



AMERICAN OSTEOPATHIC ASSOCIATION

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Policies and Procedures of the American Osteopathic Board of Proctology

Adopted in its Entirety November 2012

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POLICIES AND PROCEDURES OF THE AMERICAN OSTEOPATHIC BOARD OF PROCTOLOGY

Article I. Procedures

To expedite and direct its activities, the American Osteopathic Board of Proctology (hereinafter also referred to as “the Board” or AOBPr) shall place into effect this set of Policies and Procedures.

This document is in addition to, and based upon, the American Osteopathic Association (AOA) Procedures of the Bureau of Osteopathic Specialists and AOA Specialty Certifying Boards (“*Policies and Procedures of the BOS*”) and the Bylaws of the Board.

Article II. Committees

Board committees will be established and administered as denoted in the Bylaws of the Board.

Article III. Board Eligibility

Section 1. Process

The AOBPr will follow the board eligibility process and procedure as outlined in Article VIII of the *Policies and Procedures of the BOS*.

Section 2. Reentry into the Certification Process

- A. A candidate whose board eligibility status has been terminated cannot re-register for this status, but may be eligible to petition this Board for reentry into the certification process.
- B. Upon approval of such petition, this Board shall provide the candidate with a written list of deficiencies, if applicable, and cooperate with the Evaluation Committee of the American Osteopathic College of Proctology in developing a training program designed to meet the individual's needs.
 1. Such programs shall be reviewed and approved by the Evaluating Committee of the College of Proctology.
 2. The College of Proctology shall provide verification to the Board that the program was conducted and satisfactorily completed.
 3. Upon receipt of verification from the College of Proctology, this Board shall permit the candidate to continue the certification process.

Article IV. Certification Eligibility Requirements

Section 1. General Eligibility Criteria

To be eligible to receive certification from the AOA through the AOBPr, applicants for examination for certification are required to file an application, which shall set forth their qualifications for examination. Applicants must demonstrate:

- A. The minimum requirements for AOA board certification outlined in Article IX of the *Policies and Procedures of the BOS*.
- B. Satisfactory completion of a one-year AOA-approved internship, or training equivalent to an internship as determined by the AOA Council on Postdoctoral Training (COPT).
- C. Satisfactory completion of two (2) years of AOA-approved training in proctology after the required internship.
- D. Two (2) years of practice in proctology subsequent to the required training.
- E. ACGME APPROVED COLORECTAL RESIDENCY

Section 2. - Application Requirements

Applicants desiring examination for certification are required to file an application, which shall set forth the applicant's qualifications for certification. The applicant for examination shall obtain an application form and information pertaining to the requirements for examination in proctology from the Board. The applicant must submit:

- A. The application, required documentation, required fee, two (2) recent passport-type photos to the Board within the deadlines set forth by the Board.
- B. Notarized affidavits showing that his/her files contain a minimum of two hundred (200) case records of operations performed within the four years immediately prior to application for examination. Also, affidavits showing that a minimum of two hundred (200) colonoscopies between the time in residency and in practice have been performed. In at least fifty (50) of the procedures, he/she must be the surgeon of record. In addition, detailed case reports, acceptable to this Board, of fifty (50) operative procedures within the four years immediately prior to application for examination. These reports shall include history, physical examination, laboratory examinations, pre-operative diagnosis and evaluation of the patient, detailed operative record, postoperative diagnosis, progress notes, gross and histological description and diagnosis of excised tissue, case termination and summary.
- C. An affidavit, in duplicate, stating the percentage of practice that was proctologic during the proceeding twelve-month period prior to application for examination, based upon the patients seen. A minimum of fifty percent (50%) specialty practice is required.
- D. Letters of recommendation from two (2) certified proctologists who are personally acquainted with the applicant, who can attest to the applicant's surgical training, surgical experience,

personal character and who have personally observed the applicant's surgical skill. These letters are to be sent directly to the secretary of this Board, not to the applicant.

- E. The applicant may be asked to demonstrate his/her eligibility in any other manner determined by this Board.
- F. Appear for a personal interview, if requested to do so by the Board, upon recommendation of the Credentials Committee.
- G. Be present for the written and oral examinations at the time and place designated.
- H. Make satisfactory arrangements for the clinical examination as directed by the Board.

Section 3. Application Deadline

A completed application packet as described above must be submitted to the Board a minimum of ninety (90) days prior to the examination. Failure of an applicant to submit the application ninety (90) days prior to the examination date shall automatically defer consideration of the application in the current year. Such application shall be held and the applicant notified of the deferment.

Section 4. Application Documentation

Signed applications and all documentation submitted by the applicant to this Board, even though the applicant may withdraw as a candidate for certification, shall remain the property of this Board.

Section 5. Additional Certification Requirements

Subject to the recommendation of the BOS and to the approval of the AOA Board of Trustees, the AOBPr may require such further training and/or practice in each of the specialties or subspecialties coming under its jurisdiction as, in its judgment, such subspecialty may require, provided that the additional requirement for each specialty or subspecialty is clearly set forth in the Policies and Procedures of the Board. Additions to training and/or practice requirements shall go into effect one (1) year subsequent to the announcement of such change.

Article V. Examination

Section 1. General Examination Information

Following satisfactory compliance with the prescribed requirements for examination, the applicant is required to pass appropriate examinations planned to evaluate an understanding of the scientific BASIS of the problems involved in proctology, familiarity with the current advances in proctology, possession of sound judgment and a high degree of skill in the diagnostic and therapeutic procedures involved in the practice of proctology.

- A. Oral, written and clinical examinations are conducted and required in the case of each applicant. The practical or clinical examinations are conducted only after the required TWO years of practice have been completed.

- B. The members of this Board shall review, if not perform, the grading of each written examination. The conduct of the clinical examination may be delegated to a committee of not fewer than two (2) individuals board certified in proctology.

Section 2. Examination Opportunities

The AOBPr Policy and Procedure for reexamination is found in Article VII of this document.

Section 3. Examination Fees

- A. The application fee for taking the certifying examination, as determined by the Board, shall be applied to the total fees for certifying examinations.
- B. The examination fee, as determined by the Board, shall be payable upon notification of acceptance of the application, prior to taking the examination.
- C. The reexamination fee, as determined by the Board, shall be payable prior to taking the reexamination.
- D. The recertification fee is determined by the Board and payable at the time of application for examination. A copy of the current fee schedule can be obtained from the secretary-treasurer.
- E. A schedule of fees required is identified on all application forms, or may be obtained in writing from the Secretary-Treasurer.
- F. All fees submitted to the board are non-refundable.

Article VI. Rules for the Conduct of Examinations

Section 1. General Examination Construct

The certification examinations in proctology shall be so designed, constructed and conducted that any practicing osteopathic physician, who is recognized in the community and by his/her clientele as a PROCTOLOGY specialist, would be expected to pass. Emphasis shall be placed on determining the applicant's ability, capability and attainments. Written, oral, and clinical examinations shall be conducted at the times and places determined by this Board.

Section 2. Written Examinations

All written examination papers shall be read and scored, by the examiners of the Examination Committee.

The method of scoring the examination papers is determined by the examination committee at the time of the examination. Current methods in education trends, as advised by a psychometrician, shall be the guide.

Section 3. Oral Examinations

- A. The oral examination shall be conducted as an examination wherein the chairman of the Examination Committee shall introduce the discussion of practical clinical problems. The Committee shall use only questions approved by the Board.
- B. All oral examinations shall be scored by the examiners of the Examination Committee.

The method of scoring the examination papers is determined by the Examination Committee at the time of the examination. Current methods in education trends, as advised by a psychometrician, shall be the guide.

Section 4. - Clinical Examinations

- A. The clinical examination shall consist of not less than three (3) major operative procedures of a diversified character in proctology.
- B. Each clinical examiner shall prepare a detailed summary and evaluation of the examination and submit it with the required clinical examination reports.
- C. The clinical examination shall be conducted by at least two (2) AOA board certified proctologists and the following regulations shall be observed.
 - 1. The Secretary-Treasurer shall notify the applicant of the appointment of his/her clinical examiners and of the time and place for the examination within thirty (30) days of the examination date.
 - 2. Prior to the performance of the operative procedures, the applicant must provide the examiners with copies of the pre-operative history, physical examination, laboratory work and any other information upon which the working diagnosis is based.
 - 3. To complete the examination, the applicant must provide each examiner with a copy of the case record for each procedure performed, including all preoperative diagnostic procedures, operating technique, anesthetic record, progress notes, pathologist's report and case summary to date of the patient's discharge from the hospital.
 - 4. The examiners shall review and summarize their comments. Their summaries shall be forwarded to the secretary to the Board.
 - 5. The examinations must be completed and all reports sent to the Secretary-Treasurer as determined by this Board.
 - 6. Examiners must submit their expense accounts to the Secretary-Treasurer for approval and payment. After these expense accounts have been approved, the accounts, plus a per diem per examination day, as determined by the Board, shall be paid from the funds of this Board. Examinees will be billed as outlined in Article V.

Section 5. Passing Score

- A. There shall be a single final score determined by a psychometrician in conjunction with Board review.
- B. The final score shall be determined by the board in keeping with the policies and directives of the BOS and generally accepted psychometric processes.

Section 6. Examination Committee Review

After all parts of the examinations (written, oral and clinical) have been completed, the candidate's examination records shall be reviewed by the Examination Committee. The Committee's recommendations shall be forwarded to the Board for action after the score has been received from the psychometrician, the board will meet to discuss final candidates scores.

Section 7. Notification to Applicants

Following the examinational meeting of the Board, the Secretary-Treasurer shall notify each applicant of the results of the examination and inform the applicant that the action of the Board is subject to the final approval of the BOS. The AOBPr will follow the procedures outlined in Article X of the *Policies and Procedures of the BOS*.

Article VII. Reexamination

- A. The AOBPr will follow the board eligibility process and procedures as outlined in Article VIII of the *Policies and Procedures of the BOS*.
- B. Candidates petitioning for entry into the final pathway process as outlined in Article VIII, Paragraph C, of the Policies and Procedures of the BOS, must meet criteria as determined by the Board to be granted entry into the certification process.

Article VIII. Certificates

Section 1. Process

The AOBPr will issue and maintain certificates of certification and recertification in accordance with the *Policies and Procedures of the BOS*.

Section 2. Certificate Dates – Primary Certification

The date carried by primary certification certificates shall correspond with the date on which successful completion of all Board requirements is confirmed by the Board. All primary certifications issued after 1994 shall be time-limited to ten (10) years. The certificate will expire on December 31 of the tenth year following issuance of the certificate. Lifetime primary certifications issued prior to this date without a time limit will remain in effect.

Section 3. Certificate Dates – Recertification Certificates

The date carried by recertification certificates shall correspond with the date on which successful completion of all Board requirements is confirmed by the Board. All recertification certificates shall be time-limited to ten (10) years. The certificate will expire on December 31 of the tenth year following issuance of the certificate.

Section 4. Inactivation, Revocation, Reinstatement, and Reactivation

The AOBPr will follow the procedures regarding certificate inactivation, revocation, reinstatement and reactivation in accordance with Article XI of the *Policies and Procedures of the BOS*.

Article IX. Recertification

Section 1. PROCESS

Recertification is offered on a voluntary basis to those diplomates holding AOBPr certificates issued prior to 1995. Diplomates certified after 1994 must satisfactorily complete the recertification process during the ten (10) year period of their time-limited certificate in order for certification to be continuously valid. In addition, successful participation in the AOBPr's Osteopathic Continuous Certification (OCC) program (beginning January 1, 2013) will be required. Failure in the recertifying process will in no way result in the loss of the candidate's original certification.

Section 2. Notification of Recertification Deadline

The AOBPr will notify all holders of time-limited certificates at least two (2) years prior to such time as recertification is to be undertaken.

Section 3. Timeline for Recertification Examination

A diplomate may sit for a recertification examination up to two (2) years prior to the expiration of his/her existing certificate. The new recertification certificate will become effective as of the date of the expiration of the previous certificate.

SECTION 4. Eligibility

To be eligible for recertification, a diplomate must demonstrate eligibility as outlined in Article XII of the *Policies and Procedures of the BOS* and satisfactorily complete the examination process.

Section 5. Application Requirements

Candidates must submit the required application, fees, release form and supporting documents as required by the Board within established deadlines as determined by the Board.

Section 6. Examination

A written examination will be required and conducted in the case of each applicant. The method and content of the examination shall be determined by the Board. Each applicant shall be notified of the results of the examination and informed that the action of the Board is subject to the approval of the BOS. Candidates will not be permitted to review past examinations or questions at any time.

Article X. Appeals

Section 1. Right of Appeal

If a candidate feels that the actions of the Board, with regard, ~~to any part of~~ the examination, constitute unequal application of the regulations and requirements or standards, unwarranted discrimination, prejudice, unfairness or improper conduct of the examination, he/she has the right to appeal to this Board EXCEPT IN THE CASE OF QUESTIONS CONCERNING CONTENT.

Section 2. Appeal Timeframe

All appeals must be made in writing to the Board and must be received within 30 days of receipt of notification of failure. If these deadlines are not met, no further appeal is permitted.

Section 3. Appeal Process

An appeal to the Board must be made in writing by the applicant to the Secretary-Treasurer of this Board, stating the reasons for requesting an appeal.

Section 4. Level of Appeal

If the candidate is not satisfied with the results of an appeal before this Board, he/she has the right to further appeal to the Bureau of Osteopathic Specialists and the AOA Board of Trustees.

Section 5. Limitations

During any level of appeal described above the candidate will not be allowed by this Board to review any previous examination items.

Section 6. Reentry Process if Failure to Recertify within the Required Period

- A. If certification lapse is for less than one year, the candidate, having otherwise met all the requirements in sections 1 and 2 above, will be allowed to sit for examination. Upon successful completion of examination, the candidate will be recommended to the BOS for approval for recertification.
- B. If certification lapse is for greater than one (1) year but less than three (3) years, the candidate must demonstrate an additional twenty-five (25) hours of CME specifically related to his/her field of specialty over current AOA annual CME requirements. Once this is accomplished, the candidate, having otherwise met all the requirements in sections 1 and 2 above, will be allowed to sit for examination. Upon successful completion of examination, the candidate will be recommended to the BOS for approval for recertification.
- C. If certification lapse is for greater than three years, the candidate must reapply for eligibility in accordance with requirements set out in Article VII, above, using the equivalency pathway format. Once a candidate has been determined eligible, he/she must sit for certification examination in accordance as outlined in Articles V and VI. (B-02/05)
- D. Date and location of examination will be determined by the board.
- E. The process shall be designed to explore the applicant's familiarity with advances in technology, regulations, and concepts occurring since the time of original certification.
- F. Members of the board shall oversee and score the examination.

Article XI. Compliance with Federal Regulations

The Board supports the intent of the Americans with Disabilities Act (ADA) for candidates who meet ADA eligibility. The board will make a reasonable effort to provide qualified board candidates who have documented disabilities the necessary auxiliary aids and services that do not fundamentally alter the measurement of the skills or knowledge the board assessment process is intended to test or result in an undue burden.

Every reasonable attempt to accommodate examinees with a disability as defined under United States the ADA will be made, however any deviation from normal procedures must be approved by the Board.

Patient confidentiality as defined by the Health Information Portability and Accountability Act (HIPAA) will be maintained at all times in every exam administered by the AOBPr.

Article XII. Inquiries Regarding Status of a Physician

The AOBPr will process inquiries regarding a physician's application and certification status as outlined in Article XIII, Section 13, of the *Policies and Procedures of the BOS*.

Article XIII. Amendments

Amendments to the Policies and Procedures of the AOBPr may be adopted for submission to the BOS for approval by the vote of a majority of the members of the board at any meeting, provided the proposed amendments have been submitted in print or electronic format to each member.