

# **STATE MEDICAL BOARD OF OHIO**

## **CONTINUING MEDICAL EDUCATION** **DOCTOR OF OSTEOPATHIC MEDICINE WHOSE** **LAST NAME BEGINS WITH THE LETTERS** **H-K**

### **INTRODUCTION**

This booklet contains important information on the mandatory Continuing Medical Education (CME) program which has been certified by the Ohio Osteopathic Association (OOA) and approved by the State Medical Board of Ohio (Board). CME requirements are imposed by Ohio law as enacted by the Ohio General Assembly.

### **OUTLINE OF PROGRAM**

The CME program consists of two categories, Category 1 and Category 2. A description of Category 1 and 2 is contained in the CATEGORIES OF ACCEPTABLE CME (See Pages 4-10). At least 40 hours of CME MUST be earned in Category 1, although the total 100 hours may be earned in Category 1. Additional hours accumulated beyond 60 hours in Category 2 cannot be substituted for Category 1. If you have been licensed during the registration period, See Page 2. If you have been ill or out of the country during the registration period, See Page 4.

The categories of acceptable CME for licensure are based upon those outlined in the American Osteopathic Association (AOA) and the Ohio Osteopathic Association (OOA) CME Program and as are set forth in their entirety the CME PROGRAM AS CERTIFIED BY OOA AND APPROVED BY THE BOARD (See Page 4).

WHEN UNDERTAKING A CME PROGRAM, BE CERTAIN TO ASCERTAIN FROM THE SPONSOR OR CO-SPONSOR WHETHER THAT ACTIVITY WILL BE CREDITED TOWARD THE CATEGORY 1 OR CATEGORY 2 REQUIREMENT. IF NECESSARY, YOU MAY CONTACT THE OOA FOR MORE INFORMATION.

### **RENEWAL PROCEDURE AND COMPLIANCE WITH CME REQUIREMENTS**

The Board on or before the first day of April 2010, shall mail an application for registration to every person whose last name begins with the letters H-K who is registered to practice osteopathic medicine or surgery. The application shall be such as to contain proper space for the applicant's signature and the insertion of the required information, including a statement that the applicant has fulfilled the CME requirement imposed. ***No documentation need be submitted with renewal registration.***

It is important that you keep accurate and complete information, including any available documents concerning your CME activities during the registration period, to avoid any questions of your compliance with the CME requirement. The Board has the authority to make random audits of CME records to ensure compliance with the requirements. The individual activity reports of the AOA are acceptable evidence of completion of requisite hours. However, only activities completed between July 2, 2008 and July 1, 2010, may be applied to the requirement.

DOCUMENTATION OF ACCEPTABLE CME

Category 1 CME activities with accredited sponsorship must meet Board approval. At least 40 credits **MUST** be earned in Category 1. The total 100 credits **MAY** be earned in this category. The chart below lists examples of Category 1 CME documentation that may be helpful.

<b>FOR OSTEOPATHIC PHYSICIAN DOCUMENTATION - CATEGORY 1</b>	
ACCEPTABLE	UNACCEPTABLE
<p>Hospital or institutional computer listings, e.g.,: grand rounds, teaching rounds and seminars. Must indicate that the activities have been designated for Category 1 credit.</p> <p>AOA Individual Activity Reports may be submitted.</p> <p>Program certificate or letters must show name of program, sponsor, doctor's name, dates, number of hours and indication of accreditation.</p> <p>Letters from residency or fellowship programs. Must show dates of participation and name of doctor.</p>	<p>Seminar or meeting brochures alone.</p> <p>Notes or letters not written on appropriate letterhead.</p>

CME REQUIREMENTS FOR INDIVIDUALS INITIALLY LICENSED DURING THE REGISTRATION PERIOD

Physicians initially receiving licenses in the interim period during the registration period need not complete the full 100-hour requirement. The chart on Page Three indicates the number of hours they will be required to accumulate before the renewal registration. Credits earned during the registration period before actual licensure is issued **CANNOT** be counted for interim CME requirements. Only those hours earned from the date of licensure forward may be counted.

- Individuals licensed between July 2, 2008 and July 1, 2009 must complete a total of 50 hours of CME. At least 20 hours of CME **MUST** be earned in Category 1, although the total 50 hours **MAY** be earned in Category 1. There is a **MAXIMUM** of 30 hours of CME activity falling within Category 2.
- Individuals licensed between July 2, 2009 and December 31, 2009 must complete a total of 25 hours of CME. At least 10 hours of CME **MUST** be earned in Category 1, although the total 25 hours **MAY** be earned in Category 1. There is a **MAXIMUM** of 15 hours for CME activity falling within Category 2.
- Individuals licensed between January 1, 2010 and June 30, 2010 **WILL NOT** be required to complete any CME requirements prior to registration, but are required to submit application for relicensure.

CONTINUING MEDICAL EDUCATION - OSTEOPATHIC MEDICINE

DATE LICENSE INITIALLY RECEIVED	CATEGORY 1 HOURS	CATEGORY 2 HOURS	TOTAL REQUIRED HOURS
July 2, 2008 to July 1, 2009	20 minimum	30 maximum	50
July 2, 2009 to December 31, 2009	10 minimum	15 maximum	25
January 1, 2010 to June 30, 2010	0 minimum	0 minimum	0

LICENSE RENEWAL

All osteopathic physicians and surgeons registering for the registration period must comply with the 100-hour requirement as outlined herein. NO EXEMPTIONS EXIST FOR THOSE PHYSICIANS CURRENTLY NOT WORKING IN THE MEDICAL PROFESSION OR WHO ARE RETIRED.

During the year immediately following renewal, a random sample of doctors will be selected for audit to determine if the CME requirement has been met. It is imperative that you maintain accurate records of CME activities for purposes of possible audit.

No provisions exist for reciprocity of CME requirements for re-registration between Ohio and other states.

**IMPORTANT CONTINUING MEDICAL EDUCATION INFORMATION**

REQUESTS FOR PARTIAL EXEMPTION

Partial exemptions can be granted on an individual basis only to those who have documentation of illness or have been out of the country FOR MORE THAN SIX CONSECUTIVE MONTHS during the registration period. The illness or absence from the country must have affected one's reasonable opportunity to participate in CME activities. A total of five hours (two from Category 1 and three from Category 2) will be subtracted from the 100 hour requirement for each month's exemption which is approved.

Requests for exemption under the above provisions should be made in writing to the Board at the following address.

State Medical Board of Ohio  
Continuing Medical Education Exemption  
30 E. Broad St., 3<sup>rd</sup> Floor  
Columbus, Ohio 43266-0315

An Exemption Application can then be mailed to you for completion. It is extremely important that you contact the Board as soon as possible concerning exemption requests. Requests received late in the registration period will delay processing of your license renewal.

### OUT-OF-STATE REGISTRANTS

Those individuals residing out of the state must complete the required CME prior to registration even though not currently practicing in Ohio.

IT IS IMPORTANT TO NOTE THAT THE BOARD WILL RECOGNIZE CATEGORY 1 CREDIT ATTAINED IN ANY INSTITUTION ACCREDITED FOR CME BY THE AOA OR THE OOA, WHETHER IN OHIO OR ELSEWHERE.

### INTERNSHIPS, RESIDENCIES AND FELLOWSHIPS

Fifty hours of Category 1-A credit may be claimed for each full year of internship, residency or fellowship training taken in a program that has been approved by the Council on Postdoctoral Training of the AOA. Study for a medically related degree, such as a Masters degree in Public Health, may also be included. Full-time study for part of a year is accepted as one credit hour per week. **Credits may not be claimed in any other category during the time in which the physician was in full-time training, unless the activity is not a mandatory part of the training and additional hours are needed in mandatory licensure renewal requirements.** Credit may be claimed in Category 2-A for non-AOA approved internship, residency or fellowship training taken inside or outside the United States. However, physicians may apply for Category 1-C credit for non-AOA approved programs according to procedures specified in this book. (See Category 1-C.) Training outside the United States must be reviewed by the AOA or the OOA before credit can be given.

TRAINING MUST HAVE BEEN TAKEN DURING THE REGISTRATION PERIOD FOR WHICH CREDIT IS CLAIMED. **ANY TRAINING RECEIVED PRIOR TO PERMANENT LICENSURE MAY NOT BE CLAIMED.**

CME requirements are imposed by Ohio law as enacted by the Ohio General Assembly. For purposes of this document, the term “certified” describes a process whereby the Ohio State Medical Association (OSMA), the Ohio Osteopathic Association (OOA), and the Ohio Podiatric Association (OPA) define their respective CME program requirements for submission on a periodic basis to the board for approval. The Board considers approval of each association’s CME program requirements which consist of CME courses and activities that are deemed acceptable for completing the requisite hours of CME by each licensee.

### CATEGORIES OF ACCEPTABLE CME FOR OSTEOPATHIC PHYSICIANS AND SURGEONS

**CATEGORY 1** - *Osteopathic Education*. A minimum of 40 credit hours of the total 100 hours requirement are mandatory under this general category, however, any physician may fulfill all his/her CME requirements under this category.

*Category 1-A - Formal Education programs*. Programs sponsored by AOA accredited institutions, organizations and their affiliates which meet the quality standards as defined by the AOA CME Guide.

QUALITY STANDARDS

The sponsor agrees to apply quality standards as described below:

1. The sponsor shall provide that at least 50% of the presenters shall be D.O.'s or staff members of osteopathic institutions.

NOTE: Moderators will not be considered faculty if they simply introduce speakers and their topics. To fulfill the definition of faculty, they must actively participate in the educational program. Some formal educational programs co-sponsored by accredited osteopathic institutions and organizations may be eligible for Category 1-A credit, depending on individual circumstances.

2. The sponsor must provide evidence of integrating osteopathic principles and practice into the program.
3. The sponsor shall identify and use presenters who will teach in a planned program. The suggested criteria for presented selection include:
  - A. Appropriate Credentials
  - B. Competence as a teacher
  - C. Knowledge of content area
  - D. Qualification by experience
4. The sponsor must provide the AOA with the name and telephone number of the chairperson responsible for administration of Category 1-A CME activities.
5. Involved faculty must have credentials appropriate to expertise required.
6. Advertising and promotion of CME activities must be carried out in a responsible fashion, clearly showing the educational objectives of the activity; the nature of the audience that may benefit from the activity; the cost of the activity to the participant and the items covered by the cost; the amount of CME credit that can be earned in compliance with the AOA CME Guide.; and the credentials of the faculty.
7. Maintenance and availability of records of participation in CME activities should be adequate to serve the needs of participants and others requiring this information.
8. The participants must be provided with a certificate or some other document attesting to the satisfactory completion of the CME activity.
9. The sponsor must have a written policy dealing with procedures for the management of grievances and fee refunds.
10. The sponsor should assure that a sound financial base is established for the planned CME programs and activities. Budget planning for CME should be clearly projected. The program should not be presented for the sole purpose of profit.
11. An appropriate number of qualified faculty for each activity shall be secured by the sponsor.

12. Adequate supportive personnel to assist with administrative matters and technical assistance shall be available.
13. The sponsor provides a means for adequate monitoring the quality of faculty presentations.
14. The sponsor must ensure adequate program participant evaluation as suggested in the quality standards.
15. AOA accredited CME sponsors shall comply with the uniform Guidelines for Accrediting Agencies of CME as adopted by the AOA. Copies of the Uniform Guidelines may be obtained from the AOA or OOA.

NOTE: Formal educational programs sponsored by accredited osteopathic institutions, organizations, and their affiliates which do not meet the criteria under Category 1-A may be granted credit under Category 2-A.

### STANDARDIZED LIFE SUPPORT COURSES

The following standardized life support courses are eligible for Category 1-A credit:

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|---|---|
| 1. Advanced trauma life support                     | 6. CPR certification                    |
| 2. Advanced cardiac life support                    | 7. CPR recertification                  |
| 3. Basic cardiac life support                       | 8. ACLU recertification                 |
| 4. Cardiopulmonary resuscitation and emergency care | 9. Pediatric advanced life support      |
| 5. Basic resuscitation                              | 10. Neonatal advanced life support      |
|   | 11. Advanced life support in obstetrics |

### STANDARDIZED FEDERAL AVIATION COURSES

The following standardized federal aviation courses sponsored by the Federal Aviation Administration are eligible for Category 1-A credit:

1. Aviation medicine

Category 1-B - Development and publication of scientific papers and electronic communication programs intended for physician education.

An original scientific paper is defined as one which reflects a search of literature, appends a bibliography, and contains original data gathered by the author. Its initial presentation must be before a postdoctoral audience qualified to critique the author's statements.

Preparation in published form or electronic communication activities includes audio, video, teleconference, closed-circuit, and computer-assisted instructed programs.

Maximum allowable credit for a presentation will be ten credit hours. A copy of the paper or electronic communication program in finished form shall be submitted to the AOA Office for CME. Publication of a paper or electronic communication program recognized by the AOA may, on recommendation from the AOA editorial department, receive a maximum of fifteen (15) hours of credit.

OSTEOPATHIC MEDICAL TEACHING

Serving as a teacher, lecturer, preceptor or moderator-participant in any approved osteopathic medical educational program. Such teaching would include classes in colleges of osteopathic medicine, lecturing to hospital interns, residents and staff. One hour of credit will be granted for each hour of actual instruction.

CONDUCTING HOSPITAL INSPECTIONS/SPECIALTY BOARD EXAMINATIONS

Participating in inspection programs for AOA-accreditation and/or approval of hospitals and colleges; conducting clinical examinations of osteopathic certifying boards. Five credits will be granted for each hospital or college inspection or examination. NOTE: CME credit may be granted to physicians administering but not those taking the examination.

HOSPITAL EDUCATION/OSTEOPATHIC

Attendance at AOA-accredited and/or approved hospital committee and departmental conference concerned with the review and evaluation of patient care. Examples of such peer review activities might include:

- (a) Tumor Board and Tissue Committee Conferences;
- (b) Mortality;
- (c) Clinical Pathological Conferences;
- (d) Chart and Medical-Record Audits, and Discharge Review;
- (e) Utilization Reviews.

Hospital staff, departmental and divisional educational meetings may be granted CME credits under this category. No credit may be granted for meetings entirely devoted to a hospital's business or administrative affairs.

OTHER OSTEOPATHIC CME

Other osteopathic CME activities approved by the AOA Council on CME include: osteopathic self-evaluation tests, qualified osteopathic medicine education, qualified legislative osteopathic seminars, osteopathically sponsored audio/video-taped programs, and computer assisted instruction, and osteopathically sponsored quality assurance and risk management seminars.

For audio and video taped programs, credit will be awarded at the rate of one credit per hour of program playing time if an accompanying CME quiz is completed and returned to the AOA. For computer assisted instruction, credit will be awarded at the rate of one credit per hour of time spent in completion of the program, if sponsor generated documentation of the number of hours and the program's completion is received by the AOA.

*Category 1-C - Other CME activities.* Other CME activities and programs certified for Category 1 credit by the Ohio Osteopathic Association's Committee on Education (OOACE) and approved by the Board for the purpose of license renewal pursuant to Section 4731.281 Revised Code.

**TOTAL CREDITS ALLOWED UNDER CATEGORY 1-C ARE 40 HOURS PER TWO-YEAR PERIOD, UNLESS INDIVIDUAL MITIGATING CIRCUMSTANCES REQUIRE THE OOA TO CERTIFY ADDITIONAL HOURS.**

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## CONTINUING MEDICAL EDUCATION - OSTEOPATHIC MEDICINE

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The OOACE shall formally consider all requests submitted by D.O.'s for Category 1-C credit, for CME programs which do not meet the requirements of Category 1-A or 1-B. Application should be made to the Ohio Osteopathic Association no later than 30 days preceding the renewal date.

If the OOACE has reason to question a CME program or activity, the physician will be requested to clarify specific matters before final committee action is taken and notice thereof given to the Board. Physicians and the Board will be notified by mail in all cases where CME credits are denied, with the reasons for such action. CME activities accepted by the OOA for Category 1-C credit will be certified to the physician and to the Board.

The decision of the OOACE will be final, unless reversed or modified by the Board. The OOA shall be notified of any administrative proceeding resulting from its denial or certification of Category 1-C credit and may have standing to appear at such proceeding.

No Category 1-C credit will be recognized by the Board, unless the credits are certified pursuant to the procedure set forth above.

The OOACE has no authority to reduce or waive total credit hours required in each registration period; such requests must be directed to the Board. Physicians eligible for or granted such reductions by the Board are still required to meet the same proportion of Category 1 and 2 hours for the reduced requirements.

Any applicant requesting Category 1-C credit, the application is located in the back of this booklet. Applications should be mailed to:

Ohio Osteopathic Association  
53 West Third Avenue  
P.O. Box 8130  
Columbus, OH 43201

**CATEGORY 2** - A MAXIMUM OF 60 CREDIT HOURS OF THE REQUIRED 100 HOURS MAY BE EARNED UNDER THE GENERAL CATEGORY, WITH SPECIFIC MAXIMUM CREDITS INDICATED UNDER THE SUBCATEGORIES DESCRIBED BELOW.

This broad category is intended to encourage the widest possible selection of both formal and informal educational activities and allow CME credits for many educational programs already engaged in by osteopathic physicians.

TOTAL CREDITS ALLOWED FOR ANY COMBINATION OF CATEGORY 2-A/2-B ARE 60 HOURS PER REGISTRATION PERIOD.

Category 2-A - Formal Education programs sponsored by recognized institutions, organizations and agencies.

This category is intended to allow osteopathic physicians the widest possible freedom of choice in attending formal educational programs of all sponsors recognized by the AOA Council on CME.

Examples of recognized sponsors include, but are not limited to:

- Accredited medical schools and hospitals.
- Medical societies and specialty practice organizations.
- CME institutes.
- Governmental health agencies and institutions.

Category 2-B - Other CME activities and programs approved for Category 2 credit by the AOA Council on CME, include scientific exhibits, home study and non-AOA accredited or approved hospital committee and departmental conferences, mortality review, medical records audit, and utilization review meetings.

Hospital staff, departmental and division educational meetings may be granted credit under this category.

No credit may be granted for meetings entirely devoted to a hospital's business or administrative affairs.

### HOME STUDY

Home Study - The Council strongly believes that participation in formal CME programs is essential in fulfilling a physician's total educational needs.

The Council is also concerned that the content and educational quality of many unsolicited home study materials are not subject to impartial professional review and evaluation.

For those reasons, the Council has limited the number of credits which may be granted for home study and has adopted strict guidelines in granting those credits.

Reading - CME credits may be granted for reading the Journal of the AOA, the D.O., and other selected journals published by AOA affiliated and recognized osteopathic organizations.

One-half credit per issue is granted alone. An additional one-half credit per issue is granted if the CME quiz found in the AOA Journal is completed and returned to the Division of CME.

CME credit for all other reading is limited to recognized scientific journals listed in Index Medicus.

Copies of the Index Medicus can be found in the medical libraries.

One-half credit per issue is granted for reading these recognized journals.

CME credits may be granted for mediated physician education programs recognized by the AOA or those considered to be in conformance with guidelines set by the CME Council. These educational experiences could include audio cassette programs, video cassette programs, or computer assisted instruction.

For audio and video taped programs, credit will be awarded at the rate of one credit per hour of program playing time if an accompanying CME quiz is completed and returned to the AOA. For computer assisted instruction credit will be awarded at the rate of one credit per hour of time spent in completion of the program, if sponsor generated documentation of the number of hours and the program's completion is received by the AOA.

**CONTINUING MEDICAL EDUCATION - OSTEOPATHIC MEDICINE**

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Other Home Study Courses - Subject oriented and refresher home study courses and programs sponsored by recognized professional organizations may be eligible for CME credit, at the discretion of the Council. The number of credit hours indicated by the sponsor will be considered in the Council 's evaluation program.

**SCIENTIFIC EXHIBITS**

Preparation and personal presentation of a scientific exhibit at a county, regional, state or national professional meeting may qualify for Category 2 credit. Appropriate documentation must be submitted with the request for credit. Ten credits will be granted for each new and different scientific exhibit.

**OTHER APPROVED CME**

All other programs and modalities of CME that may be requested, verified and documented or accreditation by the AOA Council on CME include:

Formal and informal educational activities such as educational development; faculty development, physician administrator training; quality assessment programs; observation at medical centers; medical economics; programs dealing with experimental and investigative areas of medical practice; and programs specifically approved by the Council conducted by non-recognized sponsors.

<b>SUMMARY OF OOA CONTINUING MEDICAL EDUCATION PROGRAM</b>	
<b>CATEGORY 1 - Minimum of 40 hours required in Category 1-A or 1-B</b>	<b>CATEGORY 2 - Maximum of 60 hours allowed</b>
1-A Formal education programs sponsored by accredited osteopathic institutions, organizations and their affiliates which meet the definition of osteopathic CME, standardized life support courses, and federal aviation administration course	2-A Formal education programs sponsored by accredited allopathic institutions, organizations and agencies
1-B Development and publication of scientific papers and electronically communicated programs	2-B Non-AOA accredited or approved hospital committee and departmental conferences concerned with the review of patient care
1-B Osteopathic medical teaching	2-B Home Study
1-B Conducting osteopathic hospital inspections and certifying board examinations (5 credits per inspection or examination)	2-B Scientific Exhibits
1-B AOA accredited and/or approved hospital committee and departmental conferences concerned with the review and evaluation of patient care	2-B Other CME activities and programs approved for Category 2 credit by the OOA Council on Continuing Medical Education
1-C Other CME activities and programs approved for Category 1 by the OOA Council on Continuing Medical Education	
<b>TOTAL REQUIREMENT: MINIMUM 100 CREDITS PER REGISTRATION PERIOD</b>	

**FOR QUESTIONS REGARDING LICENSE RENEWAL AND CME, CONTACT:**

**STATE MEDICAL BOARD OF OHIO  
CME AND RENEWAL DEPARTMENT  
30 E. BROAD ST., 3<sup>rd</sup> FLOOR  
COLUMBUS, OHIO 43215-6127  
(614) 728-3113**

**FOR QUESTIONS REGARDING CME PROGRAM APPROVAL, CONTACT:**

**OHIO OSTEOPATHIC ASSOCIATION  
COMMITTEE ON PROFESSIONAL AFFAIRS  
53 WEST THIRD AVENUE  
P.O. BOX 8130  
COLUMBUS, OHIO 43201-0130**

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