INTRODUCTION TO SPONSORING INSTITUTIONS AND CLINICAL LEARNING ENVIRONMENTS

Goal
This eight-week course helps new institutional coordinators to understand their role, including their participation in institutional accreditation processes.

Who Should Attend?
This course is designed for individuals who are newer to the institutional coordinator role and who are actively involved in the administration and management of an ACGME-accredited Sponsoring Institution. While this course is tailored to new institutional coordinators (two years or fewer), all interested institutional coordinators are welcome to enroll.

The course is not meant for program coordinators, program directors, associate program directors, or designated institutional officials (DIOs).
Introduction to Sponsoring Institutions and Clinical Learning Environments for Institutional Coordinators

2022 WORKSHOP SCHEDULE

Course sessions will be held on Fridays from 1:00-3:00 p.m. Central on the following dates:

A Year in the Life of the Institutional Coordinator
Friday, September 23

Institutional Accreditation and Requirements: Annual Institutional Review
Friday, September 30

Institutional Accreditation and Requirements: Special Reviews
Friday, October 7

The Clinical Learning Environment Review (CLER) Program
Friday, October 14

Accreditation Site Visits
Friday, October 28

Diversity, Equity, and Inclusion
Friday, November 4

Accreditation Data System (ADS) Functions
Friday, November 11

Leadership, Communication, Change Management, and Reflection
Friday, November 18

Attendance is limited to 50 participants.

There will be no course session on Friday, October 21.
Additional Information

Distance Learning Pre-Work
Prior to the start of each course session, attendees will be emailed instructions on accessing the ACGME’s online learning portal, Learn at ACGME, to view preparatory content and complete discussion posts.

Registration
The registration fee is $499 and includes copies of session materials. Course attendance is limited. 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 two weeks prior to the first live session or when workshop capacity has been reached.

Cancellation and Refund Policies
The ACGME will offer a partial refund minus $125, until August 1, 2022. After that, no refunds will be given.

The ACGME reserves the right to cancel an event due to low enrollment, inclement weather, or other circumstances that would make the event non-viable. If the ACGME cancels an event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, registrants will have the option to receive a full refund or transfer registration to the same event at the new, future date. The ACGME is not responsible for any loss or damage, including but not limited to airfare and hotel costs, as a result of a substitution, alteration, postponement, or cancellation of an event.