AAOS PROFESSIONAL COMPLIANCE PROGRAM GRIEVANCE PROCESS (June 2025)

GRIEVANCE SUBMITTED TO AAOS OFFICE OF GENERAL COUNSEL (OGC)

- Grievance must follow required format and include signature and all relevant supporting material
- OGC notifies Grievant in writing that Grievance Report and materials have been received
- OGC provides Grievant with copy of current Professional Compliance Program (PCP) Procedures

OGC CONDUCTS ADMINISTRATIVE REVIEW

- May return Grievance material for non-compliance with required format
- Establishes filing date once Grievant submits all appropriate materials
- Advises Respondent in writing that Grievance has been filed and forwards copies of Report and materials submitted by Grievant
- Provides Respondent with copy of current PCP Procedures and opportunity to respond to Grievance
- Forwards copies of all Respondent material to Grievant
- **Distributes Grievance materials submitted by both parties to Committee on Professionalism for *prima facie* determination**

COMMITTEE ON PROFESSIONALISM DOES NOT ACCEPT GRIEVANCE

- Grievance not appropriate OR
- No *prima facie* case found to exist based on submissions
- OGC notifies Grievant and Respondent In writing

GRIEVANT MAY DEMAND A HEARING

- Grievant has 15 days to make demand
- OGC notifies Respondent of Demand Hearing
- Grievant assumes all Hearing costs, including Respondent's costs, if charges are not sustained

COMMITTEE ON PROFESSIONALISM (COP) ACCEPTS GRIEVANCE

- OGC notifies Grievant and Respondent in writing
- OGC provides both parties with Grievance Hearing Panel names
- Parties have 30 days to challenge appointment of Panel members

COP GRIEVANCE HEARING

- Hearing officially recorded
- Grievant expected to attend Hearing
- Grievant and Respondent permitted legal counsel and witnesses
- Each side has total of 30 minutes to present
- Hearing Panel may ask questions

HEARING PANEL VOTES ON RECOMMENDATION

- Written Report and Recommendation sent to Grievant and Respondent and, for Official Actions, to AAOS Board of Directors
- ***Official Actions:*** Reprimand, Censure, Suspension, or Expulsion

No Action: Committee on Professionalism determines there are no violations; Grievance closed unless Judiciary Committee hearing requested by Grievant (and the Grievant assumes all costs if charges are not sustained)

Unofficial Action: Committee on Professionalism determines Grievance is not sustained, but that a confidential Letter of Concern be sent to one or both parties

JUDICIARY COMITTEE HEARING FOR ALL COP OFFICIAL ACTION RECOMMENDATIONS

- No new Grievance material may be offered at the Judiciary Hearing
- OGC provides both parties with names of Judiciary Committee Panel
- Parties have 30 days to challenge appointment of Panel members
- Both Parties may attend; each side has 10 minutes to present; or parties may submit a statement in lieu of appearance
- Judiciary Committee Panel may ask questions

JUDICIARY COMMITTEE VOTES ON RECOMMENDATION

- Majority vote required to sustain, alter or dismiss the COP Hearing Panel's Recommendation
- Written Report and Recommendation sent to both parties and AAOS Board of Directors

BOARD OF DIRECTORS

- Receives records, COP and Judiciary Committee Reports and Recommendations
- Board of Directors Panel to review grievances in which the recommended action of the COP or Judiciary Committee is a Censure, Suspension or Expulsion
- Parties may submit a written statement
- Requires two-thirds (2/3) written ballot vote to take Official Action

OGC REPORTS OFFICIAL ACTION TO:

(Depending on level of sanction)

- Fellowship
- National Practitioners Data Bank (NPDB)
- American Board of Orthopaedic Surgery (ABOS)
- State Medical and Orthopaedic Societies, Licensing Boards and Other Appropriate Organizations