The Basics of Accreditation workshops will be virtual in 2021!

The ACGME’s eighth consecutive annual workshop series, The Basics of Accreditation for New Program Coordinators, will be held virtually. More accessible than ever before, 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, Accreditation Site Visits, and working with residents/fellows. Additionally, an experienced program coordinator will discuss the yearly calendar. These guest coordinator speakers are chosen based on workshop attendance trends and while a speaker may not represent all attendees’ individual specialty, the concepts discussed reflect general practices across specialties and subspecialties.

Virtual workshops will stream content in succession and are highly interactive—attendee participation is expected! Participants can virtually meet ACGME staff members in real time and ask questions, and there will also be plenty of opportunity to network with colleagues. Workshops will be conducted through Zoom. Sessions will not be available for later viewing and to participate, registrants must be available during the times indicated.

THE BASICS OF ACCREDITATION FOR NEW PROGRAM COORDINATORS

Goal
This two-part workshop helps new coordinators understand 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 an ACGME-accredited program. The information in this workshop is introductory, tailored to NEW program coordinators with fewer than two years’ experience in their role; this workshop is not designed 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

#### 2021 WORKSHOP SCHEDULE

Participants should register for the workshop date scheduled for their core specialty.

If you are not sure where you fit, visit: [https://www.acgme.org/Specialties](https://www.acgme.org/Specialties)

Part I attendance is limited to 150 participants per workshop.

| Part I - Specialties: Allergy and Immunology, Neurology, Pediatrics, Physical Medicine and Rehabilitation, Plastic Surgery, Psychiatry, Surgery, Thoracic Surgery | Tuesday, May 18 |
| Part I - Specialties: Emergency Medicine, Internal Medicine, Nuclear Medicine, Radiology | Monday, May 24 |
| **Part II - Specialties: All of the Above** | Wednesday, June 2 |
| Participation in Part I is required before participating in Part II. | |
| Part II attendance is limited to 300 participants. | |

| Part I - Specialties: Dermatology, Family Medicine, Obstetrics and Gynecology, Ophthalmology, Osteopathic Neuromusculoskeletal Medicine, Urology | Tuesday, June 8 |
| Part I - Specialties: Anesthesiology, Colon and Rectal Surgery, Medical Genetics and Genomics, Neurological Surgery, Orthopaedic Surgery, Otolaryngology – Head and Neck Surgery, Pathology, Preventive Medicine, Radiation Oncology, Transitional Year | Tuesday, June 15 |
| **Part II - Specialties: All of the Above** | Tuesday, June 22 |
| Participation in Part I is required before participating in Part II. | |
| Part II attendance is limited to 300 participants. | |

Subspecialty (fellowship) coordinators should register for the date of the relevant core specialty.
General Workshop Information
All workshops take place virtually. Part I will run from 9:00 a.m. to 2:30 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 members 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, to view the Overview of the ACGME module.

Who Should Attend
Registration is limited to new coordinators who are seeking more information on ACGME accreditation. This workshop is not meant for program directors, associate program directors, designated institutional officials (DIOs), or experienced coordinators.

Registration
The registration fee is $99 and includes copies of session materials. Workshop attendance is limited, and available on a first come, first served basis. Materials will only be provided to course participants.

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 or when workshop capacity has been reached.

Cancellation and Refund Policies
This workshop is non-refundable; confirm your availability before registering. In the event you are not able to attend the workshop once registered, registration is transferable to another person in the same organization. Registration transfers must be requested via email to registration@acgme.org.

Content Questions?
Liz Johnson
coordinatorworkshops@acgme.org

Registration Questions?
Gorden Rhutasel
registration@acgme.org
The 2021 Basics of Accreditation for New Program Coordinators
Virtual Workshop Agenda

PART I
All sessions take place in Central Time

8:45 a.m.  Check-in and Technology Help Desk Open

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

9:10 a.m.  Cracking the Code: The Ultimate GME Game
            Ms. Victoria Kreps and Ms. Liz Johnson, ACGME Educational Activities

9:30 a.m.  NETWORKING BREAK

9:45 a.m.  Overview of the Common Program Requirements
            Ms. Anne Down, ACGME Accreditation Standards

10:15 a.m. NETWORKING BREAK

10:30 a.m. An Introduction to the ACGME Accreditation Data System (ADS)
            Ms. Samantha Alvarado, ACGME Applications and Data Analysis

11:15 a.m. NETWORKING LUNCH by Specialty via Breakout Rooms
            b.y.o. lunch!

12:00 p.m. Accreditation Start to Finish
            ACGME Review Committee Staff Members

1:00 p.m.  NETWORKING BREAK

1:15 p.m.  Year in the Life of a Coordinator
            Coordinator Guest Speaker

2:30 p.m.  Final Thoughts and Adjourn
            Ms. Liz Johnson, ACGME Educational Activities
The 2021 Basics of Accreditation for New Program Coordinators
Virtual Workshop Agenda

PART II
All sessions take place in Central Time

8:15 a.m.  Check-In and Technology Help Desk Open
8:45 a.m.  Welcome and Overview of Day  
Ms. Liz Johnson, ACGME Educational Activities
9:00 a.m.  Coordinator Role in Assessment and Milestones  
Dr. Laura Edgar, EdD, CAE and Sydney McLean, ACGME Milestones
9:45 a.m.  NETWORKING BREAK
10:00 a.m.  Introduction to ACGME Site Visits and  
Meet an Accreditation Site Visitor - FAQs and Q&A  
Dr. Lee Segal, ACGME Accreditation Field Representative  
Ms. Andrea Chow, ACGME Field Activities
11:00 a.m.  NETWORKING BREAK
11:15 a.m.  Working with Residents  
Ms. Kate Hatlak, EdD, ACGME Accreditation Services
12:00 p.m.  Final Thoughts and Adjourn  
Ms. Liz Johnson, ACGME Educational Activities