Transition of ABMGG Laboratory Fellowships

ACGME Webinar
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Kate Hatlak, MSEd
Executive Director, Review Committee for Medical Genetics and Genomics
Disclosures

- Kate Hatlak, MSEd is a full-time employee of the ACGME
- No conflicts of interest to report
Topics for Today

- Overview of Transition
- ACGME Terminology
- How to Apply
- Frequently Asked Questions
Overview of Transition
History of Transition

• **June 2017**: ACGME and ABMGG Boards approved transition of accreditation of lab fellowships to ACGME

• **October 2017**: Task force developed program requirements and application forms

• **June 2018**: Common Program Requirements for post-doctoral education programs approved by ACGME Board
History of Transition (cont’d)

• June 2018: Clinical Biochemical Genetics (CBG) and Laboratory Genetics and Genomics (LG) Program Requirements out for public review and comment

• September 2018: CBG and LGG Program Requirements approved by ACGME Board

• October 2018: Applications open for CBG and LGG
Future Important Dates

- **April 15, 2019**: Anticipated first CBG/LGG applications reviewed by Review Committee
- **December 31, 2020**: Anticipated end of transition
  - Expectation is that all ABMGG-accredited programs should have received ACGME accreditation
  - ACGME and ABMGG will work closely to ensure smooth transition for all programs
Future Education Sessions

• **April 2019**: Presentation at ACMG to walk through application process and documentation

• Will include time for hands-on work and consultation

• **May 2019**: Presentation at APHMG to walk through application process and documentation
Key Terms/Abbreviations

- **Common Program Requirements**: the requirements that apply to all specialties and programs in a particular group
- **Program Requirements**: the requirements that apply to a particular specialty (includes both common and specialty-specific language)
Accreditation Council for Graduate Medical Education

What We Do

- Overview
  - Education Site Verification
  - GME Records for Closed Programs
  - Number of Programs

- Accreditation
  - Advancing Innovation in Residency Education (AIRE)
  - Common Program Requirements
  - Milestones
  - New Specialty or Subspecialty Proposals
  - Review and Comment
  - Self-Study
  - Single GME Accreditation System
  - Site Visit

- Recognition
  - Osteopathic Recognition

- Initiatives
  - Awards
  - Back to Bedside
  - Clinical Learning Environment Review (CLER)
  - Physician Well-Being
  - Pursuing Excellence
  - Sponsoring Institution 2025

The 2019 ACGME Annual Educational Conference will be held at the Rosen Shingle Creek Resort in Orlando, Florida.

REGISTER NOW

MEDICAL GENETICS AND GENOMICS SUBSPECIALTIES

- Clinical Biochemical Genetics
- Clinical Informatics
- Laboratory Genetics and Genomics

Kate Hatlak, MSEd
khatlak@acgme.org
312.755.7416

Senior Accreditation Administrator, RC for Pathology and Medical Genetics and Genomics
Common Program Requirements

The ACGME Common Program Requirements are a basic set of standards (requirements) in training and preparing resident and fellow physicians. These requirements set the context within clinical learning environments for development of the skills, knowledge, and attitudes necessary to take personal responsibility for the individual care of patients. In addition, they facilitate an environment where residents and fellows can interact with patients under the guidance and supervision of qualified faculty members who give value, context, and meaning to those interactions.

“...The ongoing research into the development of the competent, independent, practicing physician continues to shape the determinations of optimal resident education from a curricular assessment and learning environment perspective.”
— Jeffrey P. Gold, MD
ACGME Board of Directors

Common Program Requirements Currently in Effect

- Common Program Requirements
- One-Year Common Program Requirements
- Common Program Requirements (Post-doctoral Education Programs)
- Common Program Requirements (Section VI) with Background and Intent
- Common Program Requirements Section VI: Table of Implementation Dates
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Medical Genetics and Genomics

Transition of ABMGG Laboratory Fellowships

The ACGME and the Review Committee for Medical Genetics and Genomics agreed in June 2018 to assume accreditation responsibilities from the American Board of Medical Genetics and Genomics (ABMGG) for laboratory fellowships in clinical biochemical genetics and laboratory genetics and genomics. These resources are provided as a guide for institutions and programs through the transition to ACGME accreditation. The Review Committee, along with representatives of the clinical biochemical genetics and laboratory genetics and genomics communities, have established Program Requirements, and the ACGME is now accepting applications for both specialties. Review guidelines regarding the transition here.

Overview

The documents and resources within this section are provided by the Review Committee for Medical Genetics and Genomics and its staff at the ACGME to assist ACGME-accredited programs and those applying for accreditation. Specialty and subspeciality information is found in each of the links listed below, as applicable.

MEDICAL GENETICS AND GENOMICS SUBSPECIALTIES

Clinical Biochemical Genetics
Clinical Informatics
Medical Genetics and Genomics

Program Requirements and FAQs

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ACGME Surveys
Resident Case Log System
Key Terms/Abbreviations (cont’d)

• **Designated institutional official (DIO):** the individual in a Sponsoring Institution who has the authority and responsibility for all ACGME-accredited programs at that institution

• **Review Committee:** the group comprised of volunteer experts in a field that sets accreditation standards and provides peer review of programs against those standards
Key Terms/Abbreviations (cont’d)

- **Sponsoring Institution**: the organization (or entity) that assumes financial and academic responsibility for a program. Sponsoring Institutions are held to the Institutional Requirements and reviewed by the Institutional Review Committee.

- **Accreditation Data System (ADS)**: A web-based software system to collect, organize, and maintain information for accreditation and recognition purposes, and a means of communication between the ACGME and Sponsoring Institutions and programs.
Key Terms/Abbreviations (cont’d)

- **Clinical Competency Committee (CCC):** A required body comprising three or more members of the active teaching faculty that is advisory to the program director and reviews the progress of all fellows in the program.

- **Participating Site:** An organization providing educational experience or educational assignments for fellows.
Program Requirement Categorizations

- **Core Requirements**: Statements that define structure, resource, and process elements essential to every program in that specialty.

- **Detail Requirements**: Statements that describe a specific structure, resource, or process, for achieving compliance with a Core Requirement.

- **Outcome Requirements**: Statements that specify expected measurable or observable attributes (knowledge, abilities, skills, or attitudes) of fellows at stages of their graduate medical education.
How to Apply
## Application Basics

### Common Application
- Completed online in Accreditation Data System (ADS)
- Questions related to general structure of program and learning environment
- Includes faculty CV information

### Specialty-Specific Application
- Word document filled out and uploaded into ADS
- Questions related to the specialty educational contact of the program

### Document Uploads
- Documentation and policies uploaded into ADS
- Includes (but is not limited to): program policies and procedures; evaluation forms; and block diagram

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Common Application

- DIO must initiate the application in the ADS
- Once initiated, a program name and number will be assigned
- Program director will be sent login information to complete Common Application
Common Application (cont’d)

Components of Common Application include:

• Participating site information
• General structure and format of program
• Faculty CV information

* Full CVs are not required, ADS has pre-set format for input
Faculty CV Info

- Enter all GME training
- Enter all specialty certifications as applicable
- Enter all faculty hours devoted per week
  - *Note:* “Clinical supervision of residents” should be time spent supervising in any setting
Specialty-specific Application

- Word document downloaded from the MGG section of the website
- Fill out all questions, then upload into ADS
- Includes questions specific to the specialty:
  - Number of cases in the past year
  - Laboratory resources
  - Patient care and medical knowledge education
Medical Genetics and Genomics

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MEDICAL GENETICS AND GENOMICS SUBSPECIALTIES
Clinical Biochemical Genetics
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Program Requirements and FAQs

Currently In Effect  

Approved with Future Effective Date July 1, 2019  

Resident/Fellow Eligibility

ACGME Review Committee 2019 Eligibility Decisions

Common Program Requirements Section VI: Table of Implementation Dates

Application for Accreditation

Application for Accreditation

Now program applications must use the online application process within the Accreditation Data System (ADS). For further information, review the “Application Instructions.”
Application for Accreditation

Application for Accreditation

New program applications must use the online application process within the Accreditation Data System (ADS). For further information, review the “Application Instructions.”

- Application Instructions
- Medical Genetics and Genomics
- Clinical Biochemical Genetics
- Clinical Informatics
- Laboratory Genetics and Genomics
- Medical Biochemical Genetics
- Molecular Genetic Pathology
Document Uploads

- Uploaded into ADS
- Documentation and policies specific to the program, including:
  - Block diagram/schedule
  - Sample evaluation forms
  - Supervision policy
  - Competency-based goals and objectives
Application Uploads Instructions

1. Click "Select a file to upload" and select the file from your computer
2. After you have chosen the file, click the "Upload" button

To reduce file size:
1. Open the PDF file on your computer and select the "File" menu
2. Find the "Save As Other" option and choose "Reduced Size PDF"

References to Common Program Requirements (CPR) and Institution Requirements (IR) for each requested attachment are indicated within brackets.

Uploads

Attachment: Policy for Supervision of Residents
Policy for supervision of residents (addresses residents' responsibilities for patient care and progressive responsibility for patient management and faculty responsibilities for supervision) [IR III.B.4; IR IV.I – IV.I.2]

Select a file to upload
Allowed File Types: .pdf  Max Size: 10mb
Upload

Attachment: Program Policies and Procedures
Program policies and procedures for resident clinical experience and education, including policies on moonlighting [CPR II.A.4; CPR VI.F; IR IV.I]

Select a file to upload
Allowed File Types: .pdf  Max Size: 10mb
Upload

Attachment: Overall Educational Goals
Overall educational goals for the program [CPR IV.A.1]

Select a file to upload
Allowed File Types: .pdf  Max Size: 10mb
Document Uploads List

- **Policy for Supervision of Residents**: Policy for supervision of residents (addresses residents’ responsibilities for patient care and progressive responsibility for patient management and faculty member responsibilities for supervision)

- **Program Policies and Procedures**: Program policies and procedures for resident clinical experience and education, including policies on moonlighting
• **Semiannual and Summative Evaluations:** A blank copy of the form that will be used to document the semiannual evaluation of the residents with feedback and a blank copy of the final (summative) evaluation of residents, documenting performance during the final period of education and verifying that the resident has demonstrated sufficient competence to enter practice without direct supervision.
Document Uploads List (cont’d)

- **Program Specific Evaluation Tools**: Copies of tools the program will use to provide objective assessments of competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

- **Forms used for Faculty and Program Evaluation**: Blank copies of forms that residents will use to evaluate the faculty members and the program.
Document Uploads List (cont’d)

- Sample Block Diagram: Provide a sample block diagram for each year of training. Use number of months for each block rotation.

- Specialty-specific Application Questions: Complete the Specialty-specific application and upload it here.
Final Submission

• Once all components are completed, submit in ADS for final approval/sign-off by DIO

• Once DIO approves/submits, application comes to Review Committee staff for processing

• Program will receive confirmation of receipt, including more information about review
### Program Application

#### Program Application Instructions

**Step 1:** Select the Participating Sites *(to be initiated by the DIO and completed by the Program Director)*

1. Site(s) have been added to this program. Click the "View" button to add more available sites or edit your existing list of participating sites.

**Step 2:** Select the Program Director *(to be initiated by the DIO and completed by the Program Director)*

- has been selected as the program director.

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### DIO / Program Director Steps

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### Program Director Steps

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<td>✔️</td>
<td>Update Program Details</td>
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<td>✔️</td>
<td>Add Other Program Personnel</td>
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<tr>
<td>✔️</td>
<td>Update AGMME Requested/Filled Resident Positions</td>
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<td>✔️</td>
<td>Update Clinical Experience and Educational Work Hours Information</td>
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<td>Update Additional Application Questions</td>
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<td>Overall Evaluation Methods</td>
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</table>

- 4 of the 10 required question(s) still need to be answered.

- Please complete the questionnaire on the overall evaluation methods used by this program.
Program Application

Step 8: Overall Evaluation Methods
Please complete the questionnaire on the overall evaluation methods used by this program.

Step 9: Update Faculty Info
Enter the key faculty within your program. In addition, complete a CV for any physician or non-physician faculty member that requires one (a “View/Edit CV” button will appear next to faculty members requiring a CV). Please review the Physician and Non-Physician Faculty Definition on the ‘Faculty’ tab for further clarification on which faculty members to enter into your roster.
You will not see a green check mark on this step. The total number of faculty members entered will differ for each new program.

Step 10: View / Update Residents
(The DIO has indicated that this program does not currently have residents.)

Step 11: Download and Complete the Specialty Specific Application
Download and complete the MS Word specialty specific application document from the ACGME website for your specialty.
Once completed, convert it to a PDF to be uploaded with the other application attachments in Step 12.

Step 12: Upload Application Attachments
6 of the 10 required attachment(s) still need to be uploaded.

Step 13: Review Application
You must upload all application attachments before reviewing your application.

Step 14: Verify and Submit Application to DIO
After clicking “Verify Application and Submit to DIO” button in the header, your application will be submitted to your DIO for review and final submission. After verification, the DIO will electronically submit the application to the ACGME. Applications can only be submitted to the DIO by the Program Director. Program Coordinators cannot submit new applications.

Once the DIO has submitted your application to the ACGME for final review, it cannot be changed, altered or amended.
Site Visit – Yes or No?

• If your program is in good standing with the ABMGG, it will not need a site visit
• If your program is on probation with the ABMGG, or is not accredited by the ABMGG, it will need a site visit
• Visit will occur no less than 30 days after receipt of application/processing
• Program will receive official notice of date once scheduled
Frequently Asked Questions
Q: Does the Review Committee allow laboratory genetics and genomics programs to be longer than 24 months in length?

A: The Review Committee understands that historically the ABMGG allowed programs in both the 24-month and 36-month formats. The Committee determined that the accredited length of the educational program will be 24 months, but programs are free to offer additional training to fellows if they wish. Programs seeking to offer training outside of the 24-month accredited educational program should contact the ABMGG to determine a fellow’s eligibility for certification.
Q: Will the Review Committee accept CBG and LGG programs at institutions that do not sponsor an ACGME-accredited program in medical genetics and genomics?

A: Yes. While it is ideal for lab programs to be sponsored by institutions that have ACGME-accredited medical genetics and genomics programs, the Review Committee understands there may be circumstances where this is not feasible. The Review Committee will accredit lab programs at institutions that do not sponsor ACGME-accredited medical genetics and genomics programs as long as the fellowship program is able to demonstrate substantial compliance with the Program Requirements.
Q: Does it matter if there are both CBG and LGG programs at my institution versus just one?

A: No, programs can apply for accreditation in CBG, LGG, or both. As they are two separate programs, they will require two separate applications.
Q: What are the Review Committee’s expectations for the availability of private sleep/rest facilities, since post-doctoral fellows do not have overnight responsibilities or shifts of extended time periods?

A: The Review Committee expects that sleep/rest facilities be present within the Sponsoring Institution and be available if the post-doctoral fellow should become fatigued, but these facilities do not have to be located specifically within or adjacent to the laboratory facilities.
Q: What if I’m an LGG program director and am only certified in clinical cytogenetics and genomics or molecular genetics and genomics?

A: If an LGG program director is only certified in CGG or MGG, the program will need an assistant/associate program director certified in the complementary specialty, or certified in LGG.
Q: What are the Review Committee’s expectations for coordinator support at institutions that have both CBG and LGG programs?

A: Each program coordinator must be supported at 10 percent FTE for administrative time. However, if an institution has both CBG and LGG, the 10 percent time can be shared between both programs.
Q: How are the leadership and oversight structure different?

A: CBG and LGG are two distinct disciplines, so each will require a designated program director. This is different than the ABMGG model, in which one program director has oversight for both programs.
Q: How were the Program Requirements developed?

A: The existing ABMGG requirements were converted to the ACGME format, and then refined by task forces specific to each specialty, which included experts in the fields of CBG and LGG.
Q: Will we have to still complete Milestones for our fellows?

A: Yes. The ACGME Milestones team will begin soliciting volunteers to draft Milestones for both CBG and LGG in early 2019.
Application Tips

- Be sure all information is accurate and up to date
- Be sure all information is consistent across the application materials
- Spell out or provide keys for any non-standard abbreviations
- Be thorough—don’t assume the Review Committee will know what you are talking about
- PROOFREAD! Have multiple people read it over
Helpful Resources

- ACGME website
- MGG section of the website (Program Requirements, applications, FAQs, other documents, agenda closing dates)
- ACGME Glossary of Terms
- ACGME e-Communication
- E-mail acgmecommunications@acgme.org to be added to list
We are here to help!

Executive Director: Kate Hatlak, MSEd  
312.755.7416  khatlak@acgme.org  
Sr. Accreditation Administrator: Laura Francis, MBA  
312.755.7466  lfrancis@acgme.org  
ADS Support Team  
312.755.7474  ads@acgme.org