



Demystifying the Accreditation Process

Eileen Anthony
Executive Director
Review Committee for Dermatology



Disclosure

Speaker: *Eileen Anthony*



Disclosure to the Learner:

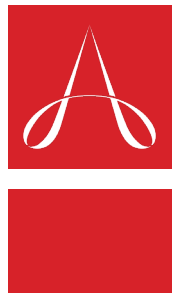
The above speaker does not have any conflicts of interest to report.



ACGME Mission

To improve health care and population health by assessing and advancing the quality of resident and fellow physicians' education through advancements in accreditation and education.

-ACGME MISSION, VISION, and VALUES



Discussion of Topics





Where to Begin...



Accreditation Council for
Graduate Medical Education

LOG INTO

Accreditation Data System (ADS)

ACGME Surveys

Case Log System

Institution and Program Finder

What We Do

Designated
Institutional Officials

Program Directors
and Coordinators

Residents and Fellows

Meetings and
Educational Activities

Data Collection
Systems

Specialties

Home > Specialties > Dermatology

Dermatology

Program Requirements and FAQs

Currently in Effect

FAQ documents are being updated to correspond to the 2020 specialty-specific Program Requirements. Announcements will be made in the ACGME's weekly e-Communication when revised FAQ documents are available. Please contact a member of the Review Committee staff if you have a question about a program requirement.

7/1/2020 Dermatology

Dermatology FAQs

7/1/2020 Dermatopathology

7/1/2020 Dermatopathology (tracked changes copy)

Dermatopathology FAQs

7/1/2020 Micrographic Surgery and Dermatologic Oncology

7/1/2020 Micrographic Surgery and Dermatologic Oncology (tracked changes copy)

Micrographic Surgery and Dermatologic Oncology FAQs

2/1/2021 Pediatric Dermatology

Pediatric Dermatology FAQs

Overview >>

Program Requirements and FAQs and Applications

Milestones >>

Documents and Resources >>

Review Committee Members >>

- From the main ACGME website (ACGME.org), choose 'Specialties' and then 'Dermatology'
- From the Dermatology page, select 'Program Requirements and FAQs and Applications'
- Download the Pediatric Dermatology Program Requirements, application, and instructions documents.



Accreditation Council for
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professionals, including designated
institutional official (DIOs), program
directors, coordinators, faculty
members, and residents and fellows.

LEARN MORE >

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at ACGME

WHAT'S NEW

New! Recruitment Cycle: Issues for Programs
Considering Diversity and COVID-19
NOVEMBER 19, 2020

NAM Action Collaborative holds meeting on clinician
well-being during COVID-19
NOVEMBER 12, 2020

ACGME releases *Pursuing Excellence* Pathway
Leaders Patient Safety Collaborative Report
NOVEMBER 12, 2020

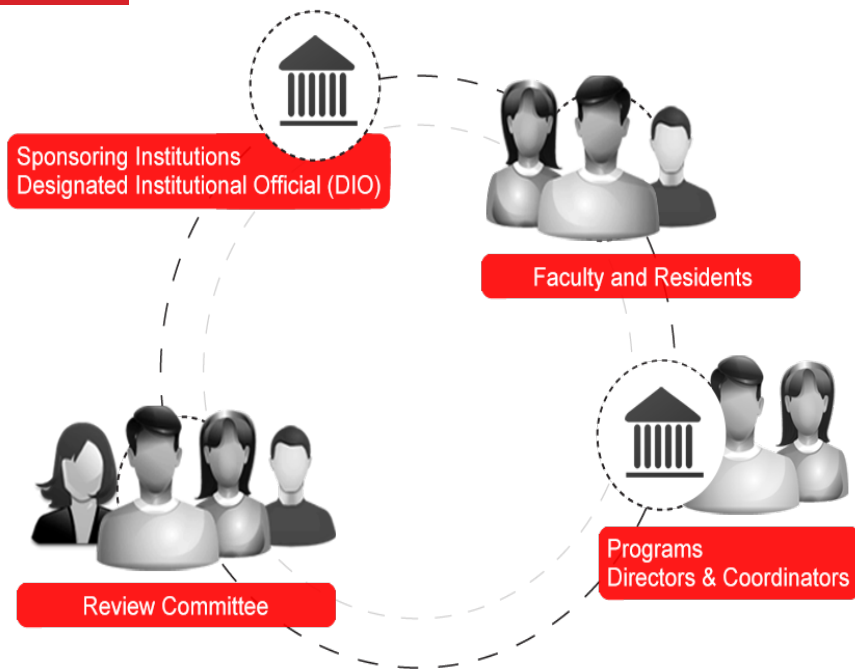
ACGME honors graduate medical education
community with annual awards
NOVEMBER 10, 2020

More News >

www.acgme.org



Accreditation Data System (ADS)

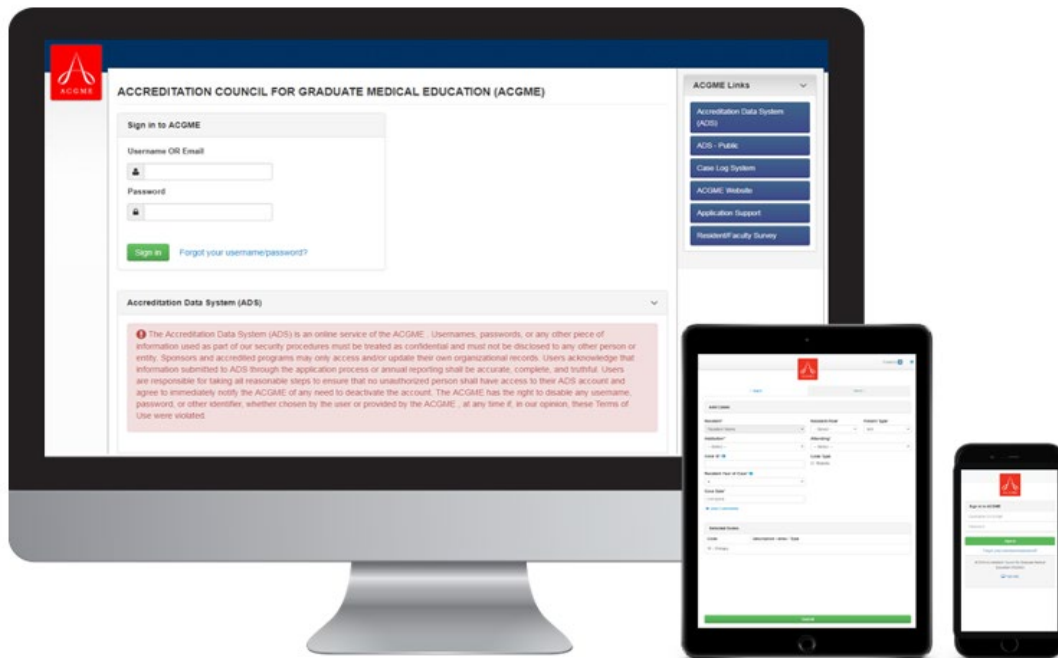


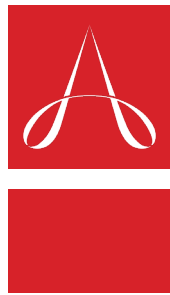
- A web-based system that contains critical accreditation data for all Sponsoring Institutions and programs
- Serves as an ongoing communication tool with Sponsoring Institutions and programs and incorporates several ACGME applications and functions
- Basic setup and password assignment is required to access ADS - DIO, program director, and coordinator



Accreditation Data System (ADS)

- ADS can be accessed anywhere with an internet connection using Windows or Mac operating systems – includes mobile devices





Application Process

- Electronic process
- Initiated by sponsoring institution's designated institutional official (DIO)
- Program director is sent a username and password for application completion
- Two sections: Common (ADS) and specialty-specific (MS Word)
- Requires electronic sign-off by the DIO
- Locked after submission – **NO changes**
- Review Committee team is notified when application has been submitted



Application Parts

1. Common (online via ADS)

- Completed online in ADS
- Questions related to general structure of program and learning environment
- Includes faculty CV information

2. Specialty-specific

- Word document completed and uploaded into ADS
- Questions related to the specialty educational content of the program (tied directly to Program Requirements)

3. Document Uploads/Attachments

- Documentation and policies uploaded into ADS
- Includes (but not limited to): program policies, evaluation forms, block diagram



Common/ADS Function

Program Application Review Submit to DIO

Instructions ^

Program Director Complete ^

Program Info Complete ^

Personnel Complete ^

Residents Complete ^

Application Questions Incomplete v

- Clinical Experience and Educational Work Hours view >
- Overall Evaluation Methods view >
- Additional Program Questions view >

Application Attachments Incomplete v

View Specialty Specific Application

Download and complete this document for your specialty, then convert it to a PDF. view >

Upload Attachment Documents

3 of 13 documents have been uploaded. view >

[back to top](#)

- DIO must initiate the application in ADS
- Once initiated, an ACGME program number will be assigned
- Program director will then be sent login information to complete the rest of the application



Common/ADS Function

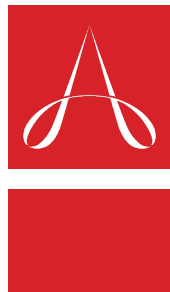
- General program information
 - Contact information
- Program coordinator
- Program's Mission Statement
- Program's aims (goals/objectives)



Participating Sites

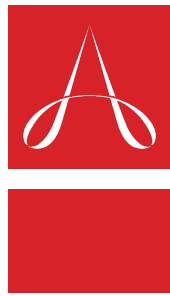
- Primary clinical site
- Other participating sites
 - List site director
 - Provide educational rationale for using site
- Program Letters of Agreement (PLAs)*

**Written documents that address graduate medical education responsibilities between any individual accredited program and a site other than the Sponsoring Institution at which fellows have required educational experiences.*



Participating Sites - PLAs

- Sites that require a PLA are those that routinely provide an educational experience, required for *all* fellows, of **one month** or more.
- It is the responsibility of the DIO to ensure that your program has the established PLAs for all sites that require such.



Faculty Roster

- List pediatric dermatologist faculty members
- Identify core faculty members
 - Have a significant role in the education and supervision of fellows
 - Devote a significant portion of their entire effort to fellow education and/or administration
 - Teach, evaluate, and provide formative feedback to fellows



Faculty Roster

560441 - MEDICAL COLLEGE OF WISCONSIN AFFILIATED HOSPITALS, INC

Overview Program **Faculty** Sites Surveys Milestones Case Logs **Summary** Reports

0805621095 - MEDICAL COLLEGE OF WISCONSIN AFFILIATED HOSPITALS PROGRAM

Dermatology - Milwaukee, WI

[Back To Faculty](#)

Select the New Faculty Member

[Cancel](#)

[+ Add Missing Person](#)

First Name

and

Last Name

and

E-mail Address

or

National Provider ID

Search

Add an asterisk (*) for a wild card search.

Example: to search for John Smith or Jonathan Smith, enter "J*" for first name and "Smith" for last name.

Name	NPI	E-mail	Role	Organization
------	-----	--------	------	--------------

Please enter a name and press "Search" to begin looking for the new Faculty Member.



Faculty Roster

- Certification status
- Program director and faculty member one-page CVs
 - Check for accuracy
 - Scholarly activity from last five years only
- Non-physician Faculty Roster



Faculty Scholarly Activity

Faculty Scholarly Activity Instructions

Please review the Faculty Roster under the 'Faculty' Tab before proceeding. Enter **scholarly activity** that occurred **during the previous academic year**. Scholarly activity must be entered for all active faculty.

If another program at your institution has already entered scholarly activity for a faculty member listed below, you can copy it to your program using the "Copy" button (this button will be disabled if the person is not matched to another program at your institution). Click the "No Activity" button if the faculty member had no scholarly activity during the previous academic year.

Activity for previous years is presented in PDF format (beginning in 2014-2015) and posted following the end of each academic year. **Previous years of scholarly activity are not editable.**

[Download Scholarly Activity Template](#)

2019 - 2020

For reporting year 2019-2020, scholarly activity that occurred during the previous year 2018-2019

Faculty Scholarly Activity

Abstracts, posters, and presentations at international, national, state, or regional meetings between 7/1/2018 and 6/30/2019.

Print

Faculty Member	PMID	Other Publications	Conference Presentations	Other Presentations	Chapters Textbooks	Grant Leadership	Leadership or Peer-Review Role	Formal Courses	Domains	
rac hats DO	1 - 22222222 2 3 4	2	2	2	2	2	N	N	Grants Reviews Curricula Committees	Copy Edit
e e2 DO	1 - 12312312 2 3 4	3	2	2	5	2	Y	N	Reviews Curricula	Copy Edit

- Everyone listed needs a response
- List activity that occurred during the previous year
- System will give an error message when you try to reuse PMID for the same person



Faculty Scholarly Activity

If a faculty member is found in another program within the same Sponsoring Institution, programs can copy scholarly activity from that program

Faculty Scholarly Activity

Faculty Member	PMID	Conference Presentations	Other Presentations
Noelle Volovic MD			
Chris Jordan MD*	1 <i>empty</i> 2 <i>empty</i> 3 <i>empty</i> 4 <i>empty</i>	0	0
Tom Richter MD	Action Required: "Add" or indicate "No Activity"		

Copy Scholarly Activity

Choose a program at your institution to copy from. If the other program has not entered data, or indicated "No Activity", there will be nothing to copy. Review all data before copying. After you copy, any edits you make will not affect the original program's data.

Select Scholarly Activity

Select Scholarly Activity

0801234567 Dermatology - Data Not Yet Reported

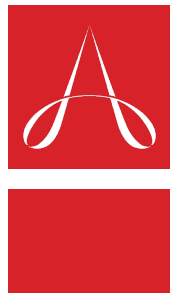
Close Save

Print

Copy Edit

Copy Edit

Copy No Activity Add



Faculty Scholarly Activity

FORMAL COURSE: involves *responsibility* for seminars, conference series, etc., that includes developing training modules for medical students, residents, and fellows. Program lectures are NOT considered formal courses.

LEADERSHIP OR PEER-REVIEW ROLE: involves *active* leadership in a national, state or international medical organization or served as reviewer/editorial board member for a peer-reviewed journal.



Specialty-Specific Section



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Specialties

Home > Specialties > Dermatology

Dermatology

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

DERMATOLOGY SUBSPECIALTIES

Dermatopathology
Micrographic Surgery and Dermatologic Oncology

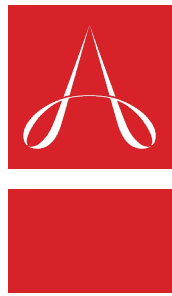
Overview

Program Requirements and FAQs and
Applications

Milestones

Documents and Resources

Review Committee Members




Specialty-Specific Section

- This portion highlights how you want the Review Committee to see the full description of the program in relation to the program requirements.
- Each question is directly tied to a related program requirement.



Specialty-Specific Section

QUESTION:

Describe an activity that fulfills the requirement for experiential learning in identifying system errors and implementing potential systems solutions. [PR IV.B.1.f).(1)] 

ANSWER:

Quality and Process Improvement (formerly M&M) Conference is an opportunity for monthly case review that identifies system errors or bad patient outcomes, which are then reexamined with proposed system changes as an outcome. Attendance is mandatory for all residents and involved attending physicians. During the conference, the resident leader identifies a recent medical error or poor patient outcome, reviews the recent dermatology literature, and presents a comprehensive review of the topic with discussion and proposed process changes as applicable. If the case identifies an area worthy of system-wide change, the resident then formulates an action plan which is approved by the attending physician. It is then the resident's responsibility to disseminate this information to the multidisciplinary teams involved. In this setting, a timeline will be determined for the resident to follow-up with the multidisciplinary team to assess adherence, obstacles, and patient outcomes.



Specialty-Specific Section

Competency Area	Settings/Activities (d=didactic, s=simulation, c=observed clinical care, i=inpatient consultation, op=operating room, o=other, specify)	Method(s) Used to Assess Fellow Competence (e.g., direct/structured observation, checklist, procedure log, course completion, period review of reported case results, etc.)
Pediatric therapeutic procedures including cryotherapy, shave removals, and surgical excisions with appropriate closures. [PR IV.B.1.b). (2).(a)]	[Click here to enter text]	[Click here to enter text]



Attachments

- Specialty-specific application form
- Block Diagram
- PLAs
- Policy for Clinical and Educational Work Hours
- Policy for Supervision of Fellows
- Policy for Fellow and Faculty Member Well-Being
- Goals and Objectives
- Forms used for Fellow Evaluation of Program
- Forms used for Faculty Evaluation of Program
- Forms used for Evaluation of Faculty Member
- Evaluation of Fellow by Faculty Member
- Multi-source Evaluation of Fellow
- Semiannual and Final Evaluations



Application Tips

- Full description of the program with Requirements in mind
 - How will the program operate in the context of the Requirements
- Answer each question in a clear and concise manner
- Be consistent in responses
 - Ensure that there are no discrepancies from one response to the next
- Work with dermatology/other subspecialty programs to gather data in advance
- Step away and have 'fresh eyes' to review when complete.



Program Accreditation Resources

'Learn at ACGME'

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Accreditation Council for
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[Accreditation Data System \(ADS\)](#)[ACGME Surveys](#)[Case Log System](#)[Institution and Program Finder](#)[What We Do](#)[Designated
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Nominations Open! 2022 ACGME Awards

ACGME Awards honor the graduate medical education community for outstanding work and contributions to the field.

The awards submission deadline is extended to Wednesday, April 28, 2021.

[LEARN MORE >](#)

WHAT'S NEW

AACOM, AAMC, ACGME, and ECFMG | FAIMER create transition to residency toolkit
MARCH 24, 2021

Awards submission deadline extended to Wednesday, April 28, 2021
MARCH 23, 2021

CEO Summit on Clinician Well-Being report published
MARCH 17, 2021

Important ACGME program COVID-19 survey results recently published in *JGME*
MARCH 3, 2021

[More News >](#)



Program Accreditation Resources

'Learn at ACGME'

Visit ACGME.org

Visit ACGME-I Explore



THE ONLINE LEARNING PORTAL OF THE ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION

LOG IN

GME COMMUNITY ▾

WELL-BEING RESOURCES ▾

COVID-19 RESOURCES ▾

ASSESSMENT

EVENTS

CREATE AN ACCOUNT

DESIGNATED INSTITUTIONAL OFFICIALS

PROGRAM DIRECTORS

COORDINATORS

FACULTY MEMBERS

RESIDENTS AND FELLOWS





GME COMMUNITY ▾

WELL-BEING RESOURCES ▾

COVID-19 RESOURCES ▾

ASSESSMENT

EVENTS

CREATE AN ACCOUNT

CONTACT US

Completing an Application for ACGME Accreditation

This video provides an overview of the step required to complete and application for a new ACGME residency or fellowship program and is designed to prepare and help program staff as they go through the process of completing a new application.



SHARE THIS



Common Program Application

Participating Sites

Faculty and Staff

Complement Size

Evaluation

EVALUATION

1. Using the tool below (Add new assessment method):

- Provide the methods of evaluation used for assessing resident competence in each of the six required ACGME competencies
- Identify the evaluators for each method (e.g., if performance in patient care is evaluated at the end of a rotation using a global form completed by the residents and also using a checklist to evaluate observed histories and physicals by the ward attending and continuity clinic preceptor, then under path global assessment for a method and faculty resident and senior resident for evaluations and care. Then add patient care again as a competency and a observe done for a method and attending and preceptor as the evaluator).

Competency	Assessment Method	Evaluator(s)
Interpersonal & Communication Skills	Direct observation	Evaluation Committee Faculty Member Peer Resident Program Director Self
Interpersonal & Communication Skills	Global assessment	Evaluation Committee Faculty Member Peer Resident Self
Interpersonal & Communication Skills	Oral Examination	Evaluation Committee Program Director Self
Interpersonal & Communication Skills	Recruitment view	Evaluation Committee Peer Resident Program Director Self
Interpersonal & Communication Skills	Structured case discussions	Faculty Member Program Director Self
Medical Knowledge	Direct observation	Evaluation Committee Faculty Member Peer Resident Program Director Self

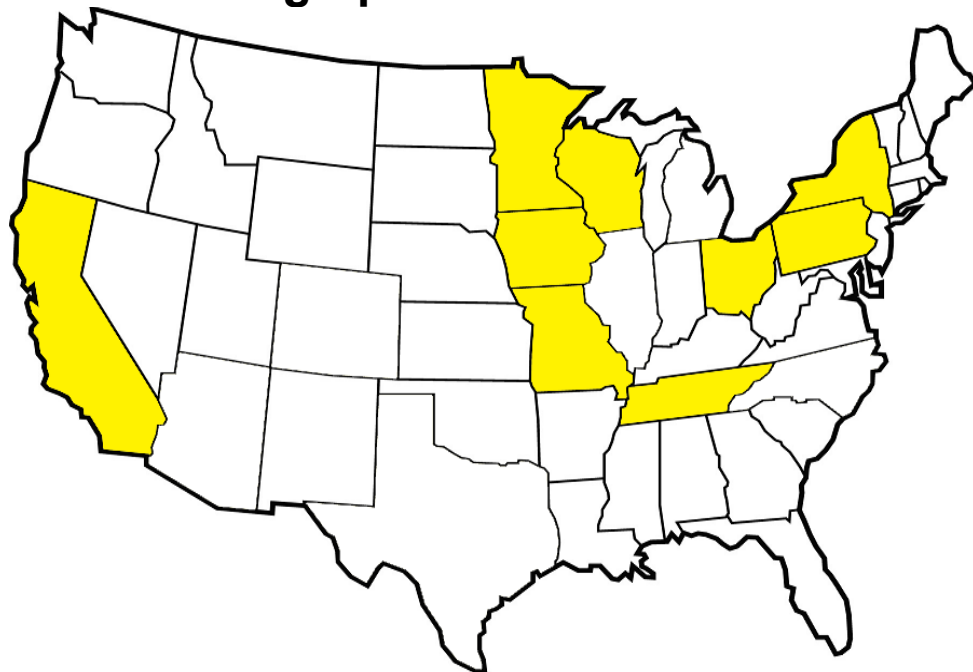




Review Committee Composition

- Three nominating organizations: American Board of Dermatology (ABD), American Medical Association (AMA), and American Osteopathic Association (AOA)
- One public member
- 11 voting members
- Ex-officio member from ABD (non-voting)
- Six-year terms (except for resident member who serves two years)
- *Program Directors, Chairs, Faculty Members, Resident, and Public Representation*

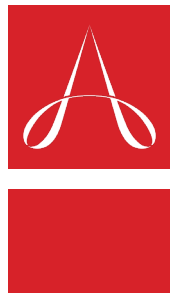
Geographic Distribution





Review Committee Members

- Tammy Ferringer, MD
 - Ilona Frieden, MD
 - Amit Garg, MD, Vice Chair
 - Hillary Johnson-Jahangir, MD
 - Alexa Leone, DO, Resident Member
 - Stephen Purcell, DO
 - Desiree Ratner, MD
 - Erik Stratman, MD, Chair
 - Mary Theobald, MBA, Public Member
 - Carilyn Wieland, MD
 - Teresa Wright, MD
 - *Tom Horn, MD, ABD Ex-officio*
- Incoming Members, July 1, 2021:**
- Courtney Schadt, MD (ABD)
 - Karthik Krishnamurthy, DO (AOA)
 - Nathan Bowers, MD, PhD (Resident)



Review Committee Team



Eileen Anthony

Executive Director

312.755.5047; eanthony@acgme.org



Sandra Benitez

Associate Executive Director

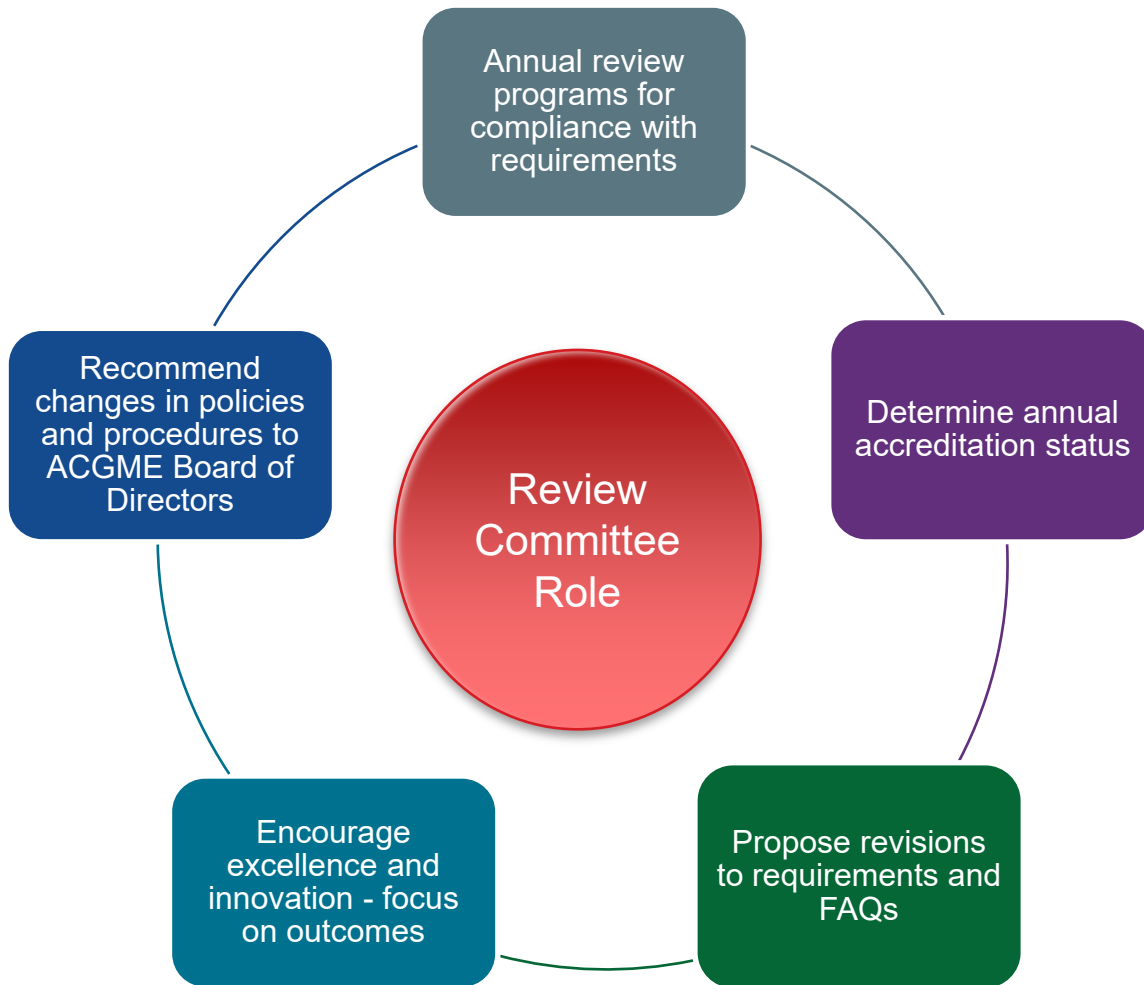
312.755.5035; sbenitez@acgme.org



Betty Cervantes

Accreditation Assistant

312.755.7470; brc@acgme.org



- Physicians within specialty
- Resident within specialty
- Public member
- Ex-officio members



Review Committee Meetings



Annual Data Review (January)

- Annual Accreditation Decisions
- Permanent Increases
- Applications



Annual Data Review (April)

- Annual Accreditation Decisions, Cont.
- Site Visit follow-up
- Applications
- 'Other' Business



Additional Meetings, as Needed

- Program Requirement Revisions
- FAQs
- 'Other' Business



ACGME Website

Who Should I Contact?

Review Committee Team

- Program requirements
- Applications
- Notification letters
- Complement requests

Field Activities Team

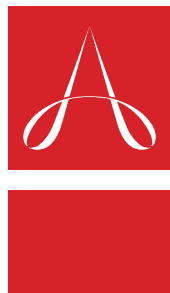
fieldrepresentatives@acgme.org

- Site Visits
- Self-Studies

ADS Team

ADS@acgme.org (312.755.7474)

- ADS support
- Resident/Fellow and Faculty Surveys support
- Milestones support



ACGME Glossary of Terms

complement
summative irc
fellow formative
outcomes dio
citation primary
ccc roster
detail core milestones
faculty pec lon afi sites
sponsor rrc





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Questions?



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Thank you!