



**Building Effective Programs Together:
A Course for Program Directors and Advanced Coordinators
October 2-4, 2016**

The ACGME is proud to announce a course for advanced coordinators and program directors that emphasizes team building and collaboration in furthering the goals of competency-based medical education in graduate medical education (GME) programs.

This two-and-a-half-day course will be held at the ACGME headquarters in Chicago and will be limited to 60 attendees. Attendees will work together in dyads: program coordinator and either program director or associate program director from the same institution. ***Program directors or associate program directors and their program coordinator partner must both be in attendance.*** Sessions will begin on Sunday, October 2 at 8:00 a.m. (breakfast at 7:30 a.m.) and continue through 2:00 p.m. Tuesday, October 4.

Course Overview

This course is designed—through experiential learning techniques, small-group sessions, and lectures—to assist program directors (or associate program directors) and experienced coordinators in developing self-awareness, understanding their individual styles, and enhancing open communication to utilize the dynamics of their personal strengths and weaknesses to build a strong and effective team. Days 2 and 3, mirroring the ACGME's highly successful assessment course for faculty members, build on the understanding of team dynamics to optimize resident feedback, assessment, and evaluation in the program. By working in dyads, the combined strengths and weaknesses each individual brings to the team can blend these characteristics to optimize the program's effectiveness.

Course Faculty

Timothy P. Brigham, MDiv, PhD

ACGME Senior Vice President, Education, and Chief of Staff

Eric Holmboe, MD, MACP, FRCP

ACGME Senior Vice President, Milestone Development and Evaluation

Debra Dooley

ACGME Director, Educational Activities

Location and Hotel Information

The courses will be offered at the ACGME headquarters located on the 20th floor at 401 North Michigan Avenue in Chicago.

The ACGME has reserved a limited discounted block of hotel rooms at the Sheraton Grand Hotel for Saturday-Monday at a rate of \$189.00 for a Single/Double room during the course program. These rooms are available on a first-come, first-served basis, and you must request a room in the Building Effective Programs Together room block to receive the discounted rate. The hotel is a short walk to the ACGME offices.

To make a reservation online click on the link below:

<https://www.starwoodmeeting.com/Book/acgmechi>

Sheraton Grand Hotel
301 E. North Water Street
Chicago, IL 60611
Reservations: 888.627.7106

Hotel Room Block Cut-Off Date: **September 1, 2016**

Registration Fees and Procedures

Pre-registration must be completed online. Confirmation of registration will be sent via e-mail immediately after online registration has been submitted and paid. Only credit card payment is accepted. Do not make plane or hotel reservations until you receive confirmation of registration.

THE REGISTRATION FEE is \$600.00 per person. A light breakfast and lunch are included in the registration fee.

Cancellation and Refund Policy

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

Cancellation requests must be made via e-mail to Andrea Rio: ario@acgme.org.

CME Information

The ACGME is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. The ACGME designates this live educational activity for a maximum of **18.0** AMA PRA Category 1 Credits™. Physicians should claim only the credits commensurate with the extent of their participation in the activity.

Disclosure of Significant Relationships with Relevant Commercial Companies and Organizations

The ACGME endorses the Standards of the Accreditation Council for Continuing Medical Education and the Guidelines for Commercial Support. Every effort has been made to encourage faculty members to disclose any commercial relationships or personal benefit with commercial companies whose products are discussed in the educational presentation. Disclosure of a relationship is not intended to suggest or condone bias in any presentations, but is made to provide participants with information that might be of potential importance to their evaluation of a presentation. All faculty members participating in continuing medical education activities sponsored by the ACGME are expected to disclose to the activity audience any real or apparent conflict(s) of interest related to the content of their presentation(s).

Conflict of interest statements were reviewed for all conference planners and for presenters of certified sessions. All individuals indicated they have no commercial relationships in relation to this content. There will be no discussion of investigational or off-label use of FDA regulated products or devices.

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Preliminary Agenda Topics

DAY 1

- >Dynamics of Group Function*
- >Discovering Your Personal Leadership Strengths and Weaknesses*
- >Group Exercises – Working as a Team*

DAYS 2 AND 3

- >Introduction to Systems and Program Approach to Assessment*
- >“Good Assessment” – What ‘Does This Look Like and How Do You Know Your Assessment Methods Are Working*
- >Introduction to Program Evaluation and Logic Model for CBME*
- >Program Blueprint Planning Time for Coordinator and Program Director*
- >Dyad Exercises*
- >Clinical Competency Committees*
- >Residents in Difficulty*