

COURSE FOR INSTITUTIONAL COORDINATORS

Introduction to Sponsoring Institutions and Clinical Learning Environments

The ACGME's institutional coordinator workshop, Introduction to Sponsoring Institutions and Clinical Learning Environments for Institutional Coordinators, will be held in a virtual, eight-week course from September to November 2022. Participants will hear from Institutional Review Committee members, ACGME staff members, and experienced institutional coordinators on the role of the institutional coordinator and the basics of ACGME accreditation. Sessions include information on a year in the life of an institutional coordinator; the ACGME annual accreditation cycle; institutional accreditation and requirements; the Clinical Learning Environment Review (CLER) Program; accreditation site visits; diversity, equity, and inclusion in graduate medical education; the Accreditation Data System (ADS); and leadership.

This course requires pre-work and real-time participation. The live sessions are highly interactive—attendee engagement is expected! There will be eight, two-hour live sessions in which participants will interact with ACGME staff members and network with colleagues. Live sessions are conducted through Zoom. To participate, registrants must be available during all times indicated. Registration is limited to 50 individuals and will be managed on a first come, first served basis. A certificate of completion will be provided to all participants who attend most of the sessions (at least seven), who participate in the pre-work, and who respond to the course evaluation survey.

INTRODUCTION TO SPONSORING INSTITUTIONS AND CLINICAL LEARNING ENVIRONMENTS



Goal

This eight-week course helps new institutional coordinators to understand their role, including their participation in institutional accreditation processes.

Who Should Attend?

This course is designed for individuals who are newer to the institutional coordinator role and who are actively involved in the administration and management of an ACGME-accredited Sponsoring Institution. While this course is tailored to new institutional coordinators (two years or fewer), all interested institutional coordinators are welcome to enroll.

The course is not meant for program coordinators, program directors, associate program directors, or designated institutional officials (DIOs).



Introduction to Sponsoring Institutions and Clinical Learning Environments for Institutional Coordinators 2022 WORKSHOP SCHEDULE

Course sessions will be held on Fridays from
1:00-3:00 p.m. Central on the following dates:

A Year in the Life of the Institutional Coordinator
Friday, September 23

**Institutional Accreditation and Requirements:
Annual Institutional Review**
Friday, September 30

**Institutional Accreditation and Requirements:
Special Reviews**
Friday, October 7

The Clinical Learning Environment Review (CLER) Program
Friday, October 14

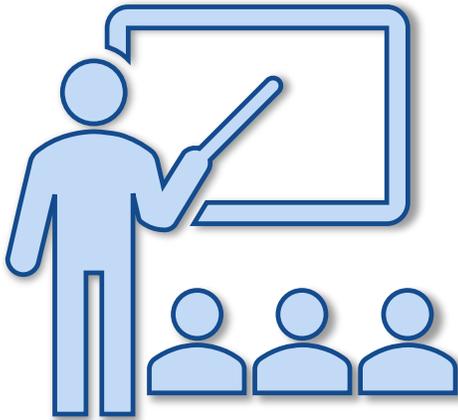
Accreditation Site Visits
Friday, October 28

Diversity, Equity, and Inclusion
Friday, November 4

Accreditation Data System (ADS) Functions
Friday, November 11

**Leadership, Communication, Change Management,
and Reflection**
Friday, November 18

*Attendance is limited to 50 participants.
There will be no course session on Friday, October 21.*



Content Questions?

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Registration Questions?

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Additional Information

Distance Learning Pre-Work

Prior to the start of each course session, attendees will be emailed instructions on accessing the ACGME's online learning portal, Learn at ACGME, to view preparatory content and complete discussion posts.

Registration

The registration fee is \$499 and includes copies of session materials. Course attendance is limited. 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 two weeks prior to the first live session or when workshop capacity has been reached.

Cancellation and Refund Policies

The ACGME will offer a partial refund minus \$125, until August 1, 2022. After that, no refunds will be given.

The ACGME reserves the right to cancel an event due to low enrollment, inclement weather, or other circumstances that would make the event non-viable. If the ACGME cancels an event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, registrants will have the option to receive a full refund or transfer registration to the same event at the new, future date. The ACGME is not responsible for any loss or damage, including but not limited to airfare and hotel costs, as a result of a substitution, alteration, postponement, or cancellation of an event.