Developing Faculty Competencies in Assessment
Application to Attend

The ACGME invites submissions to attend the new team-based offering of its successful Developing Faculty Competencies in Assessment course, to be held January 13-April 7, 2022.

This course will be delivered using both synchronous and asynchronous virtual sessions over a 13-week period and is intended to provide introductory-level content regarding competency-based assessment in medical education to early- and mid-career program directors, associate and assistant program directors, and core faculty members. Participants from any ACGME-accredited programs are eligible to participate. Course attendance will be limited to 32 individuals.

The registration fee for this course is $1,000 per team of participants as described below. Payment must be completed via credit card at the time of registration. The ACGME accepts Visa, MasterCard, AMEX, and Discover. Once a credit card payment is made, a registration confirmation email and receipt will automatically be sent to the email address associated with the registration.

The course application includes the following required content:

1) The identification of a team of two to four individuals from graduate medical education programs sponsored by the same institution. This team should have a team lead and include program directors, associate or assistant program directors, and faculty members who are responsible for program-level design and assessment.

2) The submission of a needs assessment of a current local assessment challenge and a brief description of a potential improvement project addressing some aspect of assessment in the graduate medical education program(s) the team desires to tackle during the course. The details of this project will be finalized during the course and the team's progress implementing the project will be followed over the year after completion of the course.

3) A letter of support from the chairperson of each team member's clinical department and the Sponsoring Institution's designated institutional official (DIO) confirming support for attendance in the course and implementation of the proposed change or improvement project.

4) Short biographical information for each member of the team.

Applications will be reviewed for selection for participation by the course directors. Criteria used in the selection process include date of submission (first come, first

served), description of needs assessment and proposed improvement project, and submission of a complete application.

To allow time for processing, **applications should be submitted no later than December 1, 2021**. Applicants will be notified of selection in real time, with the review process continuing until the full attendee cohort has been selected. Once selected, the team lead will receive notice from the ACGME to register the team in the ACGME's registration system.

In a separate document, provide the following four parts of the application:

1. **Project Proposal**

As part of the ACGME's new course, *A Systems Approach to Developing Faculty Competencies in Assessment, The Asynchronous Course*, attendees must propose a project intended to improve some aspect of learner assessment in their graduate medical education program(s). Course content that can help in the development of the proposed project include, but are not limited to, implementation of an assessment method or tool (e.g., direct observation or multisource feedback), faculty member, or learner development regarding assessment, Clinical Competency Committee structure and function, use of individualized learning plans for promotion of self-directed learning, and improvement plans for the purpose of remediation.

The course faculty members realize that applicants may not currently have a clearly defined project in mind and also understand that projects may evolve significantly as teams participate in this course, but request that teams submit a general project proposal as part of this application. That submission should include a general statement of what the team hopes to accomplish in the project and should identify a question, concern, or unmet need regarding assessment that will be the focus of the project.

Faculty members will work with course participants to develop project content in the following areas:

- Project title
- Description of the current assessment issue in the program
- The opportunity for improvement that the project addresses and who will benefit from this project
- Catalysts for the project that exist within the program or institution
- Sources of resistance that teams may encounter as they implement the project
- Possible short-term or intermediate indicators teams can track that will identify that progress is being made toward the goal.
- Potential outcome(s) that will define success and how will the teams will know they have been achieved.

By the conclusion of the course, all participants should have a well-developed project ready for implementation. As part of course follow-up, you will be asked to complete a

questionnaire at six months and one year following course completion, assessing the success of the project.

2. Biographical Profile
A biographical sketch that describes each team member's current role in graduate medical education. Identify how long each individual has held this position and any other positions in medical education held prior to the current role.

3. Letters of Support
Provide letters of support from your departmental chairperson and institutional DIO confirming support for the team's participation in the course and for implementation of the project being proposed.

4. Team membership
List the team members, including who will serve as the team lead. Team size can vary from two to four individuals.
   1. (Team lead)
   2.
   3.
   4.

As a team member, all individuals agree to:
   • Make their best effort to attend all of the in-person sessions.
   • Complete all assigned course materials.
   • Participate in and complete a project for the program.
   • Implement the project within their home program/institution and complete the required project updates at six months and one year post-course completion.

Address any questions regarding this application to William Iobst: wiobst@acgme.org.
Email the completed application to Chandra Ross: cross@acgme.org.