The Basics of Accreditation workshops are going virtual!

At an extraordinary time in the history of health care and GME, the ACGME’s seventh consecutive annual workshop series, The Basics of Accreditation for New Program Coordinators, will be held virtually for the first time. This two-part workshop will dive into ACGME accreditation. Participants will hear from Review Committee and other ACGME staff members involved in accreditation. Sessions include information on the ACGME, the Common Program Requirements, the Accreditation Data System (ADS), assessment and the Milestones, and accreditation site visits. There is also a presentation by an experienced program coordinator who will discuss the yearly calendar.

This highly interactive virtual workshop will stream content in succession, just like you were at an in-person event. Attendee participation is expected! Participants will be able to meet the ACGME staff in real time and ask them questions. The workshop will be conducted through Zoom.

THE BASICS OF ACCREDITATION
FOR NEW PROGRAM COORDINATORS

Goal
This two-part workshop will assist new program coordinators in understanding the basics of ACGME accreditation of residency and fellowship programs.

Who Should Attend
This workshop is designed for individuals in the program coordinator role who are actively involved in the administration and management of their ACGME-accredited program. The information given in this workshop is introductory, tailored to NEW program coordinators with fewer than two years’ experience in their role; this workshop is not geared for seasoned coordinators. Coordinators at any level from osteopathic programs new to ACGME accreditation are welcome to participate.
The Basics of Accreditation for New Program Coordinators

2020 WORKSHOP SCHEDULE

Part I – Participants should register for the workshop pertaining to their core specialty.
Attendance is limited to 60 participants per workshop.

Specialties: Colon and Rectal Surgery, Neurological Surgery, Orthopaedic Surgery, Otolaryngology, Obstetrics and Gynecology, Ophthalmology, Urology
Monday, July 13

Specialties: Plastic Surgery, Surgery, Thoracic Surgery
Tuesday, July 14

Specialties: Allergy and Immunology, Neurology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry
Monday, August 10

Specialty: Internal Medicine
Tuesday, August 11

Specialties: Anesthesiology, Medical Genetics and Genomics, Pathology, Preventive Medicine, Radiation Oncology, Transitional Year
Monday, August 17

Specialties: Emergency Medicine, Nuclear Medicine, Osteopathic Neuromusculoskeletal Medicine, Radiology
Tuesday, August 18

Specialties: Dermatology, Family Medicine
Monday, September 14

Part II – Participants should register for whichever date works best for their schedule, as long as they have participated in Part I before participating in Part II.
Attendance is limited to 200 participants per workshop.

Tuesday, July 21
Monday, August 24
Monday, September 21

Subspecialty (fellowship) coordinators should register for the date of the relevant core specialty.
General Workshop Information
All workshops will take place virtually. Part I will run from 9:00 a.m. to 3:30 p.m. Central, and Part II will run on a separate day (see schedule) from 8:45 a.m. to 12:00 p.m. Central. Distance learning pre-work will be required; instructions will be provided via email. The workshop agenda includes introductory information about the ACGME, its Review Committees, and the accreditation process. Attendees will have the chance to virtually 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.

Distance Learning Pre-Work
Prior to the start of each workshop, attendees will be emailed instructions on accessing the ACGME’s online learning portal, Learn at ACGME, in order to view the Overview of the ACGME module.

Online Discussion Forum
Workshop attendees will also have access to an online community forum where they can share ideas and experiences with fellow coordinators from across the country.

Who Should Attend
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.

Registration
Due to the economic challenges experienced throughout the GME community this year, the ACGME is honored to offer the 2020 Basics of Accreditation for New Program Coordinators at no cost to new program coordinators. Workshop attendance is limited, and available on a first come, first served basis. Materials will only be provided to course participants. This complimentary workshop is only available for the 2020 workshop series. We hope to continue the workshop in person at the ACGME office in Chicago in 2021.

Registration must be completed online; faxed or mailed-in registrations are not accepted. A confirmation email will be sent immediately after registration. Registration will close one week prior to each workshop.

Cancellation
If plans change and a registered participant cannot attend, please cancel that registration to open the spot for someone else. Cancellations are made by logging into registration with the registered email address and confirmation number. Email registration@acgme.org with any issues.
The 2020 Basics of Accreditation for New Program Coordinators
Virtual Workshop Agenda
All event times are noted in Central time.

PART I

8:30 a.m.  Technology Help Desk Open

9:00 a.m.  Welcome and Introductions
Ms. Lauren Wojnarowski, ACGME Educational Activities Staff

9:30 a.m.  Cracking the Code: The Ultimate Acronym Game
Ms. Victoria Kreps, Ms. Liz Johnson, ACGME Educational Activities Staff

10:00 a.m. BREAK

10:15 a.m. Overview of the Common Program Requirements
Ms. Anne Down, ACGME Accreditation Standards Staff

10:45 a.m. BREAK

11:00 a.m. An Introduction to the ACGME Accreditation Data System (ADS)
Ms. Raquel Running, ACGME Applications and Data Analysis Staff

12:00 p.m. BREAK

12:15 p.m. NETWORKING LUNCH by Specialty via Breakout Rooms (optional)
b.y.o. lunch!

1:00 p.m. Accreditation Start to Finish
ACGME Review Committee Staff

2:15 p.m. BREAK

2:30 p.m. Year in the Life of a Coordinator
Coordinator Guest Speaker

3:30 p.m. Final Thoughts and Adjourn
Ms. Liz Johnson, ACGME Educational Activities Staff
PART II

8:15 a.m. Technology Help Desk Open

8:45 a.m. Welcome and Overview of Day
*Ms. Liz Johnson, ACGME Educational Activities Staff*

9:00 a.m. Working with Residents
*Ms. Kate Hatlak, ACGME Accreditation Services Staff*

9:45 a.m. BREAK

10:00 a.m. Introduction to ACGME Site Visits
*Content provided by ACGME Field Activities staff*

10:20 a.m. Meet an Accreditation Field Representative - FAQs and Q&A
*Ms. Andrea Chow, ACGME Field Activities Staff,
and an Accreditation Field Representative*

11:00 a.m. BREAK

11:15 a.m. Coordinator Role in Assessment and Milestones
*ACGME Milestones Staff*

12:00 p.m. Final Thoughts and Adjourn
*Ms. Liz Johnson, ACGME Educational Activities Staff*