The Basics of Accreditation for New Program Coordinators
(Note: You must have fewer than two years’ experience as a program coordinator to participate)

ACGME Headquarters
515 North State Street, Suite 2000
Chicago, Illinois 60654

Dates of 2015 Workshops

July 13 Colon and Rectal Surgery, Neurological Surgery, Orthopaedic Surgery, Otolaryngology
July 20 Anesthesiology, Preventive Medicine, Transitional Year
July 27 Internal Medicine
Aug 3 Medical Genetics, Pathology, Radiation Oncology
Aug 10 Obstetrics and Gynecology, Ophthalmology, Urology
Aug 17 Diagnostic Radiology, Emergency Medicine, Nuclear Medicine
Aug 24 Pediatrics, Physical Medicine and Rehabilitation
Aug 31 Dermatology, Family Medicine
Sept 21 Allergy and Immunology, Neurology, Psychiatry
Oct 26 Plastic Surgery, Surgery, Thoracic Surgery

**Subspecialty/fellowship coordinators should select the date scheduled for the core specialty of their subspecialty.**

Goal: This one-day intensive workshop is designed to assist new program coordinators in understanding the basics of ACGME accreditation of residency (and fellowship) programs.

Who Should Attend: This interactive workshop is designed for individuals who assist the program director in the administration of the residency/fellowship program and are new to the accreditation process. The information provided is introductory; this workshop is not designed for seasoned coordinators. **Participants must have fewer than two years of experience as a program coordinator.** The ACGME reserves the right to cancel your registration if you have more than two years of experience in the role of a program coordinator.
GENERAL WORKSHOP INFORMATION

The workshops are scheduled from 8:00 a.m. – 5:00 p.m. at the ACGME headquarters in Chicago, Illinois. Each workshop is limited to 60 registrants. The agenda includes basic information concerning the ACGME, Review Committees, and the accreditation process. Attendees will have the chance to meet their specialty’s Review Committee staff during specialty-specific sessions. Faculty includes ACGME senior staff, administrative staff from the specific Review Committees, ACGME staff representatives from the Departments of Applications and Data Development, Educational Activities, and Field Activities, as well as a guest coordinator. Laptops will be provided for use during the workshop.

E-mail content questions to coordinatorworkshops@acgme.org.

HOTEL ACCOMMODATIONS

Hotel accommodations should be made after confirmation of acceptance to the workshop. The ACGME headquarters is located in the River North neighborhood of Chicago. There are a number of hotels, restaurants, theaters, museums, shopping options, and other major entertainment and cultural attractions within walking distance of the hotel and the ACGME.

The ACGME has reserved a block of rooms at the Hyatt Place for the night prior to the workshop; these rooms are available on a first-come, first-served basis, and you must identify yourself as an ACGME workshop participant to receive the workshop rate. Please note that the Hyatt provides a complimentary breakfast buffet.

Hyatt Place
66 West Illinois Street
Chicago, Illinois 60654
312.755.1600

Room Rate: $129, for the Sunday night prior to the workshop
Cancellations require 48-hour notice and must be booked 25 days prior to arrival for the block rate.

Sunday July 12 (Cutoff Date: 6/17/15)
http://chicagorivernorth.place.hyatt.com/chizdga5952015.html

Sunday July 19 (Cutoff Date: 6/24/15)
http://chicagorivernorth.place.hyatt.com/chizdga6952015.html

Sunday July 26 (Cutoff Date: 7/1/15)
http://chicagorivernorth.place.hyatt.com/chizdga7952015.html

Sunday August 2 (Cutoff Date: 7/7/15)
http://chicagorivernorth.place.hyatt.com/chizdga1952015.html

Sunday August 9 (Cutoff Date: 7/14/15)
http://chicagorivernorth.place.hyatt.com/chizdga2952015.html

Sunday August 16 (Cutoff Date: 7/21/15)
http://chicagorivernorth.place.hyatt.com/chizdga3952015.html

Sunday August 23 (Cutoff Date: 7/28/15)
http://chicagorivernorth.place.hyatt.com/chizdga4952015.html

Sunday August 30 (Cutoff Date: 8/4/14)
http://chicagorivernorth.place.hyatt.com/chizdga8952015.html

Sunday September 20 (Cutoff Date: 8/25/15)
http://chicagorivernorth.place.hyatt.com/chizdga9152015.html

Sunday October 25 (Cutoff Date: 9/30/15)
http://chicagorivernorth.place.hyatt.com/chizdgac122015.html
REGISTRATION FEES AND PROCEDURES

Registration is limited to coordinators who are NEW to their positions (fewer than two years) and who wish to learn the fundamentals of the accreditation process. This workshop is not meant for program directors, associate program directors, designated institutional officials (DIOs), or experienced coordinators.

The registration fee is $350 and covers all activities, materials, coffee and pastries, break refreshments, and a boxed lunch.

Each workshop is limited to 60 attendees. Pre-registration must be completed online. Confirmation of workshop acceptance will be sent via e-mail immediately after registration has been submitted and paid. Only credit card payments are accepted. Do not make plane or hotel reservations until you receive confirmation of registration.

E-mail registration questions to Andrea Rio: ario@acgme.org.

CANCELLATION AND REFUND POLICIES

A full refund will be given until 30 days prior to the workshop date. Cancellations requested less than 30 days prior to a workshop will be charged a $100 administrative fee. No refunds will be made for cancellations seven days or less before a workshop.

Cancellation requests must be made in writing and sent via e-mail to ario@acgme.org.
The Basics of Accreditation for New Program Coordinators

Topics Discussed

- Basics of the ACGME
- The Accreditation Process from Start to Finish
- Understanding the Program Requirements
- ACGME Data Systems
- Specialty-specific Information
- Coordinator Role in Assessment and the Milestones
- Professional Development for Coordinators
- Year in the Life of a Coordinator
- Working with Assessment Committees

**A specific agenda will be sent to attendees via e-mail prior to their workshop**