

## The Basics of Accreditation for New Program Coordinators

*(Note: It is recommended that allopathic program coordinators with fewer than two years' experience participate. Osteopathic coordinators of all levels are encouraged to attend.)*

### 2017 Workshops

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

- Jul 17 – 18 Colon and Rectal Surgery, Neurological Surgery, Orthopaedic Surgery, Otolaryngology
- Jul 24 – 25 Pediatrics, Physical Medicine and Rehabilitation
- Jul 31 – Aug 1 Plastic Surgery, Surgery, Thoracic Surgery
- Aug 7 – 8 Medical Genetics and Genomics, Pathology, Radiation Oncology, Transitional Year, Osteopathic Neuromusculoskeletal Medicine
- Aug 14 – 15 Obstetrics and Gynecology, Ophthalmology, Urology
- Aug 21 – 22 Radiology, Emergency Medicine, Nuclear Medicine
- Aug 28 – 29 Anesthesiology, Preventive Medicine
- Oct 2 – 3 Dermatology, Family Medicine
- Oct 9 – 10 Internal Medicine
- Oct 16 – 17 Allergy and Immunology, Neurology, Psychiatry

**Subspecialty (fellowship) coordinators should register for the date of their subspecialty's core specialty.**

E-mail content questions to [coordinatorworkshops@acgme.org](mailto:coordinatorworkshops@acgme.org).

E-mail registration questions to Andrea Rio, [ario@acgme.org](mailto:ario@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 the administration of the program, and who 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 headquarters in Chicago, Illinois. The schedule runs from 8:00 a.m. to 4:30 p.m. on Monday, and 8:00 a.m. – 12:00 p.m. on Tuesday. **Each workshop is limited to 60 registrants.** 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 the specialty-specific session. The workshops are led by ACGME senior staff members, administrative staff members from the applicable Review Committee, ACGME staff representatives from the departments of Applications and Data Development, Milestones, Education, and Field Activities, as well as a guest coordinator. Each attendee is provided a laptop to use during the workshop.

E-mail content questions to [coordinatorworkshops@acgme.org](mailto:coordinatorworkshops@acgme.org).

## HOTEL ACCOMMODATIONS

Hotel accommodations should be made **after** confirmation of acceptance to the workshop. 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 offices.

The ACGME has reserved a block of rooms at the best possible rate with the Gwen Hotel; 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 room rates fluctuate by specialty workshops due to conferences and events taking place on those dates in the area. We selected the Gwen because they provided the lowest rates for the 2017 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.

### ***The Gwen, a Luxury Collection Hotel***

521 North Rush Street  
Chicago, Illinois 60611  
312.327.0653

**Room Rates: The rates noted below encompass the Sunday evening prior to and Monday evening of the workshop. To ensure the discounted block room rate, reserve your room prior to the cut-off date indicated.**

Sunday, July 16 – Tuesday, July 18 (Cut-off Date: 6/23/17) - \$169.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702089706&key=E5C2104>

Sunday, July 23 – Tuesday, July 25 (Cut-off Date: 6/30/17) - \$149.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702089713&key=2D9AB69>

Sunday, July 30 – Tuesday, August 1 (Cut-off Date: 7/7/17) - \$169.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702089702&key=1CC90F92>

Sunday, August 6 – Tuesday, August 8 (Cut-off Date: 7/14/17) - \$199.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702089697&key=8A55625>

Sunday, August 13 – Tuesday, August 15 (Cut-off Date: 7/20/17) - \$179.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702079462&key=360DBE59>

Sunday, August 20 – Tuesday, August 22 (Cut-off Date: 7/27/17) - \$179.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702079460&key=9DDAC06>

Sunday, August 27 – Tuesday, August 29 (Cut-off Date: 8/07/17) - \$169.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702089710&key=A7E3FB>

Sunday, October 1 – Tuesday, October 3 (Cut-off Date: 9/8/17) - \$179.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702079455&key=E69A29A>

Sunday, October 8 – Tuesday, October 10 (Cut-off Date: 9/15/17) - \$179.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702079449&key=31C26861>

Sunday, October 15 – Tuesday, October 17 (Cut-off Date: 9/22/17) - \$179.00 per night  
<https://www.starwoodmeeting.com/events/start.action?id=1702089828&key=3408911>

## REGISTRATION

Registration is limited to coordinators who are new to their positions and aspire 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 \$445 and includes all activities, materials, breakfast, and lunch. **Credit card payments must be made 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.

Confirmation of workshop acceptance will be e-mailed immediately after registration has been submitted and paid for. **Only credit card payments are accepted.** Do not make plane or hotel reservations until you receive confirmation of acceptance.

E-mail registration questions to Andrea Rio: [ario@acgme.org](mailto:ario@acgme.org).

## CANCELLATION AND REFUND POLICIES

A full refund will be given up to 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 will be made for cancellations made seven days or less prior to a workshop.

No Shows will result in a forfeiture of the entire registration fee. Registration fees are not transferable.

## The Basics of Accreditation for New Program Coordinators Topics Discussed

Coordinator History

Basics of the ACGME

Get to Know Your Review Committee Team

Understanding the Program Requirements

ACGME Data Systems

Specialty-Specific Session

Working with Residents

Acronyms

Site Visits and the Self-Study

Coordinator Role in Assessment and Milestones

Year in the Life of a Coordinator

Working with Assessment Committees

**\*\*Full agenda to be posted at a later date\*\***