



The Basics of Accreditation for New Program Coordinators

Sponsored by the
Accreditation Council for Graduate Medical Education

ACGME Headquarters
515 N. State St. Suite 2000
Chicago, Illinois

Dates of Conferences

July 27, 2009	Internal Medicine and Subspecialties
August 10, 2009	Colon/Rectal Surgery; Emergency Medicine; Neurology; Neurosurgery; Plastic Surgery; Psychiatry; Surgery; Thoracic Surgery; Urology
August 17, 2009	Family Medicine; Obstetrics/Gynecology
September 21, 2009	Institutional Coordinators (GME Office)
October 12, 2009	Pediatrics
October 19, 2009	Allergy/Immunology; Anesthesiology; Dermatology; Diagnostic Radiology; Medical Genetics; Nuclear Medicine; Ophthalmology; Orthopedic Surgery; Otolaryngology; Pathology; Physical Medicine/Rehabilitation; Preventive Medicine; Radiation Oncology; Transitional Year

Aim: This one-day intensive conference will help new program coordinators understand the basics concerning ACGME accreditation of residency training programs in the specialties listed above.

Who Should Attend: This interactive workshop is designed for individuals who assist the program director in the administration of the residency program and are new to the accreditation process.

Participants must have less than two years of experience in their position.

GENERAL CONFERENCE INFORMATION

The conferences are scheduled from 8 a.m. – 4:30 p.m. and will be limited to 60 registrants. The first part of the agenda will include basic information concerning the ACGME, RRCs, and the accreditation process. The second part of the agenda will be dedicated to specialty-specific program requirements and program information forms. Faculty will include ACGME senior staff, administrative staff from the specific RCs as well as ACGME staff representatives from the departments of data collection, education and field activities. All participants will have a laptop available for use during the session. Questions about the workshop can be submitted to the ACGME by e-mail (kwheeler@acgme.org).

HOTEL ACCOMMODATIONS

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

ACGME has reserved a block of rooms at the Embassy Suites for the night prior to the workshop; these rooms are on a first-come first-served basis. The information is as follows:

Room Rates: single/double \$99 a night

All cancellations require 72-hour notice.

Embassy Suites-Chicago
600 N State St, Chicago, IL 60654
(312) 943-3800

The Conferences will be held at ACGME Headquarters; Embassy Suites-Chicago is located one block north on State Street.

On-line registration will be available at www.acgme.org starting May 4th

Registration is limited to administrators who are NEW to their positions (under 2 years) and who wish to learn the fundamentals of the accreditation process. This is not meant for program directors, associate program directors or experienced administrators.

The registration fee is **\$250** and includes all activities, materials, continental breakfast, break refreshments and a box lunch.

Registration will be limited to 60 individuals per session on a first-come, first-served basis. Confirmation of workshop acceptance will be sent via e-mail immediately after registration has been submitted. Please **do not** make plane or hotel reservations until you receive a confirmation of acceptance.

All meeting cancellations and requests for refunds must be received two weeks prior to the workshop and are subject to a \$25.00 administrative fee.

The Basics of Accreditation for New Program Administrators
ACGME Headquarters
Program Agenda

- 7:30 a.m. Continental Breakfast
- 8:00 a.m. Welcome and Introductions
- 8:15 a.m. Digesting the Alphabet Soup
- 8:30 a.m. Introduction to the ACGME
- 8:45 a.m. ACGME Computer Resources and Support
(Accreditation Data System)
- 10:15 a.m. BREAK
- 10:30 a.m. Understanding the Common Program Requirements and Common PIF
- 11:30 a.m. Box Lunch Break and Networking Session
- 12:00 p.m. Preparing for the Site Visit
- 1:00 p.m. The Accreditation Process – What Happens after the Site Visit
- 1:15 p.m. Question and Answer Session
- 1:30 p.m. BREAK
- 1:45 p.m. Building a Team-Oriented Approach to the Program Review
- 2:30 p.m. Specialty Specific Sessions
Review of Specialty Specific PRs and PIFS
- 4:30 p.m. Workshop ends