

ACGME 2019 WORKSHOPS and COURSES

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.**



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Registration Questions?
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Registration Specialist
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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.

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
 July 15, 2019 ***Evening Networking Event for Both Workshops (optional)***
 July 16, 2019 Colon and Rectal Surgery, Neurological Surgery, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Otolaryngology - Head and Neck Surgery, Urology

Booking Link: <https://bit.ly/2lkFGr1>
 Group Code: JOV | Cut-off Date: June 21, 2019

HOSPITAL-BASED SPECIALTIES (\$199.00 per night+tax)

August 5, 2019 Anesthesiology, Preventive Medicine, Radiation Oncology, Transitional Year
 August 5, 2019 ***Evening Networking Event for Both Workshops (optional)***
 August 6, 2019 Diagnostic Radiology, Emergency Medicine, Medical Genetics and Genomics, Nuclear Medicine, Pathology

Booking Link: <https://bit.ly/2D5eN6X>
 Group Code: JOW | Cut-Off Date: July 12, 2019

MEDICAL-BASED SPECIALTIES (\$249.00 per night+tax)

October 21, 2019 Internal Medicine
 October 21, 2019 ***Evening Networking Event for Oct. 21 and 22 Attendees (optional)***
 October 22, 2019 Dermatology, Family Medicine, Osteopathic Neuromusculoskeletal Medicine
 October 22, 2019 ***Evening Networking Event for Oct. 22 and 23 Attendees (optional)***
 October 23, 2019 Allergy and Immunology, Neurology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry

Booking Link: <https://bit.ly/2uVn7lg>
 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

