



ACGME

Accreditation Council for  
Graduate Medical Education

# ACGME 2019 WORKSHOPS and COURSES

## BUILDING EFFECTIVE PROGRAMS TOGETHER:

### A Course for Program Directors and Experienced Program Coordinators

**November 17-19, 2019**

#### ACGME Headquarters

401 North Michigan Avenue  
Suite 2000  
Chicago, Illinois 60611

#### Content Questions?

Liz Johnson  
Senior Educational  
Project Associate  
[coordinatorworkshops@acgme.org](mailto:coordinatorworkshops@acgme.org)

#### Registration Questions?

Jay Gillett  
Registration Specialist  
[registration@acgme.org](mailto:registration@acgme.org)

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

Attendance is limited to 60. Attendees 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.**

#### 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.

Mirroring the ACGME's highly successful assessment course for faculty members, this course builds on the understanding of team dynamics to optimize resident/fellow 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 Chief Education and  
Organizational Development  
Officer, and Chief of Staff

**Eric Holmboe, MD, MACP, FRCP**  
ACGME Chief Milestone  
Development, Research, and  
Evaluation Officer

**Lauren Wojnarowski, MA**  
ACGME Director,  
Educational Activities

## Location and Hotel Information

The course is held at the ACGME offices at 401 North Michigan Avenue in Chicago. The ACGME has reserved a limited discounted block of hotel rooms at the InterContinental Chicago Magnificent Mile. The hotel is a two-minute walk from the ACGME. Room rates in this block are as follows, plus tax:

Room Type	Single Rate	Double Rate	Triple Rate
Grand Tower Guestrooms	\$179.00	\$179.00	\$219.00

These rooms are available on a first-come, first-served basis. Make a reservation via the link below. If you have any questions or issues with the link below, contact Liz Johnson: [coordinatorworkshops@acgme.org](mailto:coordinatorworkshops@acgme.org).

Hotel Address: 505 North Michigan Avenue, Chicago, Illinois 60611

Book Hotel Accommodations: <https://bit.ly/2KS0ZIW>

Group Code: JLR

Reservation Check-In: Saturday, November 16, 2019

Reservation Check-Out: Tuesday, November 19, 2019

Hotel Room Block Cut-Off Date: Friday, October 31, 2019

## Registration

Registration is limited to experienced coordinators and their program director or associate program director. Both parties must be in attendance and will need to register together. Please note that the content of this workshop may be too advanced for coordinators with fewer than three years' experience in their role.

The **registration fee is \$650 per attendee** and covers all activities, materials, refreshments, and catered breakfast and lunch. Credit card payment is required for 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. Do not make plane or hotel reservations until registration is confirmed.

## Cancellation and Refund Policies

A full refund will be given up to 30 days prior to the workshop. No refunds will be made for cancellations after that point in time. Registration fees are not transferable to future workshops or conferences.

If one of the dyad cancels at the last minute, the other individual must find a replacement, or else both will need to cancel.

Cancellations must be made via email to Registration Specialist Jay Gillett: [registration@acgme.org](mailto:registration@acgme.org).

## 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

## Testimonials

*Extremely helpful in my understanding of various aspects of PD-Coordinator relationship. Working in dyad with my coordinator helped improve our understanding and first time we were vocal about what can we do to improve our work efficiency together!*

-Program Director

*I believe the way that I work with my Program Director will change. I have a better understanding of how to work with him as a result of this course. I also feel more confident on some of the areas we discussed such as CCC, resident remediation, etc.*

-Program Coordinator

## CME Information

The Accreditation Council for Graduate Medical Education (ACGME) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The ACGME designates this live educational activity for a maximum of **17.75 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. The following speaker(s) have declared financial interest(s) and/or affiliations:

Eric Holmboe, MD, MACP, FRCP

Type: Textbook Royalties

Company: Elsevier

## **Building Effective Programs Together: A Course for Program Directors and Experienced Coordinators**

### **Agenda Day 1**

Day 1 of the workshop, facilitated by Dr. Timothy Brigham and Ms. Lauren Wojnarowski, will provide the opportunity for program director (or associate program director) and program coordinator dyads to explore their learning styles and understand how to work most effectively together. The dyad must be from the same program. The session will be interactive, and will focus on developing and honing teambuilding skills, allowing participants to get to know each other in a non-threatening setting.

As a result of attending this activity, participants will be able to:

1. Understand their personal leadership style
2. Recognize and manage their strengths and weaknesses as members of the team
3. Develop knowledge and appreciation of group and interpersonal behavior
4. Collaborate more effectively as a team

7:30 a.m.	Continental Breakfast
8:00 a.m.	Opening Remarks – Plan for the Day
8:15 a.m.	Dynamics of Group Function – Discovering your Personal Leadership Strengths and Weaknesses
10:00 a.m.	Break
10:15 a.m.	Dynamics of Group Function – Discovering your Personal Leadership Strengths and Weaknesses (continued)
12:00 p.m.	Lunch
1:00 p.m.	Group Exercise – Program Directors and Coordinators Separate
1:45 p.m.	Break
2:00 p.m.	Group Reconvenes for Comparative Discussion
2:45 p.m.	Program Directors and Coordinators Reconvenes in Dyads
3:30 p.m.	Using What you've Learned Today
4:00 p.m.	Adjourn

## **Building Effective Programs Together: A Course for Program Directors and Experienced Coordinators**

### **Agenda Day 2 & 3**

Days 2 and 3 of the workshop are facilitated by Dr. Eric Holmboe and offer highly interactive sessions to assist program directors and coordinators in developing skills in multiple assessment methods and tools, application and use of the Milestones, and how to work together to design effective practices for Clinical Competency Committees (CCCs). Specific sessions will focus on how to evaluate whether the assessment tools being used in the program, such as evaluation forms, direct observation, and multi-source feedback, are effective; how to use the Milestones for entrustment decisions; how to approach a resident in difficulty; and how to manage an effective CCC. Finally, participants will learn how a systems approach can enhance their assessment program.

As a result of attending this activity, participants will be able to:

1. More effectively implement and manage a program of assessment using systems thinking
2. More effectively use Milestones to facilitate learner professional development and program improvement
3. Apply the concept of utility to evaluate the effectiveness of a program's assessment tools and methods
4. More effectively manage CCCs
5. Develop a system for working with residents and fellows in difficulty

### **Agenda Day 2**

8:00 a.m.	Continental Breakfast
8:30 a.m.	Introduction to Programmatic Assessment Using Systems Thinking – What Does this Look Like and How Do you Know your Assessment Methods Are Working?
12:00 p.m.	Lunch
1:00 p.m.	Introduction to Program Evaluation and Logic Model for Competency-Based Medical Education
4:00 p.m.	Adjourn

### **Agenda Day 3**

8:00 a.m.	Continental Breakfast
8:30 a.m.	Dyad Exercise Clinical Competency Committees Residents (and Fellows) in Difficulty – Part 1
11:30 a.m.	Lunch
12:00 p.m.	Residents (and Fellows) in Difficulty – Part 2
2:00 p.m.	Adjourn