



ACGME

Accreditation Council for
Graduate Medical Education

ACGME 2018

WORKSHOPS and COURSES

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



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

E-mail workshop content questions to Educational Project Associate Victoria Kreps:
coordinatorworkshops@acgme.org

E-mail registration questions to Educational Projects Assistant Liz Johnson:
registration@acgme.org

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 4:00 p.m. on Monday, and 8:00 a.m. to 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, 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.

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.

Cancellations must be made in writing and sent by e-mail to Educational Projects Assistant Liz Johnson: registration@acgme.org.



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. Wrap-Up Day 1

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

https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkIdData=ACGME%20-%20Sunday%2C%2007/08/2018%20-%20Tuesday%2C%2007/10/2018%5Echiwb%60ASDASDA%60179.00%60USD%60false%603%607/8/18%607/10/18%606/15/18&app=resvlink&stop_mobi=yes

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

https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkIdData=ACGME%20-%20Sunday%2C%2007/15/2018%20-%20Tuesday%2C%2007/17/2018%5Echiwb%60SDFSDF%60179.00%60USD%60false%603%607/15/18%607/17/18%606/22/18&app=resvlink&stop_mobi=yes

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

https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkIdData=ACGME%20-%20Sunday%2C%2007/22/2018%20-%20Tuesday%2C%2007/24/2018%5Echiwb%60DFGDFGA%60179.00%60USD%60false%603%607/22/18%607/24/18%606/29/2018&app=resvlink&stop_mobi=yes

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

https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkIdData=ACGME%20-%20Sunday%2C%2007/29/2018%20-%20Tuesday%2C%2007/31/2018%5Echiwb%60FGHFGHA%60179.00%60USD%60false%603%607/29/18%607/31/18%607/6/18&app=resvlink&stop_mobi=yes

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?resLinkIdData=ACGME%20-%20Sunday%2C%2008/05/2018%20-%20Tuesday%2C%2008/07/2018%5Echiwb%60LKLKJA%60179.00%60USD%60false%603%608/5/18%608/7/18%607/13/18&app=resv>

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?resLinkIdData=ACGME%20-%20Sunday%2C%2008/12/2018%20-%20Tuesday%2C%2008/14/2018%20%5Echiwb%60ZXCZCA%60179.00%60USD%60false%603%608/12/18%608/14/18%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?resLinkIdData=ACGME%20-%20Sunday%2C%2008/26/2018%20-%20Tuesday%2C%2008/28/2018%20%5Echiwb%60NBVNBVA%60179.00%60USD%60false%603%608/26/18%608/28/18%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?resLinkIdData=ACGME%20-%20Sunday%2C%2010/07/2018%20-%20Tuesday%2C%2010/09/2018%20%5Echiwb%60ERTERTA%60179.00%60USD%60false%603%6010/7/18%6010/9/18%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?resLinkIdData=ACGME%20-%20Sunday%2C%2010/14/2018%20-%20Tuesday%2C%2010/16/2018%20%5Echiwb%60TYUTYUA%60179.00%60USD%60false%603%6010/14/18%6010/16/18%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?resLinkIdData=ACGME%20-%20Sunday%2C%2010/21/2018%20-%20Tuesday%2C%2010/23/2018%20%5Echiwb%60IOPIOPA%60179.00%60USD%60false%603%6010/21/18%6010/23/18%609/28/18&app=resvlink&stop_mobi=yes