

**THE AMERICAN BOARD
OF UROLOGY, INC.**



**2018
INFORMATION FOR APPLICANTS
FOR
THE LIFE LONG LEARNING PROGRAM**

FIRST EDITION

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A Member Board of the
American Board of Medical Specialties (ABMS)

THIS HANDBOOK IS SUBJECT TO CHANGE

The Board reserves the right to change dates, procedures, policies, requirements, and fees without notice or issuance of a new handbook.

MISSION STATEMENT

The mission of the American Board of Urology is to act for the benefit of the public to insure high quality, safe, efficient and ethical practice of Urology by establishing and maintaining standards of certification for urologists.

EXAMINATION DATES*

October 12 or 19, 2018

October 12 or 18, 2019

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CHANGE OF ADDRESS POLICY

The processes of Certification, Recertification, and Life Long Learning Program have become increasingly complex, requiring significant exchanges of information between the American Board of Urology and its Diplomates. For many reasons, standard mail, telephone calls, and faxes have become inefficient.

The cost involved is significant for the Board, having the potential to influence fees.

It is imperative that the American Board of Urology has current, accurate mailing and electronic contact information for all Diplomates, including those with time unlimited certificates, those in recertification, and those in the Life Long Learning Program. It is the obligation of the Diplomate to maintain that information with the ABU. Failure to do so compromises the Board's ability to transfer important information to the Diplomate and currency in the Life Long Learning Program, recertification, or certification could be impacted. Diplomates are required to verify their contact information annually and if one's information changes, the ABU must be notified. A lapse in this information could result in the revocation of your certificate.

ADDRESS ALL CORRESPONDENCE TO:

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** Deceased*

ORGANIZATION

The American Board of Urology was organized in Chicago on September 24, 1934. Members of the Board present from the American Association of Genito-Urinary Surgeons were Dr. William F. Braasch, Dr. Henry G. Bugbee, and Dr. Gilbert J. Thomas; those from the American Urological Association were Dr. Herman L. Kretschmer, Dr. Nathaniel P. Rathbun, and Dr. George Gilbert Smith; those from the Section of Urology of the American Medical Association were Dr. Clarence G. Bandler, Dr. A. I. Folsom, and Dr. T. Leon Howard. The officers of the Board elected at this meeting were Dr. Herman L.

Kretschmer, President; Dr. Clarence G. Bandler, Vice President; and Dr. Gilbert J. Thomas, Secretary-Treasurer.

The American Board of Urology is a nonprofit organization. It was incorporated May 6, 1935, and held its first legal meeting on May 10, 1935. The Board of Trustees has twelve members (including officers). No salary is paid for service on the Board.

The nominating societies of this Board and sponsors of its activities are: the American Urological Association, the American Association of Genitourinary Surgeons, the American Association of Clinical Urologists, the Society of University Urologists, the American College of Surgeons, and the Section on Urology of the American Academy of Pediatrics.

The American Board of Urology and 23 other medical specialty boards are members of the American Board of Medical Specialties (ABMS), which includes as associate members the Association of American Medical Colleges, the American Hospital Association, the American Medical Association, the Federation of State Medical Boards of the U.S.A., the National Board of Medical Examiners, and the Council of Medical Specialty Societies.

The trademark and seal of the American Board of Urology are registered. Any unauthorized use of the trademark or seal is prohibited without express permission of the Board.

U.S. CORPORATION CO., DOVER, DELAWARE
(Local Representation at Dover, Delaware)

PURPOSE OF CERTIFICATION

The American Board of Urology, Inc., hereinafter sometimes referred to as “the Board,” is organized to encourage study, improve standards, and promote competency in the practice of urology. The objective of the Board is to identify for the public’s knowledge those physicians who have satisfied the Board’s criteria for certification, maintenance of certification, and recertification in the specialty of urology, as well as the subspecialties of Pediatric Urology and Female Pelvic Medicine and Reconstructive Surgery.

Certification by the Board does not guarantee competence in practice, but does indicate that the physician has completed basic training requirements and has demonstrated at the time of examination a fund of knowledge and expertise in the care of those patients whose cases were reviewed by the Board, as described elsewhere in this handbook. Application for certification is completely voluntary. Some certified and all subspecialty certified physicians are required to meet the requirements of the Life Long Learning Program Certification of these Diplomates involved in the Life Long Learning Program verifies that these Diplomates are in an ongoing process of continued learning and practice verification as well as demonstrating knowledge by passing examinations.

FUNCTIONS OF THE BOARD

The Board evaluates candidates who are duly licensed to practice medicine, and arranges and conducts examinations for the purpose of certification, subspecialty certification, recertification, and ongoing maintenance of certification. Certificates are conferred by the Board to candidates who successfully complete all requirements for a given certificate. All certificates are the property of the Board, and the Board holds the power to revoke such certificates.

The Board endeavors to serve the public, hospitals, medical schools, medical societies, and practitioners of medicine by preparing a list of urologists whom it has certified. Lists of Diplomates of this Board are published in *The Official ABMS Directory of Board Certified Medical Specialists* and in the *Directory of Physicians of the American Medical Association*.

The Board is not responsible for opinions expressed concerning an individual's credentials for the examinations or status in the certification process unless they are expressed in writing and signed by the President or Executive Secretary of the Board.

Application for certification is strictly voluntary. The Board makes no attempt to control the practice of urology by license or legal regulation, and in no way interferes with or limits the professional activities of any duly licensed physician.

Life Long Learning (LLL)

Beginning in 2018, those doctors who became certified, recertified, or subspecialty certified will enter a process of Life Long Learning (LLL). The Life Long Learning Program is designed to evaluate the continued competence of a Diplomate.

The Life Long Learning Program is a continual developing process and thus the requirements may change as mandated by the ABMS.

All subspecialty certificates issued by the American Board of Urology are time limited and subject to the Life Long Learning Program (LLL). They are valid for 10 years only and will expire on the anniversary of the date of issue.

Diplomates who were originally certified before 1985 and have time unlimited certificates will maintain those certificates as time unlimited. However, if the Diplomate also earns a subspecialty certificate, the Diplomate will enter the LLL process which includes the subspecialty and general certificate.

Diplomates who were originally certified in 1985 or later have time-limited certificates. If a Diplomate also earns a subspecialty certificate, the original urology certificate will be extended to have the same expiration date as the subspecialty certificate. The Diplomate will enter the Life Long Learning Program as of completion of subspecialty certification, and will be required to complete all components on that timeline.

The LLL process will extend over a ten year period, with requirements in the program to be completed at year 4 and year 7, 8 or 9 of a diplomates ten year certification cycle. A chart showing the requirements appears on the last page of this handbook. Life Long Learning will be integrated into the current recertification process. Diplomates will be required to complete self-assessment programs developed by the Board, meet continuing medical education requirements, and submit practice logs at Level 2 as part of this process. Successful completion of an examination will be required within the three year period prior to expiration of the Diplomate's certification.

The LLL program permits Diplomates to meet the requirements as they continuously keep current with changes in the specialty of urology. It also provides an avenue for compliance with future state and hospital requirements, which are expected to include participation in an LLL process or a Maintenance of Licensure (MOL) process which could require periodic re-examination by the state's medical board.

In addition, Life Long Learning provides assurance to patients and their families, payors and funding agencies, and the general public, that ABU Diplomates maintain and continually improve their knowledge and practice of urology.

The American Board of Urology Life Long Learning program is designed to reflect the realities of today's urology practice. Emphasis is placed on the core of knowledge and practice common to all urologists. Realizing that individual urologists may concentrate their practices in various areas, the ABU Trustees have designed the process to permit Diplomates to include areas of their individual expertise when devoting time to CME and self-assessment activities.

LIFE LONG LEARNING PROGRAM EXAMINATION ATTEMPTS

The knowledge assessment portion of the Life Long Learning program will not be used as a primary single metric that influences certificate status but rather to help the diplomate to identify those areas of strength versus weakness in their medical knowledge, knowledge that is pertinent to their practice. To that end we will continue the modular format for the Life Long Learning knowledge assessment. The knowledge assessment will be based on Criterion referencing, thus allowing the identification of two groups, those who unconditionally pass the knowledge assessment and those who are given a conditional pass. The group getting a conditional pass will consist of those individuals who score in the band of one standard error of measurement above the pass point down to the lowest score. That group would be required to complete additional CME in the areas where they demonstrate low scores. After completion of the designated CME activity, they would continue in the Life Long Learning process and the condition of their pass would be lifted. Going forward, it will be strongly recommended for all diplomates to take the knowledge assessment in year 7 of their Life Long Learning cycle. This allows all to have three knowledge assessment attempts before expiration of their certificate. Those electing to not take advantage of the three opportunities to take the knowledge assessment would risk the possibility of their certificates expiring before the knowledge assessment is either unconditionally passed or conditionally passed with the conditions lifted on completing the assigned CME.

IRREGULAR EXAMINATION BEHAVIOR

The American Board of Urology is committed to maintaining the integrity of its examinations. These tests are a critical basis of the decision-making process for Urology Board certification.

Irregular behavior threatens the integrity of the ABU certification process. Irregular behavior is defined as any action by applicants, examinees, potential applicants, or others that subverts or attempts to subvert the examination process. Examples of irregular behavior include, but are not limited to:

- Falsifying information
- Giving, receiving or obtaining unauthorized assistance during the exam.
- Altering or misrepresenting scores.
- Behaving in a disruptive or unprofessional manner at a testing site.
- Theft of examination materials.
- Unauthorized reproduction, by any means, and/or dissemination of examination content or other copyrighted materials.
- Posting or discussing content on any website, or asking others to do so.

If the Board is made aware of irregular behavior on the part of an individual participating in an ABU examination process, the Board will review the information and determine if there is sufficient evidence of irregular behavior. The individual in question is required to cooperate during that review/investigation with ABU officials. Consequences for irregular behavior may include but are not limited to a warning, censure, deferral from the certification process, suspension, or revocation of a current ABU certificate.

LIFE LONG LEARNING PROGRAM COMPONENTS

The Life Long Learning Program is based on the six general competencies defined by the Accreditation Council for Graduate Medical Education (ACGME) that are the foundation for a physician's training and practice. They are:

- 1) Patient Care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health;
- 2) Medical Knowledge about established and evolving biomedical, clinical, and cognate sciences and the application of this knowledge to patient care;
- 3) Practice Based Learning and Improvement that involve investigation and evaluation of their patient care, appraisal and assimilation of scientific evidence, and improvements in patient care;
- 4) Interpersonal and Communication Skills that result in effective information exchange and teaming with patients, their families, and other health professionals;
- 5) Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population;
- 6) Systems-based Practice, as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value.

The Life Long Learning Program consists of four components designed to measure these six competencies on a continuous basis:

- 1) Evidence of professional standing through maintenance of an unrestricted medical license, hospital privileges and satisfactory references;
- 2) Evidence of commitment to lifelong learning through continuing education and periodic self-assessment;
- 3) Evidence of cognitive expertise based on performance through a secure examination;
- 4) Evaluation of behaviors such as communication and professionalism through peer review.

LIFE LONG LEARNING REQUIREMENTS OVERVIEW

The Life Long Learning Program (LLL) is a developing process and details will change as implementation progresses. All updates will be available on the ABU website, *www.abu.org*, and in various mailings, presentations, and articles by the Trustees. Please refer to those for the most current information. It is essential, and the Dipomate's responsibility, that the ABU office has current contact data.

Level 1

The first level of Life Long Learning includes submission of an application form, completion of a Practice Assessment Protocol (PAP) in an area of urologic practice, completion of a Professionalism and Ethics Module, documentation of 90 hours of urology-focused CME credit earned in the three years prior to the deadline, 30 hours of which must be Category 1 as defined by the AUA, satisfactory peer review and a Patient Safety Video (PSV) component. The PAP requires Diplomates to participate in authorized performance self-assessment measures, identify perceived weaknesses in their knowledge, and pursue learning activities tailored to areas that need to be strengthened. The goal is for Diplomates to reflect on their personal knowledge and performance, and commit to a process of improvement and reevaluation over a specified time frame that will ultimately lead to improved care for their patients.

The PAPs are non-graded practice improvement tools developed by the Board and based on current clinical guidelines. They involve a self-review of a small number of sequential cases in a specific area of the Diplomate's choosing (e.g., evaluation of hematuria, treatment of superficial bladder cancer, etc.); a comparison of the Diplomate's evaluation and management of these cases to accepted practice guidelines; and the successful answering of a short series of questions regarding the Clinical Guidelines. After a minimum of sixty days, the Diplomate will repeat the process with subsequent patients to determine if there is a change in practice resulting from using the PAP.

Level 2

The requirements for Level 2 include submission of an application; verification of hospital privileges; completion of a PAP; a Patient Safety Module (PSM) (Choose 1 of 10 that consist of 1-3 pages of reading material and a brief non-graded Practice Profile/Assessment), completion and documentation of 90 urology-focused CME credits in the three years prior to the deadline, 30 hours of which must be Category 1 as defined by the AUA; satisfactory peer review; and submission of an adequate 6-month practice log; culminating with a computer-based knowledge assessment at the end of Level 2. The Diplomate will have three annual opportunities to successfully complete Level 2.

More specific details will be available on the Board website, www.abu.org, in the annual *ABU Report*, and in various mailings, talks and articles by the Trustees as implementation progresses.

LIFE LONG LEARNING PARTICIPATION

Participation in the ABU Life Long Learning program demonstrates the Diplomate's commitment to lifelong learning and continual professional development. This ongoing process is designed to verify a Diplomate's credentials, licensure, professional standing, and practice performance.

All Diplomates with time-limited certificates, those issued since 1985, **must** enter the Life Long Learning process after successful completion of certification, recertification, or subspecialty certification; and must successfully complete each level of the Life Long Learning process within the specified time in order to avoid a lapse in certification by the Board.

The Diplomate will be notified by postal mail when to enter each level of the Life Long Learning Program. *It is the Diplomate's responsibility to keep all contact information up to date with the Board. Late fees will not be waived due to outdated addresses.*

Certificates issued prior to January 1, 1985 are not time-limited and will not expire regardless of participation in the Life Long Learning program, though individuals in this group are strongly encouraged to participate in Life Long Learning. They may voluntarily enter the process at Level 1 during any annual cycle by contacting the ABU office. Once enrolled, in order to remain in the program, Diplomates who elect to participate will be expected to complete the same requirements as participants with time-limited certificates.

If a Diplomate with a time-unlimited certificate is required to pass a cognitive examination to meet hospital requirements or state licensing laws, or wishes to voluntarily sit for the Board's knowledge assessment, he/she may do so during any annual cycle for a fee of \$1,000.00. Application can be made by contacting the Board office in writing before March 1.

SUBSPECIALTY CERTIFICATION

All subspecialty certificates issued by the American Board of Urology are valid for ten years and are subject to the Life Long Learning Program. The expiration date of the Diplomate's active general certificate will be extended to coincide with the expiration of the subspecialty certificate. The Diplomate will enter LLL upon successful attainment of the subspecialty certification.

The Diplomate who chooses to maintain certification in the subspecialty of pediatric urology will be held to the same standard and rigor required for initial certification. Practice logs of twelve months in length must demonstrate that a minimum of 75% of the candidate's practice is dedicated to pediatric urology, and/or the candidate has an adequate number of major pediatric urologic surgery cases as determined by the Board.

The Life Long Learning Pediatric Subspecialty knowledge assessment is a 150 multiple choice question assessment designed to assess knowledge of the field of pediatric urology. The knowledge assessment will include all aspects of pediatric urology, including but not limited to: congenital abnormalities, childhood acquired urologic problems such as tumors and trauma, and overlapping problems of adolescence.

CLINICALLY-INACTIVE STATUS

Diplomates who are not in the active practice of clinical urology may apply for clinically-inactive status. Clinically-inactive status is time-limited and subject to Life Long Learning. In order to obtain this status, the individual must certify that he or she is not practicing clinical urology, and must submit acceptable justification and documentation for such status. The designation of clinically-inactive status can be granted for a period of up to ten years.

Life Long Learning for the clinically-inactive Diplomate requires completion of all of the elements of the LLL process except the patient portion of the PAP, peer review, and practice log. Clinically-inactive diplomates must complete the guideline portion of a PAP. Fees and deadlines remain the same as for

the clinically-active Diplomate. All components of LLL must be completed on the specified timeline and all fees must be current for the Diplomate's certificate to remain active.

The clinically-inactive Diplomate who wishes to apply for active status should contact the Board in writing. A six-month practice log must be submitted within one-and-one half years following resumption of the practice of clinical urology. Upon approval of the practice log, the ABMS will be notified of the Diplomate's change to active status. If the Diplomate's current certificate expires before 2018, it will remain in force until expiration provided all requirements are met, and the Life Long Learning process will be initiated upon successful completion of recertification.

Extension of clinically-inactive status beyond ten years requires approval of the Board. The diplomate may apply for up to 5 additional years of clinical inactivity. This extension is renewable. At the completion of the period of clinical inactivity, the Board will determine permissibility of the application and criteria for re-entry based upon the diplomate's situation and prior clinical activity.

EXPIRED CERTIFICATES

A physician who fails to complete all requirements by the expiration date of his/her certificate is no longer a Diplomate of the Board, and this will be reflected in *The Official ABMS Directory of Board Certified Medical Specialists*.

Any Diplomate whose certificate has expired may voluntarily enter the Life Long Learning Level 2 process at the initiation of any class of applicants. The Diplomate will follow the Level 2 process as outlined in this handbook. (Refer to Fees schedule in this handbook.) For Diplomates whose original certificate was expired, the new certificate will be valid for 10 years from the date of recertification, subject to meeting the LLL requirements in a timely manner.

HIBERNATION POLICY

When a Diplomate interrupts their clinical practice to pursue a fellowship or other full-time educational program, the Life Long Learning cycle is suspended. Upon completion of fellowship or educational program, the Diplomate must resume Life Long Learning, thus compressing their Life Long Learning cycle or resetting it by the same number of years.

LICENSURE REQUIREMENTS

Applicants seeking certification by the Board of Urology must have a valid United States or Canadian medical license, from the state or province in which they practice, that is not subject to any restrictions, conditions, or limitations. The applicant must inform the Board of any conditions or restrictions in force on any active medical license he or she holds. When there is a restriction or condition in force on any of the applicant's medical licenses, the Credentials Committee of the Board will determine whether the applicant satisfies the licensure requirement.

PRACTICING OUTSIDE THE UNITED STATES

Following certification, diplomates who practice outside of the United States and its territories, or Canada, will be considered “clinically inactive”. They must comply with MOC and remain in contact with the ABU office on an annual basis. If these requirements are met, they can re-enter the MOC process at an appropriate level when they reacquire their state license and return to active clinical practice in the United States. If the Diplomate practices outside the United States or its territories for more than ten years and his/her certificate lapses, the Diplomate will be required to follow the current expired certificate reentry policy.

LIFE LONG LEARNING PROGRAM - REQUIREMENTS FOR LEVEL 1 GENERAL

Those Diplomates who earned their initial certification in 2014 are scheduled to enter Level 1 of the Life Long Learning process in 2018. The components required for Level 1 are submission of an online application, completion of one Practice Assessment Protocol (PAP), Patient Safety Video, 90 hours of CME, completion of Professionalism and Ethics module and peer review.

A letter will be emailed to those Diplomates notifying them to enter the process in February 2018. The notification letter will provide the Diplomate with the requirements, submission deadlines, and his/her logon information for the secure section of the ABU website.

It is the Diplomate’s responsibility to keep all contact information up to date with the Board. Late Fees will not be waived for failure by the Diplomate to update address information.

Application

Using the logon information provided in the notification mailing, the Diplomate will enter the secure section of the ABU website and complete the online application form. This must be completed by April 1. Applications will be accepted until April 15 with payment of a \$200 late fee.

Any applicant for LLL who does not respond to all questions on the application or who misrepresents the information requested may be deferred from the process for one year.

Medical Licensure

The Diplomate will enter their state medical license and expiration date on their online application. The Board will request information from the Federation of State Medical Boards databank and state licensing boards regarding adverse actions taken against the applicant relative to licensure.

Practice Assessment Protocol

The other requirement of Level 1 is completion of one Practice Assessment Protocol (PAP) of the Diplomate’s choice. The PAP is a web-based self-evaluation process designed to assist the Diplomate in keeping abreast of current treatment guidelines. The PAP is a two-part activity. The PAP will not be scored. The deadline for completion of Part A is April 1, to avoid a \$200 late fee. The deadline for completion of Part B is September 1. There is a minimum of 60 days between Part A and Part B.

Part A of the PAP involves self-review of a small number of sequential cases in a specific area (e.g., evaluation of hematuria, treatment of superficial bladder cancer, etc.); a comparison of the Diplomate’s

evaluation and management of these cases to accepted practice guidelines; and the successful answering of a short series of questions regarding the clinical guidelines.

The Diplomate will logon to the secure ABU website and will select one of the available PAPs from those listed. **Only one completed PAP is required.** He/she will select five patient charts with the same recent clinical condition as the selected PAP. Using these patient charts, the Diplomate will answer questions about which of the various treatment options were used with each patient. The Diplomate will be linked via the internet to an AUA Guideline or appropriate source for the most recent treatment guidelines. After reading this article, the Diplomate will review his/her responses to evaluate his/her performance with those patients.

The Diplomate will be asked to complete a series of relevant multiple choice questions. If the Diplomate answers a question incorrectly, he/she will be given the opportunity to respond again. After all questions have been answered correctly, the Diplomate will electronically sign verification that he/she has completed Part A of the PAP. Upon pressing the "Submit" button, the ABU will be notified that the Diplomate has completed Part A of the PAP requirement.

Sixty days after notification that Part A was completed, the Diplomate will be sent an email reminder to complete the second part. Part B is an evaluation of five **different** recent patient charts with the same clinical condition. The Diplomate will answer the same questions pertaining to treatment options for these patients. By comparing his/her responses with the responses on Part A, the Diplomate will determine if his/her treatment of patients with that clinical condition has improved during the time since completion of Part A. The Diplomate will electronically verify that he/she has completed Part B of the PAP. Upon pressing the "Submit" button, the ABU will be notified that the Diplomate has completed Part B of the PAP requirement. The deadline for completion of Part B is September 1.

Diplomates must complete different PAPs at each level of LLL except in very unusual situations to be determined by the LLL Chairman and/or Committee. Diplomates must write to the Board to request a variance.

Peer Review

The Board will request completion of confidential peer review questionnaires from the Chief of Urology, the Chief of Surgery, the Chief of Anesthesiology, and the Chief of Staff for each facility documenting the applicant's status in the medical community.

Once the Diplomate has gathered all names and email address information for each chief of service at each facility where he/she actively practices urology and has at least 50 cases annually, the Diplomate will login to the secure portion of the ABU website and click on the tab labeled "Peer Review". There he/she will enter the information for each facility, with the facility of greatest usage first. If the position does not exist at that institution, please enter "N/A". If further information is needed, the Board will contact the Diplomate.

Continuing Medical Education

The Board endorses the concept of Life Long Learning in urology for its Diplomates. Candidates for the Life Long Learning Program must demonstrate their involvement in continuing urologic education by documenting 90 urology-focused credits, 30 hours of which must be Category 1, as defined by the

American Urological Association, within a three-year period between March 31, 2015 and April 1, 2018. Continuing Medical Education documentation must be received by April 1, 2017 or a \$200 late fee will be assessed. Detailed instructions are included in the application mailing and on the website, www.abu.org. Please note: The Board does not have access to the AUA CME records; therefore, it is the applicant's responsibility to submit documentation of those credits.

Patient Safety Video (Level 1 Only)

Diplomates at Level 1 of LLL are required to complete a 5 part Patient Safety Video Component (PSV). The AUA Office of Education has produced this instructive Safety Video. Completion of this component, along with the pre-testing, satisfies the American Board of Urology's safety component requirement for Level 1.

Professionalism and Ethics Module (PEM)

Professional Ethics Modules include reading sessions with pre & post test questions, self-reflection questions and a short review consisting of non-graded questions. (Choose 1)

Completion of Level 1

After all components of Level 1 of LLL have been completed successfully, the Diplomate will receive a letter in December stating that he/she has completed Level 1 and is currently maintaining certification.

Other Concerns

In the event of concerns raised by any of the elements in the Life Long Learning Program, the Diplomate may be:

- a. required to repeat one or more elements;
- b. invited to appear before the Board for a personal interview and/or oral examination to clarify the concerns uncovered;
- c. required to complete and document a designated number of Category 1 CME credit hours in specified areas of urology in order to complete the Life Long Learning Program; and/or
- d. asked to receive an on-site visit to his/her practice setting by a representative of the Board. Site visits deemed necessary by the Board will be conducted at the applicant's expense. The Board has the option of reviewing office medical records at the time of an interview or site visit.

At any point in the process, the Board may delay or even deny the completion of the Life Long Learning (LLL) Program upon consideration of information which appears to the Board to justify such action. The Diplomate is subject to disciplinary actions as explained in the sections on *Code of Ethics* and *Disciplinary Action* that appear later in this handbook.

The Board may elect to defer continuation of the LLL process pending investigation and resolution of any inadequacies or deviations. It may deny LLL when serious practice deviations or unethical conduct

are detected. These include, but are not limited to, cheating on or improper or disruptive conduct during any examination conducted by the Board, the solicitation or distribution of examination materials, and misrepresentation of an applicant's status in the LLL/recertification process.

Appeal of any adverse decision by the Board may be made by complying with the appeals procedure described below in the section, *Appeals Procedure*.

Unforeseeable events: Certain unforeseeable events such as a natural disaster, war, power outages, government regulations, strikes, civil disorders, curtailment of transportation, and the like may make it inadvisable, illegal, or impossible for the Board to administer an examination to a candidate at the scheduled date, time, and location. In any such circumstance, the Board is not responsible for any expense the candidate may have incurred to be present for the examination or may incur for any future or substitute examination.

LIFE LONG LEARNING PROGRAM REQUIREMENTS FOR LEVEL 1- PEDIATRIC SUBSPECIALTY CERTIFICATION

The requirements for Level 1, Pediatric Subspecialty Certification is the same as for Level 1 General, however, Candidates for Life Long Learning Pediatric Subspecialty certification must demonstrate their involvement in continuing urologic education by documenting 30 pediatric urology-focused credits Category 1 CME credits within the two-year period between March 31, 2015 and April 1, 2018. Continuing Medical Education documentation must be received by April 1, or a \$200 late fee will be assessed. In addition, the candidate must provide the name and contact information for the Chief of Pediatrics at each facility he actively practices urology and has at least 50 cases annually.

LIFE LONG LEARNING PROGRAM REQUIREMENTS FOR LEVEL 1- FEMALE PELVIC MEDICINE and RECONSTRUCTIVE SURGERY (FPMRS) SUBSPECIALTY CERTIFICATION

The requirements for Level 1, Female Pelvic Medicine and Reconstructive Surgery (FPMRS) Subspecialty Certification are the same as for Level 1 General except for the CME and Peer Review components. Candidates for Life Long Learning FPMRS Subspecialty certification Level 1 must demonstrate their involvement in continuing urologic education by documenting 30 female urology-focused Category 1 CME credits within the two-year period between March 31, 2015 and April 1, 2018. Continuing Medical Education documentation must be received by April 1, or a \$200 late fee will be assessed. In addition, the candidate must provide the name and contact information for the Chief of Pediatrics at each facility he actively practices urology and has at least 50 cases annually.

LIFE LONG LEARNING PROGRAM REQUIREMENTS FOR LEVEL 2 - GENERAL UROLOGY CERTIFICATION

(see page 23 for LLL requirements for Level 2 Pediatric Subspecialty Certification)

Those Diplomates who earned their initial certification in 2011 are scheduled to enter Level 2 of the Life Long Learning Program in 2018, 2019, or 2020. The components required for Level 2 include submission of a supplemental online application; verification of hospital privileges; satisfactory peer review; completion and documentation of 90 urology-focused CME credits in the three years prior to the deadline, 30 hours of which must be Category 1 as defined by the AUA; completion of a PAP, completion of a Patient Safety Module (PSM), submission of a six month practice log, and a knowledge assessment.

A letter will be emailed to those Diplomates notifying them to enter the process in **February 2018**. The notification letter will provide the Diplomate with the requirements, submission deadlines, and his/her logon information for the secure section of the ABU website.

It is the Diplomate's responsibility to keep all contact information up to date with the Board. Late Fees will not be waived for failure to update address information.

Application

Using the logon information provided in the notification mailing, the Diplomate will enter the secure section of the ABU website and complete the online application form. This must be completed by April 1. Applications will be accepted until April 15 with payment of a \$200 late fee.

Any applicant for the Life Long Learning Program who does not respond to all questions on the application or who misrepresents the information requested may be deferred from the process for one year.

Medical Licensure

The Diplomate will enter their state medical license and expiration date on their application.

The Board will request information from the Federation of State Medical Boards databank and state licensing boards regarding adverse actions taken against the applicant relative to licensure.

Practice Assessment Protocol

Another requirement of Level 2 is completion of one Practice Assessment Protocol (PAP) of the Diplomate's choice. The PAP is a web-based self-evaluation process designed to assist the Diplomate in keeping abreast of current treatment guidelines. The PAP is a two-part activity. The PAP will not be scored. The deadline for completion of Part A is April 1, to avoid a \$200 late fee. The deadline for completion of Part B is September 1. There is a minimum of 60 days between Part A and Part B.

Part A of the PAP involves self-review of a small number of sequential cases in a specific area (e.g., evaluation of hematuria, treatment of superficial bladder cancer, etc.); a comparison of the Diplomate's evaluation and management of these cases to accepted practice guidelines; and the successful answering of a short series of questions regarding the clinical guidelines.

The Diplomate will logon to the secure ABU website and will select one of the available PAPs from those listed. He/she will select five patient charts with the same recent clinical condition as the PAP. Using these patient charts, the Diplomate will answer questions about which of the various treatment options were used with each patient. The Diplomate will be linked via the internet to an AUA Guideline or appropriate source for the most recent treatment guidelines. After reading this article, the Diplomate will review his/her responses to evaluate his/her performance with those patients.

The Diplomate will be asked to complete a series of relevant multiple choice questions. If the Diplomate answers a question incorrectly, he/she will be given the opportunity to respond again. After all questions have been answered correctly, the Diplomate will electronically sign verification that he/she has completed Part A of the PAP. Upon pressing the "Submit" button, the ABU will be notified that the Diplomate has completed Part A of the PAP requirement.

Sixty days after notification that Part A was completed, the Diplomate will be sent an email reminder to complete the second part. Part B is evaluation of five **different** recent patient charts with the same clinical condition. The Diplomate will answer the same questions pertaining to treatment options for these patients. By comparing his/her responses with the responses on Part A, the Diplomate will determine if his/her treatment of patients with that clinical condition has improved during the time since completion of Part A. The Diplomate will electronically verify that he/she has completed Part B of the PAP. Upon pressing the "Submit" button, the ABU will be notified that the Diplomate has completed Part B of the PAP requirement. The deadline for completion of Part B is September 1.

Diplomates must complete different PAPs at each level of Life Long Learning Program, except in very unusual situations; to be determined by the Life Long Learning Program Committee. A request for a variance must be made to the Board in writing.

Peer Review

The Board will request completion of confidential peer review questionnaires from the Chief of Urology, the Chief of Surgery, the Chief of Anesthesiology, and the Chief of Staff for each facility where the applicant performs at least **50** cases annually.

Once the Diplomate has gathered all name and email addresses for each chief of service at each facility where he/she actively practices urology, the Diplomate will login to the secure portion of the ABU website and click on the button labeled "Peer Review". There he/she will enter the information for each facility, with the facility of greatest usage first, then in descending order. If the position does not exist at that institution, please enter "N/A". If further information is needed, the Board will contact the Diplomate.

Continuing Medical Education

The Board endorses the concept of lifelong learning in urology for its Diplomates. Candidates for the Life Long Learning Program must demonstrate their involvement in continuing urologic education by documenting 90 urology-focused credits, 30 hours of which must be Category 1, as defined by the

American Urological Association, within a three-year period between March 31, 2015 and April 1, 2018. Continuing Medical Education documentation must be received by April 1, 2018 or a \$200 late fee will be assessed. Detailed instructions are included in the application mailing and on the website, www.abu.org. Please note: The Board does not have access to the AUA CME records; therefore, it is the applicant's responsibility to submit documentation of those credits.

Practice Log

Candidates must submit an electronic log of **all patient visits and procedures** in each hospital, ambulatory care center, and office where the physician has privileges. The log must include all cases performed by the candidate and by physician health care extenders including nurse practitioners, physician assistants, or other auxiliary health care professionals that are billed under the candidate's names. Surgical cases performed outside of the U.S. are acceptable. Note: If you do not practice in the United States, contact the Board office for instructions.

Each worksheet included in the log submission must reflect the same six consecutive months from the eighteen months between August 1, 2016 and January 31, 2018.

Practice logs are due in the Board office by April 1. Logs received between April 2 and April 15 will be assessed a \$200 late fee. **No practice logs will be accepted after April 15.** It is recommended that you retain a copy of your practice log in the event formatting changes are needed or the Board has specific questions.

The practice log must be submitted in electronic format as Excel workbook, text file, or .csv file. It must be submitted by using the document uploader. *Please do not submit duplicates of your log in a different format, and **DO NOT SEND A PRINTED COPY.***

Instructions for completing the electronic log are available on the Board's website: www.abu.org.

Knowledge Assessment

The Life Long Learning Program knowledge assessment is a 4 hour, 75 question assessment covering the domains of urology. In 2017, the knowledge assessment returned to a modular format. All candidates for the 2018 Life Long Learning Program Level 2 knowledge assessment must choose one of the four specific content modules on the application that he/she wishes to take in addition to the Core/General module. The four specific content modules are:

- A. Oncology, Urinary Diversion and Adrenal
- B. Calculus, Laparoscopy-Robotics and Upper Tract Obstruction
- C. Impotence, Infertility and Andrology
- D. Neurogenic Bladder, Voiding Dysfunction, Female Urology, BPH and Urethral Stricture

The core module will incorporate questions based on the AUA guidelines where possible. The proctored computerized examination will be administered at over 200 Pearson VUE testing centers located throughout the United States, Canada, and Puerto Rico. The Life Long Learning Program knowledge assessment will be offered on October 12 and October 19, 2018.

Unlike the MOC recertification exam, the Life Long Learning (LLL) knowledge assessment will not be used as a single metric that primarily influences certificate status, but rather one to help Diplomates identify those areas of strength versus weakness in their medical knowledge -- knowledge that is pertinent to their practice. To that end, the ABU will continue to employ a content-specific modular format for the LLL knowledge assessment. Based on criterion referencing, this knowledge assessment allows for the identification of three groups: those who unconditionally pass, those who pass with CME recommendations, and those receiving a CME conditional pass. Individuals scoring one standard error unit of measurement above the pass point and below receive a pass conditioned upon timely completion of additional CME in their area(s) of weakness. Once the designated CME requirement has been met, the condition is lifted and these Diplomates are able to continue in LLL. It is strongly recommended that all Diplomates elect to undergo Level 2 of LLL and take the knowledge assessment at the first opportunity, in year 7 of their 10 year Lifelong Learning cycle. Doing so affords the maximum time allowance before certificate expiration.

Life Long Learning Program REQUIREMENTS FOR LEVEL 2- PEDIATRIC SUBSPECIALTY CERTIFICATION
(see page 16 for the Life Long Learning Program requirements for Level 2 General Urology Certification)

Those Diplomates who earned their initial Pediatric Subspecialty certification in 2011 are scheduled to enter Level 2 of the Life Long Learning Program in 2018, 2019 or 2020. The components required for Level 2 include submission of an online application; verification of hospital privileges; satisfactory peer review; completion and documentation of 30 pediatric urology-focused Category 1 CME credits in the two years prior to the deadline, completion of a PAP, completion of a Patient Safety Module (PSM), submission of a twelve month practice log and a cognitive examination.

A letter will be mailed to those Diplomates notifying them to enter the process in **February 2018**. The notification letter will provide the Diplomate with the requirements, submission deadlines, and his/her logon information for the secure section of the ABU website.

It is the Diplomate's responsibility to keep all contact information up to date with the Board. Late Fees will not be waived for failure to update address information.

Application

Using the logon information provided in the notification mailing, the Diplomate will enter the secure section of the ABU website and complete the online application form. This must be completed by April 1. Applications will be accepted until April 15 with payment of a \$200 late fee.

Any applicant for the Life Long Learning Program who does not respond to all questions on the application or who misrepresents the information requested may be deferred from the process for one year.

Medical Licensure

The Diplomate will enter their state medical license and expiration date on their application. The Board will request information from the Federation of State Medical Boards databank and state licensing boards regarding adverse actions taken against the applicant relative to licensure.

Practice Assessment Protocol

Another requirement of Level 4 is completion of one Practice Assessment Protocol (PAP) of the Diplomate's choice. The PAP is a web-based self-evaluation process designed to assist the Diplomate in keeping abreast of current treatment guidelines. The PAP is a two-part activity. The PAP will not be scored. The deadline for completion of Part A is April 1, to avoid a \$200 late fee. The deadline for completion of Part B is between June 1 - October 1. There is a minimum of 60 days between them both parts.

Part A of the PAP involves self-review of a small number of sequential cases in a specific area (e.g., evaluation of hematuria, treatment of superficial bladder cancer, etc.); a comparison of the Diplomate's evaluation and management of these cases to accepted practice guidelines; and the successful answering of a short series of questions regarding the clinical guidelines.

The Diplomate will logon to the secure ABU website and will select one of the available PAPs from those listed. He/she will select five patient charts with the same recent clinical condition as the selected PAP. Using these patient charts, the Diplomate will answer questions about which of the various treatment options were used with each patient. The Diplomate will be linked via the internet to an AUA Guideline or appropriate source for the most recent treatment guidelines. After reading this article, the Diplomate will review his/her responses to evaluate his/her performance with those patients.

The Diplomate will be asked to complete a series of relevant multiple choice questions. If the Diplomate answers a question incorrectly, he/she will be given the opportunity to respond again. After all questions have been answered correctly, the Diplomate will electronically sign verification that he/she has completed Part A of the PAP. Upon pressing the "Submit" button, the ABU will be notified that the Diplomate has completed Part A of the PAP requirement.

Sixty days after notification that Part A was completed, the Diplomate will be sent an email reminder to complete the second part. Part B is evaluation of five different recent patient charts with the same clinical condition. The Diplomate will answer the same questions pertaining to treatment options for these patients. By comparing his/her responses with the responses on Part A, the Diplomate will determine if his/her treatment of patients with that clinical condition has improved during the time since completion of Part A. The Diplomate will electronically verify that he/she has completed Part B of the PAP. Upon pressing the "Submit" button, the ABU will be notified that the Diplomate has completed Part B of the PAP requirement. The deadline for completion of Part B is October 1, to avoid a \$200 late fee.

Diplomates must complete different PAPs at each level of the Life Long Learning Program except in very unusual situations to be determined by the Life Long Learning Program Chairman and/or Committee. Diplomates must write to board to request variance.