THE BASICS OF ACCREDITATION

For New Program Coordinators

These workshops target program coordinators with fewer than two years of experience in their role, as well as those at any level from osteopathic programs new to ACGME accreditation.

ACGME Headquarters
401 North Michigan Avenue
Suite 2000
Chicago, Illinois 60611

2018 WORKSHOPS

July 9-10                                Colon and Rectal Surgery, Neurological Surgery, Orthopaedic Surgery, Otolaryngology

July 16-17                               Internal Medicine

July 23-24                               Pediatrics, Physical Medicine and Rehabilitation

July 30-31                               Medical Genetics and Genomics, Osteopathic Neuromusculoskeletal Medicine, Pathology, Radiation Oncology, Transitional Year

August 6-7                                Obstetrics and Gynecology, Ophthalmology, Urology

August 13-14                              Emergency Medicine, Nuclear Medicine, Radiology

August 27-28                              Plastic Surgery, Surgery, Thoracic Surgery

October 8-9                               Dermatology, Family Medicine

October 15-16                              Allergy and Immunology, Neurology, Psychiatry

October 22-23                              Anesthesiology, Preventive Medicine

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Goal
This one-and-a-half-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 administration of the program and are new to the accreditation process. The information given in this workshop is very introductory; it is not designed for seasoned coordinators.

General Workshop Information
All workshops take place at the ACGME offices in Chicago, Illinois. The schedule runs from 7:30 a.m. to 3:30 p.m. on Monday, and 8:00 a.m. - 12:00 p.m. on Tuesday. The agenda includes introductory information concerning the ACGME, its Review Committees, and the accreditation process. Attendees will have the chance to meet their specialty’s Review Committee staff during a specialty-specific session. Workshops are led by ACGME senior staff members; administrative staff members from the applicable Review Committee; staff representatives from the Departments of Applications and Data Analysis, Milestones, Education, and Field Activities; and a guest coordinator. Each attendee is provided a laptop to use during the workshop. Dress is business casual.

Registration
Registration is limited to coordinators who are new to their positions and who wish to learn the fundamentals of the accreditation process. Program coordinators from osteopathic programs transitioning to ACGME accreditation may also benefit from this workshop. This workshop is not meant for program directors, associate program directors, designated institutional officials (DIOs), or experienced coordinators.

The registration fee is $495 and includes all activities, materials, refreshments, and catered lunch. Credit card payment is required at the time of registration.

Registration is limited to 60 individuals per workshop. Registration must be completed online; faxed or mailed-in registrations are not accepted.

A confirmation e-mail will be sent immediately after registration has been submitted with payment. Again, only credit card payments are accepted. Do not make plane or hotel reservations until registration is confirmed.

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

Cancellation and Refund Policies
A full refund is given until 30 days prior to the workshop date. Cancellations requested less than 30 days before a scheduled workshop will incur a $100 administrative fee. No refunds are granted for cancellations made seven days or less before a workshop. No-shows will result in forfeiture of the entire registration fee. Registration fees are not transferable to future workshops or conferences.
The Basics of Accreditation for New Program Coordinators
2018 Workshops Agenda

Day 1: Monday

7:30 a.m.    Check-in and Breakfast (Coffee and Continental Breakfast)
8:15 a.m.    Welcome and Introductions
                ACGME Department of Education, Educational Activities Staff
8:45 a.m.    Basics of the ACGME
                ACGME Department of Education, Educational Activities Staff
9:15 a.m.    Cracking the Code: The Ultimate Acronym Quiz
                ACGME Department of Education, Educational Activities Staff
9:30 a.m.    Understanding the Common Program Requirements
                ACGME Department of Education, Educational Activities Staff
10:00 a.m.   Common Program Requirements: 2019 Revisions
                ACGME Department of Accreditation Standards
10:30 a.m.   Break
10:45 a.m.   Getting to Know Your Review Committee Team
                ACGME Review Committee Staff
12:00 p.m.   Lunch (provided)
1:00 p.m.    ACGME Data Systems
                ACGME ADS Staff
2:00 p.m.    Developing a Working Relationship with Residents
                ACGME Department of Education, Educational Activities Staff
2:45 p.m.    Specialty Session
                ACGME Review Committee Staff
3:30 p.m.    Adjourn

Day 2: Tuesday

8:00 a.m.    Breakfast (Coffee and Continental Breakfast)
8:30 a.m.    Coordinator Role in Assessment and Milestones
                ACGME Milestones Department Staff
9:30 a.m.    Break
9:45 a.m.    Year in the Life of a Coordinator
                Coordinator Guest Speaker
11:00 a.m.   Completing the Self-Study
                ACGME Department of Field Activities Staff
11:30 a.m.   Final Thoughts and Adjourn
Hotel Accommodations

Upon receiving your workshop registration confirmation email, you should book your hotel accommodations. 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 office.

The ACGME has reserved a block of rooms at the best possible rate with Courtyard by Marriott Chicago Downtown/River North located at 30 East Hubbard, Chicago, IL 60611; these rooms are available on a first-come, first-served basis. You must identify yourself as an ACGME workshop participant to receive the workshop rate. The number of allotted rooms fluctuates by specialty workshops due to conferences and events taking place on those dates in the area. We selected Courtyard by Marriott Chicago Downtown/River North because they provided the lowest rates for the 2018 coordinator workshop season, but it is a five- to 10-minute walk to the ACGME offices. A detailed map with directions will be e-mailed to attendees closer to the workshop dates. There are other hotels in closer proximity to the ACGME at which attendees may prefer to make reservations at their own discretion and for a significantly higher room rate.

**Courtyard by Marriott Chicago Downtown/River North**
30 East Hubbard
Chicago, Illinois 60611
312.329.2500

Room Rates: The rates noted below encompass check-in: Sunday and checkout: Tuesday. To ensure the discounted block room rate, reserve your room via the link below, prior to the cut-off date indicated.

- **Sunday, July 8 – Tuesday, July 10 (Cut-off Date: 6/15/2018): $179.00 per night+tax**

- **Sunday, July 15 – Tuesday, July 17 (Cut-off Date: 6/22/2018): $179.00 per night+tax**

- **Sunday, July 22 – Tuesday, July 24 (Cut-off Date: 6/29/2018): $179.00 per night+tax**

- **Sunday, July 29 – Tuesday, July 31 (Cut-off Date: 7/6/2018): $179.00 per night+tax**

- **Sunday, August 5 – Tuesday, August 7 (Cut-off Date: 7/13/2018): $179.00 per night+tax**
  [https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=ACGME%20-%20Sunday%2C%2008/05/2018%20-%20Tuesday%2C%2008/07/2018%20-%20179.00%20USD%20false%20607/05%20607/07%20607/07%2018%20app=resvlink&amp;stop_mobi=yes](https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=ACGME-%20-%20Sunday%2C%2008/05/2018%20-%20Tuesday%2C%2008/07/2018%20-%20179.00%20USD%20false%20607/05%20607/07%20607/07%2018%20app=resvlink&amp;stop_mobi=yes)
Hotel Accommodations-continued

Sunday, August 12 – Tuesday, August 14 (Cut-off Date: 7/20/2018): $179.00 per night+tax
https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=ACGME-20-%20Sunday%2C%202008/12/2018%20-%20Tuesday%2C%202008/14/2018%20%5Echiwb%60ZXCZXCA%60179.00%60USD%60false%603%60608/12/18%60608/14/18%607/20/18&app=resvlink&stop_mobi=yes

Sunday, August 26 – Tuesday, August 28 (Cut-off Date: 8/3/2018): $179.00 per night+tax
https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=ACGME-20-%20Sunday%2C%202008/26/2018%20-%20Tuesday%2C%202008/28/2018%5ECHIWB%60NBVNBVA%60179.00%60USD%60false%603%60608/26/18%60608/28/18%608/3/18&app=resvlink&stop_mobi=yes

Sunday, October 7 – Tuesday, October 9 (Cut-off Date: 9/14/2018): $179.00 per night+tax
https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=ACGME-20-%20Sunday%2C%202010/07/2018%20-%20Tuesday%2C%202010/09/2018%5Echiwb%60ERTERTA%60179.00%60USD%60false%603%60601/07/18%60601/09/18%609/14/18&app=resvlink&stop_mobi=yes

Sunday, October 14 – Tuesday, October 16 (Cut-off Date: 9/21/2018): $179.00 per night+tax
https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=ACGME-20-%20Sunday%2C%202010/14/2018%20-%20Tuesday%2C%202010/16/2018%5ETYUTYUA%60179.00%60USD%60false%603%60601/14/18%60601/16/18%609/21/18&app=resvlink&stop_mobi=yes

Sunday, October 21 – Tuesday, October 23 (Cut-off Date: 9/28/2018): $179.00 per night+tax
https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=ACGME-20-%20Sunday%2C%202010/21/2018%20-%20Tuesday%2C%202010/23/2018%5Echiwb%60IOPIOPA%60179.00%60USD%60false%603%60601/21/18%60601/23/18%609/28/18&app=resvlink&stop_mobi=yes