



AAOS Membership Audit Policy

Purpose

1. To document the principles and procedures for the annual membership audit
2. To ensure that AAOS members have the correct documentation for their continued membership
3. To carry out random spot checks on a proportion of the membership each year to demonstrate that membership requirements are being met

Principles

1. AAOS wants to maintain a high standard of professionalism
2. AAOS checks members' documentation on a regular basis to ensure the membership requirements are being met through an audit process

Procedure

1. In the middle of each calendar year, approximately 10% of the membership, randomly selected from the database, as well as anyone who was non-compliant from the year before as defined and actioned below, are contacted by email and asked to submit all their renewal documentation from the current year's renewal (ie this is documentation from the previous calendar year, used to confirm membership status at renewal time)
2. Members are required to submit their documentation by email within 6 weeks
3. Members of the membership committee and the administrator view the documentation for compliance, completing a checklist for each person and a summary spreadsheet is stored centrally
4. An email sent to the member confirms the member's compliance

Procedure for non-compliance

1. Members do not submit documentation in the time frame:

A reminder email is sent with an additional 3 weeks to submit paperwork. If none is received at this time the member is removed from the AAOS website and is informed that they cannot be reinstated until the documentation is presented

2. Members do not submit ALL documentation or it is incomplete due to lack of PD hours or supervision:

Members are asked to submit all documents within 3 weeks.

If they contact to explain they do not have sufficient PD or supervision hours, they can submit hours from the current calendar year, up to the date of the audit, to make up the missing hours.

These hours, however, cannot be included in the next renewal.

The member is included in the following year's audit to ensure that the hours are not duplicated

For those who do not have sufficient hours in the current calendar year that they can use to supplement in this way, their membership is suspended and they are removed from the website and this is noted on the database. Once they have provided evidence to meet the criteria, they can be reinstated on the website

3. Members do not submit current insurance policy:

Members are asked to provide their current policy that covers them for supervision explicitly, within 3 weeks and if this does not happen, their membership is suspended and they are removed from the website until they have provided a current supervision specific policy

Version 1 Policy agreed: 8/5/2020

Review date: 8/5/2021