OPTI member.

POLICY

Membership in the MWU/OPTI shall be established through affiliation agreements. All members are invited to nominate a representative for OPTI Governing Board Membership. Article VI of the Bylaws indicates that representation is direct (VI.6.7).

OPTI Standard B.9.4

The OPTI must declare in the by-laws or equivalent documents whether governance is through a direct or delegate representation for each OPTI member.
PURPOSE

To ensure that MWU/OPTI requires all member institutions to notify it regarding any substantive changes that the member institution has made.

POLICY

Under Article VIII (8.6) of the Midwestern University/OPTI Bylaws, member institutions are required to notify the office of the Executive Director of any substantive change, as well as the appropriate AOA office and/or specialty college.

Substantive changes are defined as and include, at a minimum, the following:

- Organizational
- Financial
- Administrative
- Educational
- Any changes that positively or negatively impact the viability or enhancement of Osteopathic Graduate Medical Education

Examples of substantive changes as defined by the AOA include the following:

- Change in program leadership
- Change in institutional ownership
- Changes in major affiliate institutions (for other than short term rotations)
- Significant changes in scope, volume and/or variety available to the training program, including new use of patient population by other training programs
- Change in OPTI affiliation
- Change in institution location
- Institutional merger
- Anticipated program or institution closure
- Accreditation status changes as defined in the AOA Basic Documents for Postdoctoral Training Section X (10.4)

10.4 ACGME Accreditation Status
a. The ACGME accreditation status of AOA OPTIs, institutions, or programs (pre-accreditation, continued pre-accreditation, initial accreditation contingent, initial accreditation, etc.) is considered a substantive change and requires reporting to the AOA, SPEC, and OPTI as required by Standard A.5.2.1

- AOA accreditation is relinquished once ACGME accreditation is attained

OPTI Standard B.9.5

The OPTIs’ bylaws or equivalent documents shall require any member institution to notify the OPTI central site office of any substantive change that member has made.
PURPOSE

To ensure MWU/OPTI has a reporting and communication process with all of its member institutions to:

- Maintain an ongoing dialog with member sites
- Schedule site visits no less than annually

POLICY

The MWU/OPTI maintains communication with its member institutions through means such as:

- Annual on-site visits
- OGMEC meetings with representative membership from member institutions
- Reports to the MWU/OPTI OGMECs and Governing Board
- OPTI Newsletter
- Publication of OPTI contact lists (sent to each member site)
- Web site information (www.opti.midwestern.edu)

OPTI Standard  B.9.6

The OPTI shall develop a reporting and communication process with all of its member institutions.
POLICY NAME: SITE VISIT POLICY

POLICY NO. B-07
APPROVAL DATE: 06/29/2016

PURPOSE

To ensure that an MWU/OPTI Academic Officer or designee conducts annual visits at each member training institution

POLICY

The MWU/OPTI Chief Academic Officer or administrative designee conducts annual site visits to each member training institution.

OPTI Standard B.9.7

The OPTI must document site visits to each training institution member no less than annually by the OPTI CAO, Executive Director or administrative designee. See Section IV.A.
**POLICY NAME:** INTERNAL REVIEW POLICY

**POLICY NO.** B-08  
**APPROVAL DATE:** 06/29/2016

**PURPOSE**

- To ensure that MWU/OPTI monitors compliance with the internal review process requirements at each of its member training institutions
- To establish the procedures by which the OGMECs verify member training programs conduct mid-cycle internal reviews

**POLICY**

The MWU/OPTI monitors anticipated dates of internal reviews for each of its member training programs. Member institutions and training programs are notified periodically that internal reviews are necessary and that the sponsoring OPTI must participate.

- A master schedule generated by the regional OGMECs includes all program accreditation dates and their expected year of mid-cycle review.
- The regional OGMEC Chairs or their designees are available upon request to serve on internal review committees.
- The OGMECs obtain from the member training institutions verification of completion of internal reviews, which includes evidence of MWU/OPTI participation. Internal review verification reports are maintained in the MWU/OPTI Program Offices.
- The regional OGMEC Chairs monitor and review compliance of the internal review process.

**OPTI Standard B. 9.8**

*Each OPTI shall develop guidelines, policies and procedures that ensure the completion of an internal review at the midpoint between accreditation review for every OGME program in all training institutions. See section IV.A. and Glossary.*
POLICY NAME: CONFLICT OF INTEREST POLICY

PURPOSE

To ensure that members and officers of MWU/OPTI Governing Board avoid conflicts of interest with respect to the affairs of the OPTI.

POLICY

Each member of the MWU/OPTI Governing Board signs a Statement of Disclosure/Conflict of Interest annually, and members recuse themselves from votes relevant to conflicting issues.

The OPTI Bylaws (Article VI [6.8]) document the process of disclosure for any Board member reporting a conflict of interest.

OPTI Standard B.9.9

The governing body shall ensure that its members and officers reveal and report conflicts of interest with respect to the affairs of the OPTI.
MIDWESTERN UNIVERSITY/OPTI

POLICY NAME: OPTI RECORDS SAFE STORAGE POLICY

POLICY NO. B-10          APPROVAL DATE: 06/29/2016

PURPOSE

To ensure MWU/OPTI maintains a permanent and safe system for record storage

POLICY

Development of the password-protected OPTI database has allowed for safe storage through uploading of documents. Only OPTI officers and staff have access to the files.

Midwestern University/OPTI maintains permanent files for governance, program accreditation, and resident program verification (including completion certificates) in a secure location in MWU/OPTI regional offices.

OPTI Standard B.9.10

Each OPTI shall maintain a permanent and safe system for keeping governance, program accreditation, and resident program verification (including program complete certificates).
**PURPOSE**

To ensure that MWU/OPTI educational program remains under the direction and supervision of a Chief Academic Officer.

**POLICY**

Midwestern University/OPTI is organized under the direction and supervision of an Executive Director and Chief Academic Officer with qualifications including: Doctor of Osteopathic Medicine degree conferred by a COCA-accredited COM, AOA-approved internship or residency, and AOA-BOS Board certification.

*OPTI Standard B. 9.11*

*Each OPTI shall ensure that its educational program is under the direction and supervision of an OPTI Chief Academic Officer (CAO). The CAO shall be a DO who is AOA board certified.*
PURPOSE

To ensure the MWU/OPTI publishes annually a catalog that includes its academically sponsored programs, salary and benefits, and such information as is necessary for trainees to make informed decisions about their applications.

POLICY

The Midwestern University/OPTI maintains a web site (www.opti.midwestern.edu) that provides details regarding its academically sponsored programs. The web site material is periodically updated by the Office of the Executive Director to ensure that information posted is current. MWU/OPTI also publishes an OPTI Brochure which provides details on each member program.

The MWU/OPTI assists, as needed, each member training institution to annually review and update the AOA Opportunities web page. MWU/OPTI also annually updates its profile information in “OPTI info” published on www.osteopathic.org.

OPTI Standard B.9.12

Each OPTI shall publish a list of academically sponsored programs at least annually and assist each program to review and update the AOA Opportunities webpage.
PURPOSE

To ensure the completion and submission of the OPTI’s Annual Report to the AOA.

POLICY

The regional OGMEC Chairs, Assistant Directors of GME, and the MWU/OPTI Executive Director collaborate on the preparation, completion, and submission of the OPTI Annual Report to COPTI by the deadline as established by the Basic Documents for Postdoctoral Training accreditation standards.

OPTI Standard B. 9.13 (Must Meet Standard)

Each OPTI shall complete and forward to the AOA an annual report on a schedule set by COPTI but no later than October 1.
POLICY NAME:  CERTIFICATE OF COMPLETION POLICY

POLICY NO.  B-14

POLICY MANUAL

PURPOSE

To ensure that the MWU/OPTI jointly confers with its member institutions certificates of completion to trainees who have satisfactorily completed the requirements for “program complete” status.

POLICY

Certificates are conferred and signed by representatives of the training institutions and the MWU/OPTI. Each certificate includes:

- Completion date of program
- Name of member training institution(s)
- Name of Program Director(s)
- Name of OPTI
- AOA Institution Number
- AOA Program Number
- Trainee Name

OPTI Standard B. 9.14

Each OPTI shall jointly confer, with its training institution(s), certificates of completion on those trainees who have satisfactorily completed the requirements for program complete status.
PURPOSE

To commit the financial resources and define a financial plan and budget that is linked to the MWU/OPTI’s Strategic Plan.

POLICY

The MWU/OPTI Finance Committee, a subcommittee of the Governing Board, meets annually to review and update the OPTI budget and determines the financial resources required to meet the Strategic Plan.

MWU OPTI commits financial resources necessary to support graduate medical education in the areas of:

- OPP/OMM integration support and education
- New program development
- Institution and program accreditation support
- Faculty development
- Research & scholarly activities
- Curricular support
- Trainee advocacy
- ACGME Single Accreditation System
- Opportunities for student clerkships

OPTI Standard B.9.15

*Each OPTI shall commit financial resources and define a financial plan and budget that is linked to its strategic plan.*
C. ACADEMIC SPONSORSHIP AND OVERSIGHT

POLICIES
PURPOSE

MWU/OPTI assists specialty colleges and training programs to comply with AOA policies, Basic Documents for Postdoctoral Training accreditation standards, and requirements for training program approval.

POLICY

- MWU/OPTI assists member programs and institutions to remain in compliance with the published specialty college and training program accreditation standards set forth by the American Osteopathic Association.
- MWU/OPTI provides assistance to member training programs and specialty colleges through the following:
  - Annual program site visit
  - Review and approval of Corrective Action Plans
  - Review and approval of implementation of Corrective Action Plans
  - Participation in mid-cycle reviews
  - Review and approval of annual program Institutional Core Competency Plans
  - Participation in accreditation site visits
  - Assistance with preparation for accreditation site visits
  - Representation for member programs before accrediting councils
  - Evaluation of concerns reported by trainees
  - Evaluation of concerns by specialty colleges, the AOA, or others.

OPTI Standard C.9.1

Each OPTI as the academic sponsor shall assist Specialty Colleges and training programs to comply with AOA policies, Basic Standards, and requirements for training program approval.
PURPOSE

To ensure MWU/OPTI compliance with meeting frequency of each regional Osteopathic Graduate Medical Education Committees as established by the COPTI.

POLICY

- MWU/OPTI regional Osteopathic Graduate Medical Education Committees shall meet at least four times per academic year in oversight of member postdoctoral training programs.
- Each Committee records meeting minutes and attendance of Committee members.
- Committee responsibilities include the following.
  - Assess the quality of MWU/OPTI postdoctoral educational programs and make recommendations for improvements.
  - Review Corrective Action Plans and approve if satisfactory. Notify AOA when the plan is approved.
  - Assist at-risk training programs.
  - Review and approve ICCPs and annual updates on progress with competencies.
- Committee quorum is established with a simple majority of members in attendance.

OPTI Standard C.9.2

Each OPTI shall have an Osteopathic Graduate Medical Education (OGME) Committee to oversee the postdoctoral training program that meets at least four times per academic year.
POLICY NAME: OGMEC MEMBERSHIP POLICY

PURPOSE

To ensure membership requirements are met for the regional Osteopathic Graduate Medical Education Committees

POLICY AND PROCEDURES

MWU/OPTI requires the following membership roster for the regional Osteopathic Graduate Medical Education Committees:

- Executive Director, the MWU/OPTI Chief Academic Officer
- Representation from member COMs
- Representation from member institutional Directors of Medical Education
- Representation from member institutional Program Directors
- Representation from member institutional faculty
- Representation from member institutional trainees

**OPTI Standard C.9.3**

The OPTI OGME committee shall include the OPTI CAO, and representation from institutional DMEs, residency program directors, faculty, trainees, and COMs.
PURPOSE

To ensure that a designated representative of MWU/OPTI participates in member institution and training program inspection reviews.

POLICY AND PROCEDURES

MWU/OPTI shall designate a representative to participate in all inspection reviews for member institutions and training programs.

OPTI Standard C.9.4

*A designated representative of the OPTI which academically sponsors a program shall participate in the program and institution inspection review.*
POLICY NAME: CORRECTIVE ACTION PLAN POLICY

PURPOSE

To provide a process for the regional OGMECs to review training programs and member institution Corrective Action Plans.

POLICY

The MWU/OPTI provides a process for the regional OGMECs to review Corrective Action Plans (CAPs) submitted by training programs and member institutions in response to AOA and specialty program inspection findings.

- Results of all AOA and specialty college program inspection findings are reviewed by each regional OGMEC and reported to the MWU/OPTI Accreditation Committee and Governing Board. CAPs are forwarded to members prior to the meeting for their review.
- Corrective Action Plans submitted by program and member institutions are reviewed and approved by MWU/OPTI within 30 days of receipt.
- Each regional OGMEC committee reviews training member institution Corrective Action Plans.
- Approved Corrective Action Plans are reviewed and signed by the OGMEC Chair and or MWU/OPTI Executive Director/Chief Academic Officer prior to submission to the AOA.

OPTI Standard C.9.5

The OPTI OGME committee shall have a review process for Corrective Action Plans submitted by base training institutions. The OPTI will have 30 days to review and approve the Corrective Action Plan and forward the approved plan to the AOA.
POLICY NAME: CORRECTIVE ACTION PLAN IMPLEMENTATION POLICY

PURPOSE

To provide a process for MWU/OPTI to verify implementation of Corrective Action Plans submitted by training programs and member institutions within nine months after the plan has been acknowledged by the AOA and specialty college.

POLICY

MWU/OPTI monitors and ensures that training programs and member institutions provide evidence of implementation of Corrective Action Plans within a nine-month period.

- MWU/OPTI verifies evidence of implementation of a Corrective Action Plan submitted by the training program.
- MWU/OPTI notifies the AOA of a training program’s completion and implementation of its Corrective Action Plan.
- MWU/OPTI maintains all training program and member institution records of evidence of implementation of Corrective Action Plans.

OPTI Standard C.9.6

The OPTI shall have a process to verify implementation of Corrective Action Plans within nine months after the plan is acknowledged by the AOA and SPEC or IIEC. The OPTI will notify the AOA of evidence verification and a record of the evidence of implementation of Corrective Action Plans shall be kept on file with the OPTI.
PURPOSE

To ensure that the MWU/OPTI’s regional OGMECs review and approve each member training institution’s Institutional Core Competency Plan (ICCP)

POLICY

Each regional OGMEC annually reviews and approves member training institution Institutional Core Competency Plans.

- Regional OGMECs annually approve each member training institution’s ICCP or the updated annual outcomes report as submitted by the Institutional ODME.
- Regional OGMECs maintain all Institutional Core Competency Compliance Plans (ICCPs) for training programs and member institutions.

**OPTI Standard C.9.7**

_The OPTI OGME committee shall review and approve each training institution’s core competency plan._
**POLICY NAME:** PROGRAM IMPROVEMENT POLICY

**POLICY NO.** C-08  
**APPROVAL DATE:** 06/29/2016

**PURPOSE**

To ensure that each MWU/OPTI regional OGMEC has a uniform system of continuous program improvement in place.

**POLICY**

MWU/OPTI verifies that member trainee institutions provide trainees with a method of evaluating their trainee programs. MWU/OPTI provides an opportunity for trainees to evaluate their programs through an annual program evaluation. Continuous improvement of trainee member institutions may include:

- Outcomes from three-year aggregate Board certification pass rates
- MWU/OPTI trainee program evaluation
- Training programs and member institution mid-cycle reviews
- MWU/OPTI annual site reviews and institutional reports

*OPTI Standard C.9.8*

*Each OPTI OGME committee shall have an OPTI-wide uniform system of continuous improvement in place that includes trainee submission of evaluation of their training programs.*
D. RESEARCH

POLICIES
PURPOSE

To ensure that the MWU/OPTI member institutions establish policies and guidelines that govern scientific research activities in accordance with local, state, and Federal guidelines.

POLICY

MWU/OPTI requires that member institutions establish policies and guidelines that govern scientific research activities in accordance with local, state, and Federal guidelines.

OPTI Standard D.9.1

Each OPTI shall require each member institution to establish policies and guidelines that govern scientific research activities in accordance with local, state and federal guidelines.
PURPOSE

To ensure the MWU/OPTI facilitates and provides research education, assistance, and resources directly to trainees and institutions to encourage research to meet specialty college requirements.

POLICY

MWU/OPTI provides research education, assistance, and resources directly to trainees and member institutions to encourage research and meet specialty college requirements. Such assistance may include:

- Online research education modules
- Introductory research primer available through MWU Library
- On-site educational programs
- Individual trainee mentorship
- Encourage participation in MWU Dr. Kenneth A. Suarez Research Day activities
- Recognition of trainee research and scholarly activities

OPTI Standard D.9.2

Each OPTI shall facilitate and provide research education, assistance and resources directly to trainees and institutions to encourage research and to meet the Specialty College requirements.
PURPOSE

To ensure that the MWU/OPTI, collaborates with its member COMs, hospitals, and other teaching institutions to provide access to basic sciences or clinical research mentorship.

POLICY

MWU/OPTI, in collaboration with the Midwestern University Institute for Healthcare Innovation and OPTI member COMs, provides opportunities for clinical research mentorship.

OPTI Standard D.9.3

*Each OPTI shall provide in collaboration with its member COM(S), hospitals and other teaching institutions access to basic science and/or clinical research mentorship.*
PURPOSE

To ensure the MWU/OPTI supports and recognizes trainees who conduct research activities.

POLICY

MWU/OPTI supports and recognizes trainee research activities through the following mechanisms:

- Congratulatory letters are sent to member institution trainees upon completion of research activities reported to the OPTI.
- MWU/OPTI trainees are encouraged to participate in Midwestern University’s annual Dr. Kenneth A. Suarez Research Day held in the spring on each campus.
- Trainee research is recognized in the OPTI Newsletter.
- Trainee research is reported to the Governing Board of the OPTI at its regular meetings.
- Trainee research is reported to the regional OGMEC.

OPTI Standard D.9.4

The OPTI shall support and provide a mechanism to recognize trainees who conduct research activities.
PURPOSE

To ensure that the MWU/OPTI provides budgeted funding for OPTI-wide or program-specific research for its trainees

POLICY

MWU/OPTI and Midwestern University provide budgeted funding for member trainee research activities.

- MWU/OPTI funding is available for member trainees to submit proposals for financial assistance with research projects.
- MWU/OPTI Finance Committee meets annually to review budgetary needs for research activities.
- MWU/OPTI seeks grant funding support when opportunities arise.
- Midwestern University Institute for Healthcare Innovation, in collaboration with MWU/OPTI, seeks to sponsor research activities at member institutions when opportunities arise.

OPTI Standard D.9.5

The OPTI shall provide budgeted funding for OPTI-wide or program-specific research for its trainees.
POLICY NAME: SCHOLARLY ACTIVITY SUPPORT POLICY

PURPOSE

To ensure MWU/OPTI demonstrates support of trainee scholarly activity

POLICY

MWU/OPTI demonstrates support for trainee scholarly activity through the following:

- Congratulatory letters are sent to member institution trainees upon completion of scholarly activities reported to the OPTI.
- Trainee scholarly activity is recognized in the OPTI Newsletter.
- Trainee scholarly activity is reported to the Governing Board of the OPTI at its regular meetings.
- Trainee scholarly activity is reported to the regional OGMEC.
- MWU/OPTI provides support for poster presentations.

OPTI Standard D.9.6

The OPTI shall demonstrate its support of trainee scholarly activity.
E. FACULTY AND INSTRUCTION

POLICIES
POLICY NAME: FACULTY CREDENTIAL AND APPOINTMENTS POLICY

POLICY NO. E-01 APPROVAL DATE: 06/29/2016

PURPOSE

To ensure that the MWU/OPTI has a documented process that demonstrates faculty members are credentialed or appointed at one or more COCA- or LCME-accredited colleges

POLICY

The MWU/OPTI maintains, in conjunction with its COM partners, a process for identification of the faculty appointment status for the core faculty of all member programs. Core faculty members must be credentialed or appointed at a COCA- or LCME-accredited college.

- Member program leadership annually submits to the OPTI a roster of their core faculty.
- OPTI reviews the core faculty rosters of member institutions to ensure faculty are appointed at COCA- or LCME-accredited colleges.

OPTI Standard E.9.1

The OPTI shall have a documented process that demonstrates that faculty members are credentialed or appointed at one or more COCA or LCME accredited colleges.
PURPOSE

To ensure that all MWU/OPTI operational documents include nondiscrimination policies in accordance with Section IV, F.4.6, of the AOA Basic Documents for Postdoctoral Training.

POLICY

The Midwestern University/OPTI does not discriminate on the basis of race, gender, color, creed, religion, national origin, ancestry, age, marital status, disability, sexual orientation (including gender identity), or status as a protected veteran.

OPTI Standard E.9.2

Operational documents must include faculty and administrative personnel non-discrimination policies in accordance with Section IV, F.4.6 of the AOA Basic Documents for Postdoctoral Training.
PURPOSE

To ensure that the MWU/OPTI delineates a faculty development plan for core faculty and evaluates its effectiveness in collaboration with its member COMs, member institutions and affiliate institutions.

POLICY

MWU/OPTI defines core faculty as:

- That which is defined by the specialty college

MWU/OPTI releases at least annually, a list of available faculty development opportunities to member institutions.

MWU/OPTI surveys attendees at faculty development programs to evaluate their effectiveness.

OPTI Standard E.9.3

The OPTI shall delineate, in collaboration with its member COM(S), hospitals and other teaching institutions, a faculty development plan for core faculty and evaluate its effectiveness.
POLICY NAME: FACULTY EVALUATION POLICY

PURPOSE
To ensure MWU/OPTI maintains a system to assess individual core faculty members

POLICY
MWU/OPTI ensures that assessment of individual core faculty members occurs through program-specific and OPTI evaluation tools.

- The OGMEC Chairs or designees ensure that each Director of Medical Education or Program Director within their region conducts trainee evaluations of the core faculty at least annually.
- MWU/OPTI also surveys member program trainees regarding faculty evaluation.
- In the event of unsatisfactory core faculty performance records, the respective DMEs are required to develop action plans to remediate substandard faculty performance and submit their improvement plans for approval to the Chair of their respective regional OGMEC.

OPTI Standard E.9.4

The OPTI shall ensure that a system exists to assess individual core faculty.
**POLICY NAME:** INTEGRATION OF OSTEOPATHIC PRINCIPLES AND PRACTICE POLICY

**POLICY NO.** E-05  
**APPROVAL DATE:** 06/29/2016

**PURPOSE**

To ensure MWU/OPTI and its base institutions designate faculty to provide OPP teaching in its learning activities and patient care

**POLICY**

- MWU/OPTI collaborates with base institutions to designate faculty to provide OPP teaching.
- MWU/OPTI annually updates its roster of site-specific OPP teaching designee(s).
- MWU/OPTI verifies the integration of OPP teaching into member site learning activities and patient care through annual site visits and/or surveys.

**OPTI Standard E.9.5**

*Each OPTI and its training institutions shall designate faculty to provide OPP teaching into its learning activities and patient care.*
F. Trainee Status and Services

Policies
**PURPOSE**

To ensure all MWU/OPTI member training programs adopt selection policies and criteria for trainees in accordance with the specific policies and procedures published in the AOA Basic Documents for Postdoctoral Training as detailed in section IV, F4.1 through 4.6

**POLICY**

All member training programs must comply with the following:

- Programs shall enroll only graduates of COCA-accredited COMs.
- Training institutions shall have written policies and procedures for the recruitment, selection, and appointment of trainees available for site review and published in the house staff manual.
- Training institutions shall participate in ERAS and AOA match.
- Training recruitment shall be conducted following the policies and procedures of the AOA match.
- Institution shall not attempt to impose local requirements, to supersede the AOA match.
- Documented violations of the AOA match policies or procedures shall lead to suspension of the training program.
- Institutions with AOA-approved programs must not discriminate with regard to race, gender, color, creed, religion, national origin, ancestry, age, marital status, disability, sexual orientation (including gender identity), or status as a protected veteran.

*OPTI Standard F.9.1*

*Each OPTI shall ensure the adoption of selection policies and criteria for trainees in accordance with the specific policies and procedures in the AOA Basic Documents for Postdoctoral Training.*
POLICY NAME:  Trainee Transfer Credit and Waiver Policy

PURPOSE

To ensure the MWU/OPTI's transfer credit and waiver policies and procedures are applied in accordance with the policies published in the AOA Basic Documents for Postdoctoral Training and specific specialty college basic standards.

POLICY

MWU/OPTI ensures all member training programs comply with specific transfer credit and waiver policies and procedures in the AOA Basic Documents for Postdoctoral Training and specialty college basic standards.

OPTI Standard F.9.2

Each OPTI shall ensure that transfer credit and waiver policies and procedures are applied in accordance with AOA policies.
**Purpose**

To ensure MWU/OPTI has a system of trainee evaluation and assessment of AOA core competencies that measures and documents trainee progress toward completion of the training program.

**Policy**

MWU/OPTI trainee evaluation process measures and documents progress toward completion of the training program.

- MWU/OPTI, through its member programs, has a system of postdoctoral trainee evaluation.
- The system of postdoctoral trainee evaluation measures and documents progress towards completion of the program and includes assessment of the AOA core competencies.

**OPTI Standard F.9.3**

*Each OPTI shall have a system of trainee evaluation that measures and documents progress towards completion of the program including assessment of the AOA competencies.*
PURPOSE

To provide trainees with a forum for free and open communication to discuss their training and welfare concerns

POLICY

MWU/OPTI provides trainees with a forum for free and open communication to discuss their training and welfare concerns.

- The regional OGMECs of the MWU/OPTI include representation from trainees.
- Trainee representatives are given the opportunity to discuss training or welfare concerns during regional OGMEC meetings.

OPTI Standard F.9.4

Trainees shall be provided with a forum for free and open communication to discuss their trainings or welfare concerns. This forum shall have a voice through trainee representation on the OGME committee.
PURPOSE

To ensure that MWU/OPTI has a system to monitor the individual work hour policies and activities of member training institutions while ensuring that these institutions follow AOA guidelines.

POLICY

The MWU/OPTI monitors compliance with work hour policies at all member institutions.

- MWU/OPTI regional OGMECs monitor work hour policies, violations, and activities through discussion and individual site reports at each regional meeting.
- MWU/OPTI monitors work hour policies through annual on-site visits, mid-cycle reviews, resident interviews, and review of program manuals.

OPTI Standard F.9.5

The OPTI shall have a system to monitor individual member institution’s work hour policies and activities and ensure they follow AOA guidelines.
POLICY NAME: REPORT WITHOUT REPRISAL POLICY

PURPOSE

To ensure that the MWU/OPTI provides a means for trainees to report without reprisal any inconsistencies, violations, or disregard for published work hour policies to the OPTI through their designated representative on the regional OGMECs.

POLICY

- Member trainees are encouraged to report without reprisal any concerns regarding inconsistencies, violations, or disregard for published work hour policies.
- MWU/OPTI requires that each region appoint designated resident representative(s) to the regional OGME Committee.
- MWU/OPTI provides contact information of the designated resident representative to all member trainees.
- MWU/OPTI provides to member institutions options on reporting inconsistencies, violations and concerns regarding published work hour policies.

OPTI Standard F.9.6

The OPTI shall provide a means for trainees to report without reprisal, inconsistencies, violations, or disregard for published work hour policies to the OPTI through their designated representative on the OGME Committee.
G. CURRICULUM

POLICIES
PURPOSE

To ensure that each MWU/OPTI program implements a curriculum specified by the specialty college or internship evaluating committee that includes all seven AOA core competencies.

POLICY

MWU/OPTI verifies that each member program implements a curriculum as specified by the specialty college or IEC.

MWU/OPTI ensures the inclusion of the seven AOA core competencies as part of each member program’s curriculum.

MWU/OPTI inquires with program residents and leadership regarding the need for curricular support or improvement.

Regional OGMECs review and approve member institutions’ annual ICCP reports.

OPTI Standard G.9.1

The OPTI shall ensure that each program implements a curriculum specified by the specialty college or internship evaluating committee (IEC) that includes all seven AOA core competencies.
PURPOSE

To establish the procedures by which MWU/OPTI reviews and makes curricular improvements based upon annual trainee evaluations of the program

POLICY

- MWU/OPTI has established a program evaluation survey that is distributed to trainees on an annual basis.
- MWU/OPTI reviews trainee evaluations.
- The results are reported back to member institutions through an annual report suggesting curricular improvements, if indicated by the evaluation results.

OPTI Standard G.9.2

*Each OPTI shall make curricular improvements based upon annual trainee evaluations of the program. Where specialty college evaluations are not available, the OPTI shall develop a method of internal evaluations.*
**POLICY NAME:** FACILITATION OF OSTEOPATHIC PRINCIPLES AND PRACTICE POLICY  
**POLICY NO.:** G-03  
**APPROVAL DATE:** 06/29/2016

**PURPOSE**

To ensure MWU/OPTI collaborates with its member COMs to facilitate the integration of osteopathic principles and practice (OPP) throughout all of its AOA postdoctoral programs.

**POLICY**

MWU/OPTI provides qualified OPP educators to member institutions.

Member institutions have access to the ACOFP OPP DVD series.

OPTI Standard G.9.3

The OPTI in collaboration with its member COM(S) shall facilitate the integration of OPP throughout all its AOA postdoctoral programs.
POLICY NAME: CORE COMPETENCY PLAN OUTCOMES POLICY

PURPOSE

To ensure MWU/OPTI regional OGMECs monitor outcomes of their member institution core competency plans through their annual reports

POLICY

MWU/OPTI reviews and approves its member institution core competency plans annually.

Institutional core competency plans are reviewed and approved through the MWU/OPTI regional OGMECs.

The MWU/OPTI monitors ICCP outcomes through their member institution annual reports.

OPTI Standard G.9.4

The OPTI monitors outcomes for each training Institution’s Core Competency Plan (ICCP) through annual reports to the OPTI OGME Committee.
PURPOSE

- To ensure that the MWU/OPTI monitors compliance with the internal review process requirements at its member institutions

- To ensure that MWU/OPTI participates in the internal review process at its member institutions

POLICY

The MWU/OPTI monitors compliance with the internal review process requirements at each of its member institutions and establishes procedures by which the regional OGMECs verify mid-cycle internal reviews.

- A master schedule generated by the regional OGMECs includes all program accreditation dates and their expected year of mid-cycle review.
- The regional OGMEC Chairs or their designees participate in the internal review process.
- MWU/OPTI obtains verification of member institution’s internal review.

OPTI Standard G.9.5

The OPTI shall participate in the internal review process at each of its sponsored training programs.
PURPOSE

To ensure the MWU/OPTI actively assists member institution training programs that receive less than 71% accreditation approval.

POLICY

An MWU/OPTI designee assists any member institution training program that receives less than 71% accreditation approval as a result of a program inspection.

OPTI Standard G.9.6

The OPTI shall actively assist any sponsored program receiving less than a 71% site review compliance score.
PURPOSE

To ensure the MWU/OPTI maintains a process to assist in the development of new osteopathic programs in member institutions including but not limited to completion of program descriptions, development of goals and objective-based curricula, and completion of required AOA accreditation documentation.

POLICY

MWU/OPTI develops and evaluates graduate medical education opportunities.

- The MWU/OPTI monitors development of new training programs and approves new program development plans to include institutional, faculty, and curriculum requirements.
- Development teams visit new program sites.
- New program assistance includes implementation of institutional requirements mandated by the AOA Basic Documents for Postdoctoral Training accreditation standards for faculty, trainee, curricula, budgetary, and financial requirements.

OPTI Standard G.9.7

The OPTI shall have a process in place to assist in the development of new osteopathic programs in member institutions including but not limited to completion of program description, development of goal objective-based curricula, and completion of required AOA accreditation documentation.
H. Facilities

Policies
POLICY NAME: PROVISION OF LEARNING RESOURCES POLICY

POLICY NO. H-01 APPROVAL DATE: 06/29/2016

PURPOSE

To ensure the MWU/OPTI coordinates with its member institutions to provide access to learning resources necessary for the delivery of the postdoctoral curricula.

POLICY

- The MWU/OPTI coordinates access to learning resources necessary for the delivery of the postdoctoral curricula to all member training institutions.
- The MWU/OPTI verifies with its member institutions that there is access to learning resources necessary for the delivery of postdoctoral education.

OPTI Standard H.9.1

The OPTI shall coordinates with its member institutions to provide access to learning resources necessary for the delivery of the postdoctoral curricula.
PURPOSE

To ensure MWU/OPTI coordinates with its member institutions to provide access to library resources 24 hours a day and to provide support by professionally trained librarians during normal business hours.

POLICY

- The MWU/OPTI coordinates with member institutions to provide access to library resources supported by a professionally trained librarian.
- MWU/OPTI provides member institutions with instructions on library access.

OPTI Standard H.9.2

The OPTI shall coordinate with its member institutions to ensure library resources which are available 24/7. Support by professionally trained librarians shall be provided during normal business hours.