

The 2022 Basics of Accreditation for New Program Coordinators Workshops

The ACGME's ninth consecutive annual workshop series, The Basics of Accreditation for New Program Coordinators, will be held virtually in 2022. More accessible than ever before, each two-part workshop will dive deep into the details of ACGME accreditation. Participants will hear from Review Committee and other ACGME staff members involved in accreditation. Sessions include information on the ACGME, the Common Program Requirements, the Accreditation Data System (ADS), assessment and the Milestones, and accreditation site visits. Additionally, an experienced program coordinator will discuss the yearly calendar.

These virtual workshops will stream content in succession in two parts (non-consecutive days) and are interactive—attendee participation is expected! Participants can virtually meet ACGME staff members in real time and ask questions, and there will also be plenty of opportunity to network with colleagues. Workshops will be conducted through Zoom. Sessions will not be available for later viewing and to participate, registrants must be available during the times indicated.

Goal

These two-part workshops will help new coordinators understand the basics of ACGME accreditation of residency and fellowship programs.

Who Should Attend

The workshops are designed for individuals in the program coordinator role who are actively involved in the administration and management of an ACGME-accredited program. The information presented is introductory, tailored to NEW program coordinators with fewer than two years' experience in their role; these workshops are not appropriate for seasoned coordinators, education managers, program directors, associate program directors, or designated institutional officials (DIOs), or other non-coordinator personnel.

Coordinators at any level from osteopathic programs new to ACGME accreditation are welcome to participate. To encourage a safe space for questions and learning, the ACGME will remove and refund anyone who registers for whom the course is not applicable.





Subspecialty (fellowship) coordinators should register for the date of the relevant core specialty.

<https://www.acgme.org/Specialties>

The Basics of Accreditation for New Program Coordinators 2022 WORKSHOP SCHEDULE

Workshop content is presented by specialty.

Register for the workshop date of the relevant specialty (fellowship coordinators should register for the date of the specialty with which their program is associated).

Visit <https://www.acgme.org/Specialties> to access specialty sections of the ACGME website and review associated subspecialties.

Part I - Specialties: Dermatology, Family Medicine, Obstetrics and Gynecology, Ophthalmology, Plastic Surgery, Surgery, Thoracic Surgery, Urology

Wednesday, May 25 | 10:00 a.m. – 1:30 p.m. Central

Part I - Specialties: Anesthesiology, Emergency Medicine, Nuclear Medicine, Osteopathic Neuromusculoskeletal Medicine, Pediatrics, Physical Medicine and Rehabilitation, Radiation Oncology, Radiology, Transitional Year

Wednesday, June 15 | 10:00 a.m. – 1:30 p.m. Central

Part I - Specialties: Allergy and Immunology, Colon and Rectal Surgery, Internal Medicine, Medical Genetics and Genomics, Neurological Surgery, Neurology, Orthopaedic Surgery, Otolaryngology – Head and Neck Surgery, Pathology, Preventive Medicine, Psychiatry

Wednesday, June 22 | 10:00 a.m. – 1:30 p.m. Central

Part II - Specialties: All

Wednesday, June 29

10:30 a.m. – 2:30 p.m. Central



General Workshop Information

All workshops take place virtually. Part I will run from 10:00 a.m. to 1:30 p.m. Central, and Part II will run on a separate day (see schedule) from 10:30 a.m. to 2:30 p.m. Central. Distance learning pre-work will be required. The workshop agenda includes introductory information about the ACGME, its Review Committees, and the accreditation process. Attendees will have the chance to virtually meet their specialty's Review Committee staff members during a specialty-specific session. Workshops are led by ACGME senior staff members; administrative staff members from the applicable Review Committee; staff members from the areas of Applications and Data Analysis, Milestones, Education, and Field Activities; and a guest coordinator.

Distance Learning Pre-Work

Prior to the start of each workshop, review of an Overview of the ACGME video will be required. Attendees will be emailed instructions on accessing the ACGME's online learning portal, Learn at ACGME, to view the module.

Registration

The registration fee is \$99 and includes copies of session materials. Workshop attendance is limited, and available on a first come, first served basis. Materials will only be provided to course participants.

Registration must be completed online; faxed or mailed-in registrations are not accepted. A confirmation email will be sent immediately after registration. Registration will close one week prior to each workshop or when workshop capacity is reached. Credit cards are required for registration – checks are not accepted.

Cancellation and Refund Policies

This workshop is non-refundable; confirm availability before registering. In the event a participant is unable to attend the workshop once registered, registration is transferable to another person from the same organization. Registration transfers must be requested via email to registration@acgme.org.

Content Questions?

Liz Johnson

coordinatorworkshops@acgme.org

Registration Questions?

Jay Gillett

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The 2022 Basics of Accreditation for New Program Coordinators Virtual Workshop Agenda

PART I

All sessions are in Central Time

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|------------|--|
| 9:45 a.m. | Required Check-in and Technology Help Desk Open |
| 10:00 a.m. | Welcome and Introductions
<i>Ms. Liz Johnson, ACGME Educational Activities Staff</i> |
| 10:10 a.m. | Cracking the Code: The Ultimate GME Game
<i>Ms. Victoria Kreps, Ms. Liz Johnson, ACGME Educational Activities Staff</i> |
| 10:30 a.m. | Overview of the Common Program Requirements
<i>Ms. Anne Down, ACGME Accreditation Standards Staff</i> |
| 11:00 a.m. | BREAK |
| 11:15 a.m. | An Introduction to the ACGME Accreditation Data System (ADS)
<i>ACGME Applications and Data Analysis Staff</i> |
| 12:00 p.m. | BREAK |
| 12:15 p.m. | Accreditation Start to Finish
<i>ACGME Review Committee Staff</i> |
| 1:15 p.m. | Final Thoughts and Adjourn
<i>Ms. Liz Johnson, ACGME Educational Activities Staff</i> |

The 2022 Basics of Accreditation for New Program Coordinators Virtual Workshop Agenda

PART II

All sessions take place in Central Time

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|------------|--|
| 10:15 a.m. | Required Check-in and Technology Help Desk Open |
| 10:30 a.m. | Welcome and Overview of Day
<i>Ms. Liz Johnson, ACGME Educational Activities Staff</i> |
| 10:40 a.m. | Message from the Chief of Staff
<i>Dr. Timothy P. Brigham, Chief of Staff and Chief Education Officer</i> |
| 11:00 a.m. | Coordinator Role in Assessment and Milestones
<i>Dr. Laura Edgar, ACGME Milestones Staff</i> |
| 11:45 a.m. | BREAK |
| 12:00 p.m. | Introduction to ACGME Site Visits - FAQs and Q&A
<i>Dr. Linda Andrews, ACGME Field Activities Staff</i>
<i>Ms. Andrea Chow, ACGME Field Activities Staff</i> |
| 12:45 p.m. | BREAK |
| 1:00 p.m. | Year in the Life of a Coordinator
<i>Guest Coordinator Speaker</i> |
| 2:15 p.m. | Final Thoughts and Adjourn |