

# New Physicians in Practice Membership Guide



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# WELCOME LETTER

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On behalf of the members and staff of the American College of Osteopathic Emergency Physicians (ACOEP), I would like to congratulate you on your career thus far. We are excited you are nearing the completion of your academic training. The New Physicians in Practice Committee has developed a guide to help you navigate the last year of residency training and the first few years as an attending physician. I am honored, as Chair of the New Physicians in Practice (NPIP) Committee, to present this guide to assist in navigating through the processes and deadlines you will be required to complete during your career as an emergency physician.

As a new physician in practice, defined as any physician in the final year of residency training through their first five years in practice, I can assure you that you will enjoy having all the tools you need to become successful. The Committee is here to support you as you find your first 'real' job, providing you with resources for effective financial planning, contract negotiations and asset management, as well as information on insurance, both personal and professional, education on avoiding litigation, work-life balance and much more.

The New Physicians in Practice Committee is your committee and we encourage you to become an active member. With only two meetings annually, both in conjunction with ACOEP's major conferences, it's easy to stay involved. The Chair and Vice Chair positions are by appointment of the ACOEP President, but members are welcome to participate and be formally appointed. Meetings, social events and lecture programs are open forums and we encourage you to drop in to any of these events.

Best wishes and we look forward to seeing you at future ACOEP conferences and events.

Sincerely,

*Rodney Fullmer, DO, MBS*

NPIP Committee Chair

# IMPORTANT DEADLINES

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Some of the most stressful times a young physician will experience are the several years they spend navigating through the various and complex processes they will encounter from graduation to board certification. The following outline, developed by the New Physicians In Practice Committee, was designed to give you one place to refer to. This is a general guideline for the quickest route to AOBEM certification. Please remember graduates have six years to complete the certification process.

## YEAR PRIOR TO RESIDENCY GRADUATION (AOA-ACCREDITED RESIDENCY):

### **December 31st: Submit final research project to PD**

Six months prior to graduation your research project is due to your Program Director (individual program due dates may vary). They then have one month to submit to ACOEP's Research Committee on your behalf. A completed research project or scientific paper is required for graduation and to be considered Program Complete. This status is required for certification. (More information can be found at [www.foem.org/pages/research-standards](http://www.foem.org/pages/research-standards) )

### **November 19, 2018: Application deadline for AOBEM Written (Part I) Exam**

Deadline to submit the completed application to sit for the AOBEM written exam. Information must be submitted to the AOBEM on or before this date. Failure to meet this deadline will delay your participation in the exam by one full year. (More information can be found at [aobem.org/part1requirements.shtml](http://aobem.org/part1requirements.shtml))

### **March 18-23, 2019: AOBEM Written (Part I) Exam**

The written exam is given in May. Grading of the exam takes about one month. You should receive your scores at that time, as well as information on the Oral Board application process and deadline.

### **June: Graduation from residency**

## FIRST YEAR AFTER RESIDENCY:

### **August 15, 2018: Application deadline for AOBEM Oral (Part II) Exam in November 2018**

### **December 30, 2018 Application deadline for AOBEM Oral (Part II) Exam in March 2019**

This is the deadline listed for the submission of the application and fee for the Part II Oral Examination. This exam is offered semi annually. There is a July deadline for November testing and a January deadline for March testing. Readers are encouraged to visit the AOBEM website to confirm individual deadlines. (More information can be found at [aobem.org/part2requirements.shtml](http://aobem.org/part2requirements.shtml))

### **November 12-13, 2018: AOBEM Oral (Part II) Exam**

### **March 11-12, 2019: AOBEM Oral (Part II) Exam**

You will be informed of which exam date you are assigned to upon completion of the application as described above. Grading of the exam takes about one month. You should receive your scores at that time as well as information on the next steps to Board Certification.

### **December 31st: CME deadline every 3rd year**

As a physician, you are required to obtain a specific amount of continuing medical education (CME) credits during a set three-year cycle. The cycle runs from January 1, 2016, through December 31, 2018. New physicians generally graduate somewhere in this three-year cycle, as such, your first few years of practice may be pro-rated depending on your graduation date. CME hours start accumulating the day you officially complete your residency. You must log your hours on the AOA website. (More information can be found in the CME chapter of this guide or contact the AOA directly at [crc@osteopathic.org](mailto:crc@osteopathic.org) or call 1-800-621-1773 ext 8262.)

### **January 1st: COLA Modules Released**

Each January the AOBEM releases that year's COLA articles and question module. At the Spring Seminar ACOEP offers a COLA Review where it supplies the articles and reviews the questions and answers to ensure your successful completion of the module on the first attempt. (More information can be found at <https://certification.osteopathic.org/emergency-medicine/occ-overview/occ-component-2/>)

## **AND BEYOND:**

### **February 1, 2019: Application deadline for OCC Cognitive Exam in September 2019**

This is the "Written Boards" step of recertification. You can take the exam up to three years before and three years after the 10-year expiration date.

### **March 1st: Annual Fellowship Application Deadline**

You are eligible for Fellowship after you've been a dues-paying member for five years. Residency years count, so you can submit the second year following graduation from residency for five consecutive years as long as you have all your items completed. (More information in the Fellowship chapter of this guide or at [www.acoep.org/main/acoep-member-center/fellowship/](http://www.acoep.org/main/acoep-member-center/fellowship/))

### **September 10-14, 2018: OCC Cognitive Exam**

### **September 9-14, 2019: OCC Cognitive Exam**

Sit for the 10-year recert written exam at one of the computerized testing centers throughout the US.

### **December 31st: Board Recertification Deadline**

Once you receive your initial Board Certification, you will begin a 10-year period prior to recertification. Each physician's cycle ends on December 31st of the ending year on your certificate. The current recertification process has multiple parts. (Please note that for all updates on Board Certification, please check the AOBEM Website, and processes and requirements will change in the next few years. More information in the Board Certification Steps chapter of this guide or at [aobem.org/OCC\\_main.shtml](http://aobem.org/OCC_main.shtml))

### **Years 1-5 Post-Residency**

Two Practice Performance Forms must be completed for recertification, one in years 1-5 out of residency, and the second in years 6-10. If you don't do the first in years 1-5 you will have to complete three. You have to develop/implement a change in your practice for a target group; compare 10 charts from before the implementation to 10 charts after the implementation. (More information in the Continuous Certification chapter of this guide or at [www.aobem.org/OCC\\_main.shtml](http://www.aobem.org/OCC_main.shtml))

## **AMERICAN BOARD OF EMERGENCY MEDICINE (ABEM)**

Below are critical dates to keep in mind for the ABEM certification examination:

- **Qualifying Examination is scheduled for November 11-16, 2019**
- **Spring Oral Certification Examination is scheduled for May 4-7, 2019**
- **Fall Oral Certification examination is scheduled for October 5-8, 2019**

For more information on the ABEM certification exam and requirements please visit <https://www.abem.org/public/become-certified>

## ABOUT ACOEP

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ACOEP is comprised of attending physicians, residents and medical students from across the United States who have dedicated themselves to the advancement of the field of emergency medicine, as well as their careers. Its annual conferences, publications and educational opportunities are just a few of the reasons why ACOEP has been a pillar in the emergency medicine community for over 40 years.

ACOEP's mission is to promote patient-centric, holistic care consistent with osteopathic philosophy, practiced by all emergency medicine professionals.

To do that, it promotes the interests of osteopathic emergency physicians, through a network designed to:

- Develop quality, cutting-edge continuing medical education programs that meet or exceed the national requirements of accrediting agencies, while keeping its programs family-oriented and intimate. The programs allow for you to meet old friends, enjoy resorts or city activities and learn in an environment that is fast-paced and interesting.
- Educate its members on state and national legislation that may affect your practice.
- Advance research through its Foundation, research projects on educational aspects of osteopathic emergency medicine training and issues of interest to its members.
- Provide comprehensive benefits for all members, with new benefits added throughout the year to help members with everything from financial planning to Board prep.



Whether you are a seasoned physician or are still in medical school, ACOEP offers unique opportunities to help you excel in the field. To learn more about specific benefits, please click the option that best describes your career level at the following link:

[www.acoep.org/membership](http://www.acoep.org/membership)

# ACOEP FACTS & FIGURES

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## MEMBERSHIP

| Membership Category (as of November 2017)                            | Number of Members |
|--|-------------------|
| Active Member Physicians   | 1,702             |
| Residents  | 512               |
| Students   | 2,103             |
| Fellows  | 470               |
| Distinguished Fellows  | 37                |
| Other<br>(life members, retired, associate, honorary, active exempt) | 77                |

## ANNUAL DUES\*

ACOEP supports recent graduates by providing a discounted annual dues price after residency. It is important to remain a member of this College, as it is the only governing body that supports osteopathic EM physicians first and foremost. In addition to this support, dues paying members enjoy many benefits, discounts and connections. Please see the ACOEP website for additional information about membership levels and dues fees.

|   |          |
|---|----------|
| Active 1st Year (post residency) Member:        | \$161.50 |
| Active 2nd Year (post residency) Member:        | \$323.00 |
| Active 3rd Year (post residency) Member:        | \$484.50 |
| Active Member (beyond 3rd year post residency): | \$645.00 |
| Associate or Retired Member:                    | \$323.00 |
| Resident Member:                                | \$30.00  |
| Resident Education Member:                      | \$165.00 |
| Student Member:                                 | FREE     |

\*Dues subject to change

# ACOEP COMMITTEES

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## HOW TO GET INVOLVED:

If you are interested in getting involved with ACOEP, we invite you to join one of its many committees. Most committees meet twice a year at each conference, so take a look at conference schedules to make sure you arrive in time for the meeting. Most committee meetings occur a day or two before conferences start. Some committees are closed to visitors and are thus denoted by “closed” below.

During your first committee meeting, you should express your interest in getting involved to the Chair so they can record your contact information. Ask for his/her information as well so you can reach out to them after the conference to reinforce your interest in the committee. Committee appointments are made by ACOEP’s President, whose terms are two years in length. Committee appointments are made on a three-year, staggered basis. Chairs play a large part in suggesting members to the incoming President.

## ACOEP COMMITTEES:

**Awards & Nominations:** The Awards and Nominations Committee is made up of ACOEP leaders and members who work together to solicit potential candidates from the general membership for positions on the Board of Directors of ACOEP. This committee interviews candidates and develops a ballot for presentation to the Board in the spring and to the Membership in July. This Committee identifies recipients for the special awards of the College.



**Emergency Medicine Aptitude Assessment Test (EMAAT) Committee:** (Previously known as the BPEM Committee). This committee develops questions for the annual Resident In-Service Examination (RISE), July Assessment Exam and Board Prep Practice Exam. Item Writer committee members commit to attending a one-time workshop (in person or online podcast) and write 10 assigned topic questions each Spring and Fall. Committee Members also review and edit submitted questions written by fellow committee members. Appointed Item Writers serve on a National Committee and are eligible for ACGME scholarly activity. This is a great way to get involved nationally from the comfort of your home.

**Bylaws:** If you are interested in ensuring that ACOEP governing documents meet the needs and standards of the members, the Bylaws Committee is a good fit for you. The purpose of the Bylaws Committee is to annually review the governing documents, and policies of the College to determine if they continue to meet the needs of the profession.

**Media Services:** Members of the Media Services Committee are the driving force behind *The Pulse* and *The Fast Track*. They give input into the website, e-blasts, social media and more. As a member of this committee you will have a unique opportunity to publish opinions, studies and case. This committee is always looking for connected members who know how to share ideas and engage across several platforms.

**Continuing Medical Education (CME):** CME Committee is charged with developing, planning, maintaining and evaluating education programs. If you are interested in working hard and evaluating educational lectures, certifying lecture objectives and locating interesting lecturers and topics this committee is for you.

**Emergency Medical Services (EMS):** The EMS Committee is made up of physicians interested in EMS, Disaster Medicine and all aspects of national and community emergency medical services. The Committee has affiliations with many national and international EMS societies and assists the CME Committee in designing specific tracks and workshops in EMS presented at major ACOEP venues.

**Fellowship:** The Committee on Fellowship determines the criteria for granting the title of Fellow and Distinguished Fellow to members of the osteopathic emergency medicine profession. They also determine the eligibility of ACOEP members to maintain these titles.

**Graduate Medical Education (GME):** (CLOSED) This committee develops, initiates and evaluates educational standards for residency training in emergency medicine and its combined specialty training programs. Members may be required to participate in the on-site evaluation of educational programs.

**Member Services:** This Committee has a substantial impact on what ACOEP brings to its membership. This Committee has input in the development of policies, membership fees, requirements of membership and more. Committee members also help to develop member benefits and work to ensure ACOEP is providing members with the support and services they deserve.

**New Physicians in Practice:** Created for physicians who are within their last year of residency or have recently graduated from residency within the past five years, this group will help you traverse this major career transition. It will support you through difficult job selection decisions, financial guidance, contract negotiation, work-life balance and more. The New Physicians in Practice Committee holds two meetings in conjunction with each of the spring and fall ACOEP Conferences, as well as a special New Physicians Lecture Track at each Fall Conference. The meetings are informal open forums and anyone can join in the fun!

**Practice Management:** Practice Management is an important component in your efficacy as a physician. The Committee on Practice Management develops, maintains and publishes policies that enhance practice or provide direction and information for medical professionals and the public on activities pertinent to emergency medicine practice. Join this group to help steer the standards of your practice.

**Program Directors:** (CLOSED) Program Directors are important leaders in the field of emergency medicine. The purpose of the Program Directors Committee is to provide directors of AOA-accredited emergency medicine residency programs and those proposed directors with a forum for discussion of policies and issues that directly impact the training of emergency medicine residents and fellows in emergency medical services, medical toxicology and pediatric emergency medicine.

**Research:** New discoveries made through intelligent research drive medicine. The Research Committee exists to review research conducted in the field of emergency medicine by residents and physicians, and works with FOEM to determine if the research papers and projects are worthy of receiving grants or awards. The Committee will also be tasked with evaluating research, as conducted as part of the requirements for resident training, and forwarding its recommendations to the Committee on Graduate Medical Education as part of the program requirements for emergency medicine. Join this committee and stay abreast of research and help to drive it forward.

**Resident Student Advisory Committee (RSAC):** The Resident Student Advisory Committee (formally the UGME) acts as an advisory group to the Resident and Student Organization in the planning and development of RSO initiatives including career advancement, education, training, membership retention and the transitions between medical school to residency and residency to new physicians in practice.

**Women in Emergency Medicine:** The mission of the Women's Committee is to bring to light any gender disparities present within the field of Emergency Medicine and to provide a support network that cultivates leadership and resources, as well as develops policies to represent the female emergency medicine physician.



# NATIONAL CONFERENCES

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## SCIENTIFIC ASSEMBLY

The Scientific Assembly is ACOEP's flagship conference. Held annually in the fall, Scientific Assembly offers the best in emergency medicine education through engaging didactic lectures, specialized tracks, breakout sessions, competitions, hands-on labs and much more. Held in a different, beautiful location every year, it's also a chance for you to explore and get to know your fellow ACOEP members.

### COLLEGE EVENTS:

- General Membership & Committee Meetings
- Fellowship Ceremony
- New Physicians in Practice Committee Meeting
- New Physicians Lecture Track
- Faculty Development Track
- New Speaker Forum
- Resident Chapter and New Physicians Q&A Panel
- EMS Session

- Breakout Lectures
- Hands-on Labs
- Women in Emergency Medicine Lunch & Track

### FOEM COMPETITIONS AND FUNDRAISERS:

- Research Poster Competition
- Clinical Pathological Case Competition
- Oral Abstract Competition
- Research Paper Competition
- Legacy Gala: Dinner and Awards Ceremony

## SPRING SEMINAR

The Spring Seminar is a fast-paced, family-oriented educational program. It provides morning-to-early afternoon tracks with cutting-edge educational concepts in a relaxing resort setting. The meeting generally rotates between west coast and east coast resort venues. We invite members to bring their families to the Spring Seminar.

### COLLEGE EVENTS:

- General Membership & Committee Meetings
- EMS Session
- Faculty Development Track
- COLA Review
- LLSA Review
- New Physicians in Practice Committee Meeting & Strategic Planning
- Hands-on Labs

### FOEM COMPETITIONS AND FUNDRAISERS:

- Case Poster Competition
- 5K and 1-Mile DO Dash

# GENERAL INFORMATION ABOUT FOEM'S COMPETITIONS

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The Foundation for Osteopathic Emergency Medicine (FOEM) is the nonprofit arm of ACOEP. FOEM puts on several research competitions and events at both the Spring Seminar and Scientific Assembly.

All FOEM competitions are now open to attending physicians as well! While they cannot win cash prizes, they receive scholarly activity and CME for presenting in front of a national audience.

## FOEM CASE STUDY POSTER COMPETITION

This annual competition takes place during the ACOEP Spring Seminar and is open to anyone that has completed a research project and would like to present it as a poster summarizing their findings.

- DEADLINE FOR APPLICATION: January 31
- DEADLINE FOR POWERPOINT: March 1
- Top 3 student/resident posters are awarded \$500, \$250 and \$125 respectively. All winners receive 2 tickets to the FOEM Legacy Gala

## FOEM RESEARCH STUDY POSTER COMPETITION

This annual competition takes place during the ACOEP Scientific Assembly and is open to anyone that has completed a research project and would like to present it as a poster summarizing their findings.

- DEADLINE FOR APPLICATION: July 31
- DEADLINE FOR POWERPOINT: September 30
- Top 3 student/resident posters are awarded \$500, \$250 and \$125 respectively. All winners receive 2 tickets to the FOEM Legacy Gala.

## FOEM CLINICAL PATHOLOGICAL CASE COMPETITION (CPC)

This exciting annual competition pits residents against faculty in diagnosing a difficult case. It takes place during the ACOEP Scientific Assembly. Residents submit the case without final diagnosis, and the faculty member is given one month to develop a diagnosis. Both residents and faculty submit PowerPoint presentations. Each program must have a resident and faculty member in order to participate

- DEADLINE FOR APPLICATION: July 31
- DEADLINE FOR POWERPOINT: September 30
- Fee: \$150 per program, per case submitted
- Top 3 student/resident presentations are awarded \$500, \$250 and \$125 respectively. All resident winners receive 2 tickets to the FOEM Legacy Gala.

## FOEM ORAL ABSTRACT COMPETITION

This annual competition takes place during the ACOEP Scientific Assembly and is open to anyone that has completed a research project and would like to present it as a PowerPoint presentation (multiple slides, not poster) summarizing their findings.

- DEADLINE FOR APPLICATION: July 31
- DEADLINE FOR POWERPOINT: September 30
- Top 3 student/resident presentations are awarded \$500, \$250 and \$125 respectively. All winners receive 2 tickets to the FOEM Legacy Gala.

## FOEM RESEARCH PAPER COMPETITION

This is FOEM's most prestigious event. Participants submit their research papers for review by a panel of physician experts. The panel identifies the top 3 papers prior to conference, and the winning authors present their findings at the ACOEP Scientific Assembly annually.

- DEADLINE FOR APPLICATION/SUBMISSION OF PAPER: July 31
- DEADLINE FOR POWERPOINT: September 30
- FOEM will give up to \$3500 annually for the best student/resident research papers. Typically the top 3 papers get \$2000, \$1000 and \$500 respectively, but FOEM reserves the right to withhold funds if quality work is not submitted. FOEM may also divide the money between 2 papers or give it to one winner depending on the circumstance.



FOEM also offers grant funding for research projects! The grant handbook is currently being revised, but contact Stephanie Welter at [swhitmer@foem.org](mailto:swhitmer@foem.org) to find out how your research can be funded by a FOEM grant!



# PUBLICATION OPPORTUNITIES

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Members are encouraged to submit articles, case studies and other essays for consideration for publication at any of the following opportunities:

## **THE FAST TRACK**

*The Fast Track* offers unique perspectives, interesting cases and the latest in tools and resources for students and residents as they maneuver through the challenging world of med school and residencies. As new physicians, you are invited to share your experiences and perspective as a contributor. Information can be found at [acoep.org/publications](http://acoep.org/publications) or by emailing [fasttrack@acoep.org](mailto:fasttrack@acoep.org).

## **THE PULSE**

Stay up-to-date on the latest news of ACOEP and EM throughout the country with *The Pulse*. Review updates in politics and the changing landscape of medicine in our country. Information can be found at [acoep.org/publications](http://acoep.org/publications) or by contacting Erin Sernoffsky at 312.445.5709 or [esernoffsky@acoep.org](mailto:esernoffsky@acoep.org).

## **WESTERN JOURNAL OF EMERGENCY MEDICINE (WESTJEM)**

As a partner of ACOEP, WestJEM offers:

### **Publishing Opportunities**

- Free to submit for publication
- If accepted, a fee of \$300 is applied
- Free copy editing service

## Department Sponsorship

- An ER or residency program can purchase “department sponsorship” for \$600 per year
- Hard copies of the Journal for your ER
- Allows unlimited submissions for publication
- Individual publication fees waived

## Resident Abstract Competition

- Held in January each year
- Top three winners will have full manuscripts published. First place will have publishing fee waived

Information can be found at [www.westjem.org](http://www.westjem.org).

## EMERGENCY MEDICINE PUBLICATION OPPORTUNITIES

The following is a list of various emergency medicine publications as a source for you to use as you seek to get your research or cases published.

(ACOEP does not personally endorse any of these publication opportunities, rather this is simply a list of opportunities members may be interested in, created by the Research Committee.)

### **Annals of Emergency Medicine:**

<http://www.editorialmanager.com/annemergmed/default.aspx>

### **The Journal of Emergency Medicine:**

[www.journals.elsevier.com/the-journal-of-emergency-medicine](http://www.journals.elsevier.com/the-journal-of-emergency-medicine)

### **Emergency Medicine Journal:**

<http://www.editorialmanager.com/emedjournal/default.aspx>

### **Academic Emergency Medicine:**

[www.onlinelibrary.wiley.com/subject/code/MD70/titles](http://www.onlinelibrary.wiley.com/subject/code/MD70/titles)

### **American Journal of Emergency Medicine:**

[www.journals.elsevierhealth.com/periodicals/yajem](http://www.journals.elsevierhealth.com/periodicals/yajem)

### **International Journal of Emergency Medicine:**

[www.springer.com](http://www.springer.com)

### **BMC Emergency Medicine:**

[www.biomedcentral.com/bmcemergmed](http://www.biomedcentral.com/bmcemergmed)

### **Emergency Medicine Journal:**

[www.emedmag.com](http://www.emedmag.com)

Editorial Director: Maura Griffin email: [maura.griffin@qhc.com](mailto:maura.griffin@qhc.com)

### **European Journal of Emergency Medicine:**

[www.journals.lww.com/](http://www.journals.lww.com/)

# POLITICAL ACTION

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ACOEP recognizes the need for more physician ambassadors who are experienced, enthusiastic and skilled in health care policy to represent the osteopathic emergency medicine community to bring our message to members of Congress and your state and local legislatures. To gain this knowledge ACOEP recommends the following two ways to get active politically:

## DO DAY ON CAPITOL HILL

DO Day on Capitol Hill is the preeminent opportunity for residents and young physicians to learn about legislation affecting their practice and gain experience in lobbying members of Congress or their staffers. Prior to the event, participants will receive briefing materials on the key issues to be discussed. Once in Washington, osteopathic advocates will participate in a morning legislative briefing, attend scheduled meetings with members of Congress and their staff and report the results in a debriefing room.

Participation in this event is important for members of the osteopathic community. The time you take off from your practice demonstrates the osteopathic community's dedication to protecting and preserving the cornerstones of osteopathic medicine. This is a prime opportunity to educate members of Congress and their staff about osteopathic medicine and communicate our positions on important health policy issues where legislation is crafted—Capitol Hill.

For more information go to:

[www.osteopathic.org/inside-aoa/events/Pages/do-day-on-capitol-hill.aspx](http://www.osteopathic.org/inside-aoa/events/Pages/do-day-on-capitol-hill.aspx)



## HEALTH POLICY FELLOWSHIP

The Osteopathic Heritage Health Policy Fellowship program is designed for osteopathic physicians who are preparing for leadership roles in the profession and positions of influence in health policy, as well as individuals with a professional connection to the osteopathic profession. The program is offered by the Ohio University College of Osteopathic Medicine and the New York Institute of Technology through a collaboration of colleges (AACOM, AOA).

The Fellows attend an intensive five-day academic orientation at NYIT before entering the regimen of nine three-day weekend seminars. Seminars are rotated among osteopathic colleges in the Washington, D.C. area. Between monthly seminars, Fellows complete reading, research and writing assignments.

Graduates of the program join a cadre of health policy experts from which the profession can draw to staff committees and task forces at the federal and state levels, testify on issues relevant to osteopathic medicine and education and develop policy positions.

For more information, go to:  
[www.oucom.ohiou.edu/hpf/index.htm](http://www.oucom.ohiou.edu/hpf/index.htm)



# BOARD REVIEW

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Suggested resources for board review:

## ACOEP BOARD REVIEW COURSES

### WRITTEN BOARD PREP: AN INTENSE REVIEW

Offered in Chicago, IL, this five-day course is designed to prepare attendees with everything they need to pass Part 1-Written Boards while providing up to 42 hours of 1A CME Credit! All attendees receive a complete syllabus (digital or print) from the course, including practice questions and answers and slides covering 20 topics. Participants of this course also receive access to questions from MED-Challenger for additional practice.

### ORAL BOARD REVIEW

Offered in Chicago, this two-day workshop features a small group setting, providing you with the opportunity to learn from your peers as you respond to cases presented that mirror the actual exam.

### BOARD PREP PRACTICE EXAM

ACOEP offers a 150-question practice test. This test covers all 20 topic areas from the review course and Board exam. Get an instant score and an emailed report with your score breakdown by category. For more information email [kspreitzer@acoep.org](mailto:kspreitzer@acoep.org).

## ADDITIONAL RESOURCES:

### NATIONAL EMERGENCY MEDICINE BOARD REVIEW COURSE

This course takes place over 3.5 days in Las Vegas. ([www.emboards.com](http://www.emboards.com))



**CAROL RIVERS:** Some consider this the gold-standard review book. It is a two-volume text with 1300+ pages covering 20 topics and 500+ pre-chapter Q&A. (\$200, [http://www.ohacep.org/aws/OACEP/pt/sp/bookstore\\_rivers\\_written\\_resident](http://www.ohacep.org/aws/OACEP/pt/sp/bookstore_rivers_written_resident))



**MED-CHALLENGER: EM:** 3-year membership to online portal and travel CDs with Board Review, galleries and over 4000 Q&A's, including CME credits. (\$599-3699, <https://www.challengercme.com/abem-emergency-medicine-board-review-course-emboards-acep/>)



**EMERGENCY MEDICINE: A FOCUSED REVIEW OF THE CORE CURRICULUM:** 22-chapter text with color images and 225 Q&A. (\$94.99, <https://www.aem.org/resources/book-store>)



**FIRST AID FOR EMERGENCY MEDICINE BOARDS:** Same outline format as the First Aid Series made so famous in medical school. (\$65)



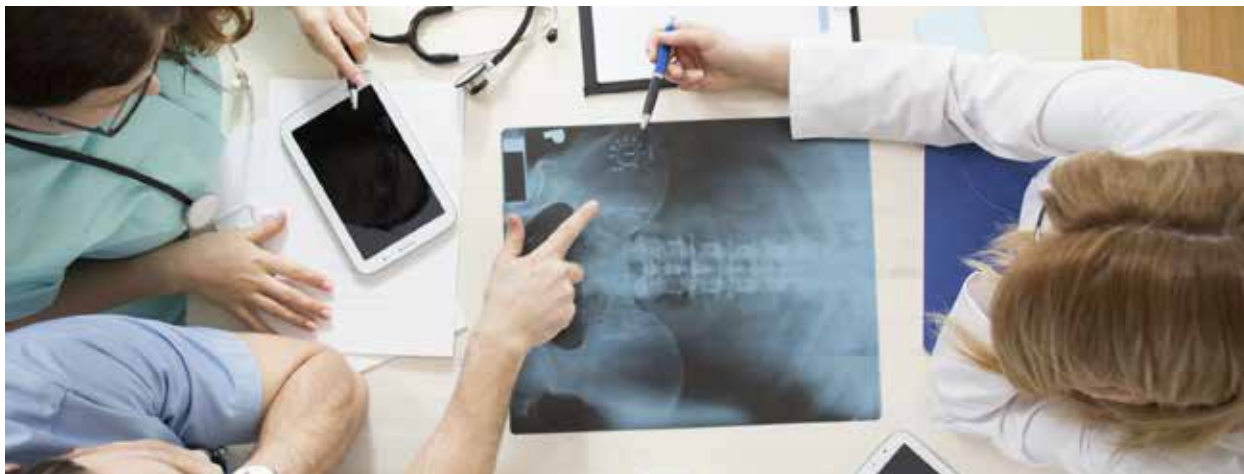
**1200 QUESTIONS:** Once you purchase the textbook of questions you will receive a password to online access for additional Q&A. (\$89)



**PEER VIII:** The gold-standard in preparation questions. Two book, spiral bound set. PEER VIII just published in 2011, though older, less expensive versions are available. (\$331, member \$198, EMRA \$117, <http://bookstore.acep.org/peer-print-companion-509613>)

# EMERGENCY MEDICINE BOARD CERTIFICATION STEPS

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(As defined at [www.aobem.org](http://www.aobem.org))

## EM BOARD ELIGIBILITY & REQUIREMENTS

The American Osteopathic Board of Emergency Medicine (AOBEM) manages the certification exam and sets forth the requirements to maintain certification. Please visit <https://certification.osteopathic.org/emergency-medicine/> for the most current and detailed information.

After the completion of residency and six months of practice in Emergency Medicine you are eligible for board certification, though you may begin the application during the month of January prior to residency graduation. Each physician has a six year time period to complete the certification process as outlined below.

### PART I COMPUTERIZED EXAMINATION

This one-day exam in May is administered simultaneously to all candidates sitting for the exam at that time and includes content as it pertains to all disciplines of Emergency Medicine. Residents may apply for this exam in January of their final year. Part I requires a \$1,100 fee and includes your application to the Board (early January deadline).

(The ACOEP offers a Written Board Preparation Course annually. Check [acoep.org](http://acoep.org) for the next meeting.)

### PART II ORAL EXAMINATION

Following successful completion of Part I, candidates may apply for either the November or March Oral Board testing dates. Throughout the day you will be presented with and work through six cases. The final station is a visual diagnosis area where you will interpret EKGs, radiologic imaging or slides. Part II requires an \$800 fee. (July deadline for November testing, January deadline for March testing)

(The ACOEP offers an Oral Board Review Course twice a year. Check [acoep.org](http://acoep.org) for the next meeting.)

# OSTEOPATHIC CONTINUOUS CERTIFICATION (OCC)

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All physicians successfully completing the Board Certification process and certified after January 1994 are required to recertify every ten years through the following procedures (certification expires on December 31st of the tenth year). **See the AOA CME Guide (on the AOA website) for the most current guidelines.**

## COMPONENT I. PROFESSIONAL STATUS

Physicians must maintain a valid and active medical license in the state(s) where they practice or in any one state if in active military practice. It is the individual physician's responsibility to provide the AOBEM with a copy of his/her current licenses. Each physician must also maintain compliance with the AOA's Continuing Medical Education (CME) requirements, which mandates 150 total hours in each 3 year cycle, 60 of which must be EM specific.

## COMPONENT II. CONTINUOUS OSTEOPATHIC LEARNING ASSESSMENT (COLA)

A COLA module involves reading assigned articles from the literature and then completing an online examination regarding those articles. COLAs contain questions on emergency medicine core content categories. A list of references, articles or areas of study available for each module will be provided on the AOBEM website, [www.aobem.org](http://www.aobem.org).

In order to be eligible to take the Cognitive Assessment Exam each physician must take and pass a minimum of eight COLA modules available over a ten year period. Each candidate has a maximum of three opportunities to pass each. A new COLA module is available January 1st of every year and each module is only available for a three-year period. Expired modules are available at an increased cost.

(The ACOEP offers a COLA review at each Spring Seminar to assist in this process)

### COMPONENT III. PRACTICE PERFORMANCE ASSESSMENT

Each physician must complete this step twice in the ten-year cycle and submit the completed Practice Performance Forms (found on the AOBEM website). One practice performance must be completed in the first five years and the second must be completed the second five years of certification. If the practice performance is not completed in year 1-5, then the physician will need to complete three practice performance activities in year 6-10 to qualify for the Cognitive Assessment exams. The AOA will grant five hours CME of Category 1-B credit for each practice performance module for a maximum of ten hours over the ten year certification cycle. No charts will need to be submitted. The process consists of four steps as outlined below:

- STEP I: Identify a target area for clinical improvement. This should be a topic that is measurable for improvement and has recognized comparison data available. A list of approved topics is included on the AOBEM website. If you would like to create your own you must submit your idea to the AOBEM Board for approval.
- STEP II: Collect and review data points from ten patient charts from the targeted area of study. The clinician may choose patient charts from his/her practice group but a minimum of three charts must be his/her own encounters.
- STEP III: Compare these data points to evidence based guidelines to identify areas for improvement. Next, develop and implement a practice performance improvement program (i.e. an educational component, personal reminder or change in the process).
- STEP IV: After implementation of the process improvement plan, review at least ten new charts of the target area to measure and analyze the effects of the change to evaluate for improvement.

### COMPONENT IV. COGNITIVE ASSESSMENT EXAM

(Previously referred to as Formal Re-Certification Examination –FRCE)

This exam consists of a 150 question multiple choice exam (2.5 hrs). The Oral Boards component will no longer be required if re-certification began after 2015. Physicians are eligible to sit for this exam once Parts I, II and III above are completed.

Physicians are required to take this exam every ten years to maintain certification. Physicians can take this exam as early as three years prior to the expiration of certificate and three years after the expiration of their certificate. Successful completion awards physicians with a certificate valid for another ten years.

Physicians not compliant with above procedures will have to re-enter the certification process in its entirety.

ALL CORRESPONDENCE OR INQUIRES REGARDING CCEM SHOULD BE FORWARDED TO:

#### AOBEM

142 E. Ontario, 4th Floor Chicago, Illinois 60611-2864

Phone: (312) 202-8293

Fax: (312) 202-8447

Email: [aobem@osteopathic.org](mailto:aobem@osteopathic.org)

<https://certification.osteopathic.org/emergency-medicine/>

## CONTINUING MEDICAL EDUCATION (CME)

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All physicians are required to participate in a Continuing Medical Education (CME) program. The AOA sets a three-year time frame, which is the same for each physician. In the upcoming 2019-2021 CME cycle, physicians will be required to earn at least 60 specialty CME credits from AOA- or ACGME-accredited sponsors. Individual AOA certifying boards may implement additional requirements, including osteopathic-specific CME requirements. The AOA Board of Osteopathic Specialists is determining how this change will be implemented. Check with your certifying board for details on requirements in your specialty. Learn more in the Board of Trustees Resolution on CME for Osteopathic Continuous Certification, passed in March 2017.

Physicians who graduate during a three-year cycle maintain the same deadline, however they will have the number of hours pro-rated. CME credit hours begin accumulating after each resident has officially graduated, usually July 1st.

The AOA keeps a log of all of your CME activity, so you can check your profile at anytime on their website using your AOA number. ([www.osteopathic.org](http://www.osteopathic.org))

**The AOA owns the osteopathic credit system. As there are many changes on the horizon, please check the AOA website, [www.osteopathic.org](http://www.osteopathic.org), for the most up-to-date information.**

## CATEGORY 1-A

Credits granted at formal education programs sponsored by an AOA accredited CME sponsor and are limited to:

- Attendance at formal face-to-face programming or conferences that cover any of the seven Core Competencies (OMT, medical knowledge, patient care, interpersonal/communication skills, professionalism, practice-based learning and improvement or systems-based practice)
- Speaking or teaching in a formal didactic format
- Formal delivery of education to students, interns, residents and staff of AOA approved healthcare facilities
- Grand rounds (when submitted as a series of at least three programs)
- Judging Clinical Case Presentations or Research Poster Presentations (up to max of 10 credits)
- Interactive Online CME will be awarded only for conferencing that includes both an online pre- and post-test and allows participant to ask questions in real-time (maximum nine credits; excess of nine can be applied to 1-B, 2-A or 2-B)
- Recertification of life support classes (ie. BLS, ACLS, ATLS) (maximum 8 credits)

## CATEGORY 1-B

Credits granted for the following:

- Publications, inspections, examinations and committee meetings
- Preceptoring at an AOA approved education program (max of 60 credits)
- Taking a recertification examination or obtaining a certification of added qualification (15 credits awarded for passing a recert)
- Participation in hospital staff activities, educational lectures and lecturing at a hospital/institution when it relates to osteopathic students/interns/residents
- Allopathic medical education is only approved when there is no Osteopathic equivalent
- Reading of the Journal of the American Osteopathic Association or other Osteopathic Journals and passing of the respective CME quiz with minimum grade of 70% (2 credits). Non-Osteopathic journals qualify under Category 2-B.
- Test construction committee work (i.e., NBOME, in-service exam, certifying exams)
- Administering oral or practical exams (10 credits per exam, max 10)
- Writing of test items is worth one credit each (max 10 credits)
- Development of clinical cases and submission to NBOME is worth two credits each (max 20 credits)
- Non-interactive Online CME will be awarded to audio/video programs that are available on demand and not in real time

## CATEGORY 2-A

Formal educational programs that are AMA accredited, AAFP approved, internationally recognized sponsor or AOA sponsored that do not meet the 1-A faculty/hours requirement

## CATEGORY 2-B

Credits awarded for:

- Reading of other medical journals (non-Osteopathic) and passing of the associated quiz successfully (half credit for each article)
- Preparation and presentation of scientific exhibits at a county, regional, state or national professional meeting (10 credits per exhibit)
- Certificate of added certification (15 credits)
- Home study/reading of medical textbooks (5 credits)
- Viewing non-osteopathic medical video/audio
- Internet CME (journals or lectures)
- Physician Administrative training or faculty development
- Courses in medical economics, risk management and quality assessment

More specific questions can be answered at:

[www.osteopathic.org](http://www.osteopathic.org)

[cme@osteopathic.org](mailto:cme@osteopathic.org)

1-800-621-1773 Ext 8262





# SUBSPECIALTY CERTIFICATION

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(Formerly Certificate of Added Qualifications – CAQs)

A subspecialty constitutes additional training of at least one year in length and satisfactory completion of a certifying examination in that field. The training required must incorporate a specific and identifiable body of knowledge within the broader practice of the general specialty. The subspecialty may require its own set of recertification requirements.

Certificates read “Certified in Emergency Medicine with Added Qualification in (specified field).” Examples of CAQ fields below:

## **EMERGENCY MEDICAL SERVICES (EMS)**

- One year of training in an AOA Approved EMS Fellowship
- Online application to the AOBEM by November 1st of the year prior to exam  
- Application fee of \$600\*
- Written Examination scheduled as needed at the AOA office

## **HOSPICE/PALLIATIVE CARE**

- One year of training in an AOA approved HPM Fellowship
- Written Examination offered once per year
- 200 questions, 5-hour exam

## MEDICAL TOXICOLOGY

- Two years of training in an AOA Approved Medical Toxicology Fellowship
- Online application to the AOBEM by November 1 of the year prior to exam
  - Application and testing fee of \$600\*
- Written Examination scheduled as needed at the AOA office

## SPORTS MEDICINE

- One year of training in an AOA Approved Sports Medicine Fellowship
- Letter of recommendation from program director
- Eligible six years from completion of fellowship
- Application submitted to the Sports Medicine Conjoint Examination Committee
  - Application fee of \$50\*
- Written Examination offered no less than once every two years
- Exam fee of \$750.00 (half-day exam, 200 multiple choice questions)

## UNDERSEA & HYPERBARIC MEDICINE

- One year of training in an AOA Approved hyperbaric medicine fellowship
- Written exam offered in March every year

## CRITICAL CARE

- Diplomates who complete two years of critical care training in an AOA Approved Critical Care Fellowship may sit for the AOBIM Critical Care CAQ

\*Fees subject to change



# FELLOWSHIP

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This honorary title is granted upon recommendation of Active, Associate, Honorary and Life Members in the College by a current Fellow. The ACOEP Board of Directors is responsible for granting recognition of this title. Applications are due March 1 of each year.

Criteria for the nomination includes:

- Current certification in emergency medicine by AOBEM or ABEM.
- Continuous membership in ACOEP for five years prior to nomination. Resident membership is included in this five-year period.
- Documented attendance at two ACOEP General Membership Meetings in the five-year period prior to application. Only the member's signature on the attendance sheet for the membership meeting will be accepted as proof of meeting attendance.
- Attendance at two ACOEP-sponsored national CME meetings in the five-year period prior to application for Fellowship. These may include: ACOEP's Intense Review; Oral Board Review, New Frontiers in Toxicology or the Scientific Assembly). You must be a registered participant to utilize this for qualification.
- Publication of scientific articles or reference materials in the field of emergency medicine in nationally peer-review periodicals with references to the publication in which the article was published.
- Past or present membership in an ACOEP Committee.
- Past or present membership on the ACOEP Board of Directors.
- Faculty appointment in Emergency Medicine at an accredited College of Osteopathic Medicine or College of Medicine accredited by the AOA or AMA, respectively.
- Active involvement in the leadership and education in EMS, including but not limited to:
  - EMT, First Responder, EMD and/or paramedic training
  - Working as a Medical Director of a Community EMS System
  - Participation in local disaster planning and implementation
- Emergency Medicine Residency Program Director or faculty member.
- Advanced academic degree or fellowship training.
- Having made a significant contribution to the specialty of emergency medicine in the osteopathic profession.

More information can be found at:  
[www.acoep.org/fellowship](http://www.acoep.org/fellowship)

# MEMBER BENEFITS

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ACOEP Members receive discounted registration prices for all CME meetings sponsored by the College, as well as the College's quarterly publications, *The Pulse* and *The Fast Track*. Members are also eligible for Fellowship and Distinguished Fellowship Designations. Committee membership and participation is encouraged and available to our members. Additionally, ACOEP has partnered with the following businesses to provide our members with special benefits.



Emergency Physicians  
Insurance eXchange



Visit [www.acoep.org/benefits](http://www.acoep.org/benefits) for details.

# USING THE MEMBERS-ONLY ACOEP WEBSITE

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## MEMBERS-ONLY WEBSITE

Once your membership application has been submitted to the ACOEP office and processed, you will receive a confirmation sent to your email address confirming the creation of your account and your status as an ACOEP member. Once you have received your confirmation email, please follow the steps below:

1. Log onto <https://acoep.portal.membersuite.com/Login.aspx>. Please allow at least 72 hours for the ACOEP office to process your application. If you have not received a confirmation email or you have trouble logging into your account, please contact Lindsey Roden, RSO Coordinator, at [lroden@acoep.org](mailto:lroden@acoep.org) or 312.445.5717.
2. From there you can read updates, review your benefits, renew your membership, register for CME events and more.

Please allow the ACOEP office a couple weeks to process your application as there are high volumes of applications to process. If you have not received a confirmation email or you have trouble logging into your account, please contact Lindsey Roden, RSO Coordinator, at [lroden@acoep.org](mailto:lroden@acoep.org) or 312.445.5717.

## REGISTERING FOR ANNUAL CONFERENCES

1. Log onto <https://acoep.portal.membersuite.com/Login.aspx>
2. Click on the “Calendar” section located on the right-hand side of the page. Rates are discounted for active members for a period leading up to conference. If you experience difficulties with your account while initiating to purchase either an early bird or discounted rate please contact Lindsey Roden, RSO Coordinator, at [lroden@acoep.org](mailto:lroden@acoep.org) or 312.445.5717

## ACCESSING MEMBER BENEFITS

1. Log onto <https://acoep.portal.membersuite.com/Login.aspx>
2. After logging in, click on the “Member Benefits” tab located on the left hand side
3. Scroll through the different member benefits and gain access to various discount codes!

# ACOEP STAFF LISTING

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Here is the complete staff listing of the American College of Osteopathic Emergency Physicians who work hard to bring you cutting-edge educational events like ACOEP's Scientific Assembly.

## EXECUTIVE



**Executive Director**  
Janice Wachtler, BAE, CBA  
Direct Line: (312) 445-5705  
Email: janwachtler@acoep.org



**Director of Affiliate Management**  
Stephanie Welter, MNA, CFRE  
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**Executive Assistant**  
Geri Phifer  
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## EDUCATION



**Director of Education Services**  
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Email: kkennedy@acoep.org



**Manager, CME Accreditation & Compliance**  
Ty Jackson  
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Email: tjackson@acoep.org



**Educational Program Specialist**  
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**Education Admin Assistant**  
Mary-Catherine Wiedman  
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## EVENTS



**Director of Events & Strategic Initiatives**  
Adam Levy  
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**Manager, Meetings & Events**  
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**Senior Events & Marketing Associate**  
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## MEMBER SERVICES



**Director of Membership**  
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Email: sstephens@acoep.org



**RSO & Member Services, Senior Coordinator**  
Lindsey Roden, MPH  
Direct Line: (312) 445-5717  
Email: lroden@acoep.org

## MEDIA SERVICES



**Director of Media Services**  
Erin Sernoffsky  
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Email: esernoffsky@acoep.org



**Digital Media Coordinator**  
Gabi Crowley  
Direct Line: (312) 445-5715  
Email: gcrowley@acoep.org

# PERSONAL REGISTER

|                             | Date Taken | Date Expires | Cost | Notes                  |
|-----------------------------|------------|--------------|------|------------------------|
| <b>Certifications</b>       |            |              |      |                        |
| BLS                         |            |              |      | Q 2 yrs                |
| ACLS                        |            |              |      | Q 2 yrs                |
| PALS                        |            |              |      | Q 2 yrs                |
| ATLS                        |            |              |      | Q 4 yrs                |
|                             |            |              |      |                        |
| <b>Board Certification</b>  |            |              |      |                        |
| AOBEM                       |            |              |      | Q 10 yrs               |
|                             |            |              |      |                        |
| <b>CME</b>                  |            |              |      |                        |
| Total 150 (EM 60)           |            |              |      | Q 2 yrs                |
| Trauma                      |            |              |      |                        |
| Stroke                      |            |              |      |                        |
| Pediatrics                  |            |              |      |                        |
| COLA                        |            |              |      | Annual (8 in 10 yrs)   |
| Practice Performance        |            |              |      | Q 5 yrs ( 2 in 10 yrs) |
|                             |            |              |      |                        |
| <b>National Licensure</b>   |            |              |      |                        |
| DEA                         |            |              |      | Q 3 yrs                |
|                             |            |              |      |                        |
| <b>State Licensure</b>      |            |              |      |                        |
|                             |            |              |      |                        |
|                             |            |              |      |                        |
|                             |            |              |      |                        |
| <b>Memberships</b>          |            |              |      |                        |
| ACOEP                       |            |              |      | Annual                 |
|                             |            |              |      |                        |
|                             |            |              |      |                        |
| <b>Immunizations</b>        |            |              |      |                        |
| TB                          |            |              |      | Annual                 |
| Flu                         |            |              |      | Annual                 |
|                             |            |              |      |                        |
| <b>Hospital Credentials</b> |            |              |      |                        |
| CME                         |            |              |      |                        |
|                             |            |              |      |                        |
|                             |            |              |      |                        |
|                             |            |              |      |                        |



The American College of  
Osteopathic Emergency Physicians

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