

APPLICANT HANDBOOK 2016

AMERICAN OSTEOPATHIC CONJOINT COMMITTEE OF CORRECTIONAL MEDICINE

American Osteopathic Board of Family Physicians
American Osteopathic Board of Internal Medicine
American Osteopathic Board of Preventive Medicine

Established in 2014

Affiliated Organizations

American Osteopathic Association (AOA)

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TABLE OF CONTENTS

What is the Subspecialty Certification in Correctional Medicine examination for? Who sits on the Conjoint Correctional Medicine Examination Committee (AOCCCM)? What are the eligibility guidelines for a Subspecialty Certification in Correctional Medicine?.....	3
When and where is the Correctional Medicine examination offered?.....	4
How much does it cost to sit for the Correctional Medicine examination and withdrawal fees? How do I register for the Correctional Medicine examination? When must I register for the Correctional Medicine examination?.....	5
What is the format of the Correctional Medicine examination? Does the AOA offer or endorse any study materials to prepare for its board examinations?.....	6
What happens if I fail the Correctional Medicine examination? What happens after I pass the Correctional Medicine examination? What must I do if I feel that I have been treated unfairly in the examination process?.....	7
How do I keep my AOA Subspecialty Certification in Correctional Medicine current?.....	8
Contact information	9

What is the Subspecialty Certification in Correctional Medicine examination for?

The Subspecialty Certification in Correctional Medicine examination process is conjointly developed by three participating osteopathic specialty boards. The Conjoint Correctional Medicine Examination Committee has representation from each participating specialty board.

The purpose of the AOA Correctional Medicine examination is to protect the public by identifying board certified osteopathic physicians who have advanced knowledge, skills and abilities in correctional medicine.

Who sits on the Conjoint Committee of Correctional Medicine (AOCCCM)?

The AOCCCM is composed of three distinguished osteopathic specialty board members elected by the AOA Board of Trustees from nominees submitted by the specialty boards. The current members of the Board jointly represent over one hundred years of dedication and practice in the osteopathic profession.

Chair John G Mills, DO Fort Worth, TX Specialty: AOBPM	Member John R. Bowling, DO Fort Worth, TX Specialty: AOBFP	Member Joseph J. VanderVeen, DO, Tawas City, MI Specialty: AOBIM
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What are the eligibility guidelines for a Subspecialty Certification in Correctional Medicine?

A. Prerequisites:

The requirements include approved training. Applicants must meet the following minimum requirements:

- The applicant must hold primary certification awarded by the AOA upon the recommendation of a participating specialty board.
- The applicant must hold a valid, unrestricted license to practice medicine in a state of the United States; applicants with a restricted, suspended or revoked license in any jurisdiction at the time of application will not be admitted to the examination.
- The applicant must be a current member in good standing in the American Osteopathic Association or the Canadian Osteopathic Association.
 - In the case of lapsed membership, reinstatement requires payment of current dues plus membership fees for the previous year.
- The applicant must conform to the ethical and moral standards as set forth in the [Code of Ethics of the AOA](#).
- The applicant must satisfactorily complete a two (2) years AOA or ACGME-approved fellowship training in correctional medicine evidenced by a copy of a correctional medicine certificate and letter of recommendation from the program

director. Eligibility for examination will have duration of six years from the date of completion of the fellowship training.

- CME guidelines if applicable.

B. Clinical Practice Pathway (Expires with the 2019 examination)

Anyone applying through the clinical pathway must sit for the examination no later than the last offering for 2019. There will be no more clinical pathway applications accepted after the 2019 examination deadline.

If applying via the clinical practice pathway, the following criteria must be met:

- The applicant must hold primary certification awarded by the AOA upon the recommendation of a participating specialty board.
- The applicant must hold a valid, unrestricted license to practice medicine in a state of the United States; applicants with a restricted, suspended or revoked license in any jurisdiction at the time of application will not be admitted to the examination.
- The applicant must be a current member in good standing in the American Osteopathic Association or the Canadian Osteopathic Association.
 - In the case of lapsed membership, reinstatement requires payment of current dues plus membership fees for the previous year.
- The applicant must conform to the ethical and moral standards as set forth in the [Code of Ethics of the AOA](#).
- Submit documentation of successful completion of the Bureau of Prisons basic course or have accumulated a minimum of 30 hours (within 36 months preceding the application deadline) of Continuing Medical Education in Correctional Medicine including by not limited to: National Commission on Correctional Health Care (NCCHC, SCP), American Correctional Health Services (ACHSA), or American Correctional Association (ACA) followed by a formal assessment. All coursework must be in person, NOT online.
- Documentation of a three-year period in which a minimum of 20% of practice time was in the field of Correctional Medicine must be submitted for review.

When and where is the Correctional Medicine examination offered?

2016 Examination Schedule			
Exam Date	Exam Location	Exam(s) Offered	Application Deadline
Saturday, September 17, 2016	Anaheim, California	Certification of Added Qualifications 8:00 a.m. – 11:00 a.m.	Application Deadline: Monday, June 13, 2016 (no penalty) Final Application Deadline: June 14, 2016 - July 13, 2016 (\$100 penalty)

How much does it cost to sit for the Correctional Medicine examination and withdrawal fees?

There is a non-refundable application fee of \$100. The examination fee will be \$1200, which must be submitted with the completed application.

For applications that are withdrawn less than 30-days prior to the examination date, the candidate will receive a \$900 refund, greater than 30-days will receive a \$1200. Fees are subject to change on a yearly basis.

If a candidate registers for an examination but is subsequently unable to take the examination on the designated date, the candidate may apply the application fee to a future administration of the same test. However, the examination registration fee will be automatically forfeited if the applicant does not sit for the examination within three (3) years of the initial registration date. ***(Anyone applying through the clinical pathway must sit for the examination no later than the last offering for 2019. There will be no more clinical pathway applications accepted after the 2019 examination deadline.)*** The candidate will also be responsible for paying any difference between the initial examination registration fee and the fee for the year in which the examination is actually taken.

How do I register for the Correctional Medicine examination?

To register for the Correctional Medicine Subspecialty Certification or Osteopathic Continuous Certification (OCC) Examination, visit the Correctional Medicine website here: <http://www.aoccm.org/>. Be sure to include all requisite accompanying documentation as listed on the online website.

One requirement for examination registration is the submission of ten (10) potential board examination questions. **Topics will be assigned by a Certifying Board Services (CBS) staff member.** Each of these questions will be reviewed by the Examination Development Committee and considered for modification and adoption in future versions of the examination. The creation and submission of test questions is an opportunity to contribute to the ongoing vitality of the examination, while ensuring that questions remain consistent with developing trends in Correctional Medicine practice.

Each candidate is eligible to receive one 1b Continuing Medical Education (CME) credit for each of the ten (10) test questions submitted.

When must I register for the Correctional Medicine examination?

The deadline to register for the 2016 Correctional Medicine Subspecialty Certification or Osteopathic Continuous Certification (OCC) Examinations is Monday, June 13, 2016. A one (1) month grace period for examination applications will extend through Wednesday, July 13, 2016; examination applications submitted during this period will be subject to a \$100.00 late fee. No applications after Wednesday, July 13, 2016 will be accepted for the examination.

What is the format of the Correctional Medicine examinations?

The Correctional Medicine Subspecialty Certification examination is composed entirely of multiple-choice type questions. There will be a total of 100 questions on the examination. The examination will cover the broad aspects of correctional medicine that specialists practicing in the field are expected to know. The examination will assess the candidate's knowledge and clinical judgment in aspects of correctional medicine required to perform at a high level of competence. The examination will include but will not be restricted to:

The content areas covered and their relative proportions on the exam are as follows:

TABLE OF SPECIFICATION (TOS):

1. Other
2. Law and Regulations
3. Infections
4. Female
5. Special Populations
6. Levels and Continuity of Care
7. Psychiatric
8. Management
9. Chronic Illness
10. History and Referrals
11. Trauma and Emergencies

A more detailed exam table of specification is available at the following link:
<http://www.aoccm.org/Correctional%20Medicine%20Table%20of%20Specifications.pdf>

The Subspecialty Osteopathic Continuous Certification (OCC) in Correctional Medicine examination will also be composed entirely of multiple-choice type questions. This examination is in the development stage.

Does the AOA offer or endorse any study materials to prepare for its board examinations?

Candidates should prepare for the examination using means they are comfortable and familiar with. Although the AOCCCM neither provides nor endorses any preparatory guides, study methods or review courses to aid applicants in studying to take the certification or Osteopathic Continuous Certification (OCC) examinations, extensive self-study of Correctional Medicine in texts, journals, participation in continuing medical education program and review courses in Correctional Medicine can be useful. However, there is, of course, no guarantee that any given preparation will ensure a passing grade on the examination.

What happens if I fail the Correctional Medicine examination?

For those candidates applying via the **Training Track (fellowship program)** the period of eligibility will follow the Policies and Procedures of the BOS. Candidates may reapply for the next scheduled examination upon submitting a letter of intent, updated application information and the examination fee of \$1200. The overall CME hours and those specifically in Correctional Medicine that are required when you re-apply will be prorated based on the number of years post-fellowship training.

For those **Clinical Practice Pathway** candidates who sat for examination for the first time in 2014, 2015 or 2016 and failed an examination their eligibility to sit for subsequent examinations will expire with the 2018, 2019 and 2020 examinations respectively. Candidates may reapply for the next scheduled examination upon submitting a letter of intent. An updated application and the examination fee of \$1200 plus the CME hours and those specifically in Correctional Medicine will be required when you re-apply.

What happens after I pass the Correctional Medicine examination?

Those who passed the examination will receive a Subspecialty Certification in Correctional Medicine by their primary Board. All certificates will be time-limited and will be valid for ten (10) years from the date of certification. The diplomate must maintain a valid certification certificate in their primary specialty or subspecialty in order for the Subspecialty Certificate in Correctional Medicine to remain valid. The Correctional Medicine Certificate will become invalid the date that the diplomate's primary or subspecialty certificate becomes invalid. The Subspecialty Certification in Correctional Medicine will be awarded after the AOA Bureau of Osteopathic Specialists gives final approval of the examination process for each candidate. This approval process will take approximately six months following the notification of successful completion of the examination. The candidate will be responsible for the fee for printing of a duplicate certificate in which the certificate was mailed to an outdated address and notification of the new address was not supplied to the Board.

What must I do if I feel that I have been treated unfairly in the examination process?

If a candidate feels that the actions of the AOCCCM with regard to any part of the examination constitute unequal application of the Board 'Regulations and Requirements,' unwarranted discrimination, prejudice, unfairness or improper conduct, the candidate has the right to appeal to the AOCCCM. In order to appeal concerning the examination, a candidate must set forth the basis of his/her appeal on an Appeal Request Form and submit the form to the Examination Proctor. Appeal Request Forms will be provided to all certification/OCC candidates prior to the commencement of the examination. Additional copies of the Appeal Request Form will be available upon request to the Examination Proctor. The appellant must submit the completed Appeal Request Form to the Examination Proctor within two hours after he/she has completed the examination.

All appeals submitted after the two hour deadline for submission of the Appeal Request Form will be denied.

Each appeal submitted on an Appeal Request Form within two hours of completion of the examination will be considered by the AOCCCM. A majority vote of the Committee will determine whether the AOCCCM accepts or denies the appeal.

How do I keep my AOA Subspecialty Certification Correctional Medicine current?

In order to maintain active certification, physicians must complete a minimum of 120 hours of approved and documented AOA Continuing Medical Education (CME) credits during every three (3) year cycle after their board certification. Osteopathic Continuous Certification (OCC) CME requirements need to be determined for correctional medicine.

- Attendance at AOA or ACGME University or hospital-based CME program(s) in Correctional Medicine recognized by the AOA CME Activity Report; original documentation from sponsor would be necessary if not clearly defined on Activity Report.

AOA membership and your primary board annual certification are inextricably linked. Both must be current to maintain active board certification. Should the payment of dues lapse or CME credits go unmaintained, the AOA will initiate the process of deactivating the physician's board certification. The certifying board will provide all the diplomates ample opportunity and notice to comply with any requirement deficiencies for maintaining AOA certification.

All Correctional Medicine certificates granted will expire on December 31st of the tenth (10th) year after the certificate is issued.

Every ten (10) years, board-certified physicians with a time-limited certificate must pass the relevant OCC (recertification) examination in their specialty or subspecialty. Eligibility for the OCC examination is contingent upon having maintained continuous membership in the AOA and having conformed to the ethical and moral standards as set forth in the [Code of Ethics of the AOA](#). The applicant for OCC must also have accumulated the required CME, categories I or II, to maintain continued diplomate status and must have a valid, unrestricted license to practice medicine in their state(s) of practice. After successfully passing the OCC examination, the physician will be issued a new certificate. This certificate will expire on December 31st of the tenth (10th) year after OCC was conferred.

Any correspondence directed to members of the AOCCCM or requests for more information about the material contained in this packet may be directed to:

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