THE BASICS OF ACCREDITATION FOR NEW PROGRAM COORDINATORS

These workshops target program coordinators with fewer than two years' experience in their role, as well as those at any level from osteopathic programs new to ACGME accreditation.

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

2019 WORKSHOPS

SURGICAL SPECIALTIES
July 15  Plastic Surgery, Surgery, Thoracic Surgery
July 16  Colon and Rectal Surgery, Neurological Surgery, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Otolaryngology - Head and Neck Surgery, Urology

HOSPITAL-BASED SPECIALTIES
August 5  Anesthesiology, Preventive Medicine, Radiation Oncology, Transitional Year
August 6  Diagnostic Radiology, Emergency Medicine, Medical Genetics and Genomics, Nuclear Medicine, Pathology

MEDICAL SPECIALTIES
October 21  Internal Medicine
October 22  Dermatology, Family Medicine, Osteopathic Neuromusculoskeletal Medicine
October 23  Allergy and Immunology, Neurology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry
Subspecialty (fellowship) coordinators should register for the date of the relevant core specialty.

Goal
This workshop, a combination of a one-day, in-person workshop and distance learning programming, will 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 in the program coordinator role who are actively involved in the administration and management of their program. The information given in this workshop is introductory and is not designed for seasoned coordinators. Coordinators at any level from osteopathic programs new to ACGME accreditation are welcome.

General Workshop Information
All workshops take place at the ACGME offices in Chicago, Illinois. The schedule runs from 7:30 a.m. to 3:30 p.m. Distance learning pre-work will be required; instructions will be provided via e-mail. The workshop agenda includes introductory information about 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 members from the areas 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.

Distance Learning Pre-Work
Prior to the start of each workshop, attendees will be e-mailed presentations they will need to view before the workshop. Topics covered: Overview of the ACGME; An Introduction to the Accreditation Data System (ADS); and Preparing for the Accreditation Site Visit. An online discussion forum will also be available.

Networking Event
An optional evening networking event will take place the week of each workshop. Dates are below. Note that the event may occur the evening OF or the evening BEFORE a workshop. Plan flights accordingly if you choose to participate.

- Monday, July 15: 4:30-6:30 p.m. – Bowling at Lucky Strike, 322 East Illinois St.
- Monday, August 5: 4:30-6:30 p.m. – TBD
- Monday, October 21: 4:30-6:30 p.m. – TBD
- Tuesday, October 22: 4:30-6:30 p.m. – TBD

Registration
Registration is limited to new coordinators, with less than two years' experience in an ACGME-accredited program, 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 (DIOs), or experienced coordinators.

The registration fee is $415 and includes materials, refreshments, continental breakfast, and a catered lunch. The optional networking event carries an additional fee of $25. Credit card payment is required at the time of registration. Registration will close two weeks prior to each workshop. 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.

Registration Questions?
Jay Gillett
Registration Specialist
registration@acgme.org

Liz Johnson or Victoria Kreps
Educational Activities Staff
coordinatorworkshops@acgme.org
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 via e-mail to registration@acgme.org.

Hotel Accommodations
Book hotel accommodations (see below) upon receipt of the workshop registration confirmation e-mail. A number of hotels, restaurants, theaters, museums, shopping options, and other major entertainment and cultural attractions are 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 InterContinental Chicago Magnificent Mile, located at 505 North Michigan Avenue in Chicago, just steps from the ACGME offices, and available on a first-come, first-served basis. Attendees can choose to make reservations at their own discretion, likely for a significantly higher rate.

Room Rates and Booking: The rates below are available for check-in the evening prior to each event. For Monday workshops, participation in the evening networking event will determine check-out date (this will also apply to Monday and Tuesday workshops in October). After clicking on the booking link, use the “Change Search” option to adjust your check-in / check-out dates before selecting your room. To ensure the discounted block room rate, reserve a room using the link and group code below prior to the cut-off date indicated.

**SURGICAL SPECIALTIES ($169.00 per night+tax)**
- July 15, 2019  Plastic Surgery, Surgery, Thoracic Surgery

Group Code: JOV | Cut-off Date: July 21, 2019

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**HOSPITAL-BASED SPECIALTIES ($199.00 per night+tax)**
- August 5, 2019  Anesthesiology, Preventive Medicine, Radiation Oncology, Transitional Year
- August 6, 2019  Diagnostic Radiology, Emergency Medicine, Medical Genetics and Genomics, Nuclear Medicine, Pathology

Group Code: JOW | Cut-off Date: July 12, 2019

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**MEDICAL-BASED SPECIALTIES ($249.00 per night+tax)**
- October 21, 2019  Internal Medicine
- October 22, 2019  Dermatology, Family Medicine, Osteopathic Neuromusculoskeletal Medicine
- October 23, 2019  Allergy and Immunology, Neurology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry

Booking Link: [https://bit.ly/2uVn7Ig](https://bit.ly/2uVn7Ig)
Group Code: IVL | Cut-off Date: September 27, 2019
The 2019 Basics of Accreditation for New Program Coordinators Workshop Agenda

7:30 a.m.  Doors Open / Check-In (Coffee and Continental Breakfast)
8:00 a.m.  Welcome and Introductions  
Ms. Lauren Wojnarowski, ACGME Educational Activities Staff
8:30 a.m.  Basics of the ACGME and Acronym Game  
Ms. Victoria Kreps and Ms. Liz Johnson, ACGME Educational Activities Staff
9:00 a.m.  Overview of the Common Program Requirements  
Ms. Anne Down, ACGME Accreditation Standards Staff
9:30 a.m.  ACGME Data Systems FAQs and Q and A  
Ms. Raquel Running, ACGME Applications and Data Analysis Staff
10:00 a.m.  Break
10:15 a.m.  Accreditation Start to Finish  
ACGME Review Committee Staff
11:30 a.m.  Networking Lunch (provided) – Sharing Best Practices
12:15 p.m.  Working with Residents  
Ms. Kate Hatlak, ACGME Accreditation Services Staff
1:00 p.m.  Year in the Life of a Coordinator  
Coordinator Guest Speaker
2:00 p.m.  Break
2:15 p.m.  Coordinator Role in Assessment and Milestones  
ACGME Milestones Staff
3:00 p.m.  Meet an Accreditation Site Visitor – FAQ and Q and A  
Ms. Andrea Chow, ACGME Field Activities Staff
3:30 p.m.  Final Thoughts and Adjourn