Transition of ABMGG Laboratory Fellowships

May 15, 2020

Kate Hatlak, MSEd, PMC
Review Committee Executive Director

Disclosures

- Ms. Hatlak is a full-time employee of the ACGME and has no conflicts to report.

Important Dates

- July 13, 2020 – cut-off date for potential September 2020 Review Committee meeting

  - If enough applications received by that date, Review Committee will review in September

- September 30, 2020 – agenda closing date for December 2020 Review Committee meeting

  - All programs should aim to be reviewed at this meeting

The Transition So Far

- Applications have been reviewed at three Review Committee meetings so far

- 21 ACGME-accredited Laboratory Genetics and Genomics (LGG) programs

- Eight ACGME-accredited Clinical Biochemical Genetics (CBG) programs

Key Terms/Abbreviations

- Common Program Requirements: the requirements that apply to all specialties and programs in a particular group

  - CBG and LGG use the Post-Doctoral Education Programs version

- Specialty-specific Program Requirements: the requirements that apply to a particular specialty

  - One set for CBG and one set for LGG

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Family Medicine

Internal Medicine

Medical Genetics and Genomics

Neurological Surgery

Neurology

Nuclear Medicine

Obstetrics and Gynecology

Ophthalmology

Orthopaedic Surgery

Osteopathic Neuromusculoskeletal Medicine

Otolaryngology - Head and Neck Surgery

Pathology

Pediatrics

Physical Medicine and Rehabilitation

Plastic Surgery

Preventive Medicine

Psychiatry

Radiation Oncology

Radiology

Surgery

Thoracic Surgery

Transitional Year

Urology

OCT
26
2018

ACGME President and CEO Thomas J. Nasca, MD, MACP named co-lead of NAM opioid collaborative working group

»

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Medical Genetics and Genomics

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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 subspecialty information is found in each of the links listed below, as applicable.

MEDICAL GENETICS AND GENOMICS SUBSPECIALTIES

Clinical Biochemical Genetics

Clinical Informatics

Overview	○
Program Requirements and FAQs and Applications	»
Milestones	»
Documents and Resources	»
Review Committee Members	»

✉ ☎

Contact Us:

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Senior Accreditation Administrator, RC for

Accreditation Council for Graduate Medical Education

What We Do	Designated Institutional Officials	Program Directors and Coordinators	Residents and Fellows	Meetings and Educational Activities	Data Collection Systems	Specialties

Medical Genetics and Genomics

Program Requirements and FAQs

Currently in Effect —

7/1/2018	📄 Medical Genetics and Genomics	
	📄 Medical Genetics and Genomics FAQs	
9/30/2018	📄 Clinical Biochemical Genetics	
	📄 Clinical Biochemical Genetics FAQs	
7/1/2017	📄 Clinical Informatics	
	📄 Clinical Informatics FAQs	
9/30/2018	📄 Laboratory Genetics and Genomics	
	📄 Laboratory Genetics and Genomics FAQs	
7/1/2017	📄 Medical Biochemical Genetics	
	📄 Medical Biochemical Genetics FAQs	
7/1/2017	📄 Molecular Genetic Pathology	
	📄 Molecular Genetic Pathology FAQs	

Overview

Program Requirements and FAQs and Applications

Milestones

Documents and Resources

Review Committee Members

✉ ☎

Contact Us:

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Kate Hatlak, MSEd

Key Terms/Abbreviations

- 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 (requirements) and provides peer review of programs against those standards

  - Includes a member with CBG expertise and a member with LGG expertise

Key Terms/Abbreviations

- 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 (IRC).

- Accreditation Data System (ADS): a web-based 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

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

- Program Evaluation Committee (PEC): a required body comprising of at least two program faculty members and one post-doctoral fellow that conducts formal, systematic evaluation of the curriculum and program at least annually

Application Parts

1. Common Application

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

2. Specialty-specific Application

- Word document filled out, then uploaded into ADS
- Questions related to the specialty educational content of the program

3. Document Uploads

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

Common Application

Program Application			①	Review	Submit to DIO

Instructions	^

Program Director	Complete ^

Program Info	Complete ^

Personnel	Complete ^

Residents	Complete ^

Application Questions	Incomplete ∨
⊘ Clinical Experience and Educational Work Hours	view >
⊘ Overall Evaluation Methods	view >
⊘ Additional Program Questions	view >

Application Attachments	Incomplete ∨
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, a program name and number will be assigned

- Program director will then be sent login information to complete the rest of the application

Common Application

Components of Common Application include:

- Participating site information

- General structure and format of program and educational environment

- Faculty CV information

    ✱ Full CVs are not required, ADS has pre-set format for input

Faculty CV Tips

- Enter <u>all</u> GME/applicable training

- Enter <u>all</u> specialty/subspecialty certifications

- Enter <u>all</u> faculty hours devoted per week

  - "Clinical supervision of residents" = time spent supervising in any setting

- Ensure scholarly activity is reported in correct categories

Associate Program Director

- LGG programs with a program director certified in only clinical cytogenetics and genomics or molecular genetics and genomics require an associate program director in complementary specialty

  - Associate program director must be identified in ADS

  - Akin to co-director from ABMGG

- Other LGG programs and CBG programs can have them, just not required

Edit Faculty -

Degrees: ℹ

✖ MD

Program Specific Title:

Associate Program Director, Training Faculty (Cytogenetics)

Email address for communicating with ACGME:

Primary Institution: ℹ

Medical Center

Date First Appointed Faculty Member in this program:

July   1st   2017   📅   ✖

Specialty-Specific Application

- Word document downloaded from the MGG web page

- 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

Accreditation Council for Graduate Medical Education

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Medical Genetics and Genomics

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

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

Overview	»

Program Requirements and FAQs and Applications	○

Milestones	»

Documents and Resources	»

Review Committee Members	»

✉ 📞

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ACGME Review Committee 2019 Faculty Scholarly Activity Decisions
ACGME Review Committee 2019 Eligibility Decisions
Common Program Requirements Section VI: Table of Implementation Dates

Application for Accreditation

2019 Update

Updated applications for new programs have been posted for most specialties/subspecialties to correspond to the updated Program Requirements. When viewing an application, if the date in the footer of the document pre-dates 2019, please consult Review Committee staff for more information.

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

1. Block Diagram

2. Program Letters of Agreement (PLAs)

3. Policy for Clinical and Educational Work Hours

4. Policy for Supervision of Residents/Fellows

5. Policy for Resident/Fellow and Faculty Member Well-Being

6. Goals and Objectives

Document Uploads

7. Forms used for resident/fellow evaluation of program

8. Forms used for faculty member evaluation of program

9. Forms used for evaluation of faculty member

10. Evaluation of resident/fellow by faculty member

11. Multi-source evaluation of resident/fellow

12. Semiannual and final evaluations

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

1 out of 13 documents have been uploaded

Specialty-specific Application Questions

Complete the Specialty-specific Application and upload it here.

Note: *This application template is also used when preparing for the site visit at the end of the initial accreditation period.*

[Download Application]

⊕ **Select a file to upload**
Allowed File Type(s): .pdf | Max Size: 10 MB

⬆ Upload

Block Diagram

Common Instructions: Provide a block diagram for each year of training in the program. The number of block rotation months should align with the list of participating sites in ADS. Specialty-specific instructions may also be available.

Osteopathic Recognition Instructions (*if applicable*): Update the block diagram to include where OPP is integrated into the curriculum. The block diagram should specifically identify where and when the following experiences are integrated, if applicable: osteopathic education/experience in the clinical setting, osteopathic clinic (either OMT clinic or integrated specialty clinic), and osteopathic didactics/labs. It may be best to indicate osteopathic experiences on the block diagram through the use of symbols and an associated legend. This will become the new block diagram for the program, so ensure that it continues to reflect the experience of all residents in the program, not just designated osteopathic residents.

[📄 Block Diagram Instructions/Sample]

Uploaded File: M02070000120200428141120BlockDiagram.pdf
Date Uploaded: April 28, 2020

Document Upload Tips

- Ensure all documents are specific to the program

  - Can share/borrow from other programs as appropriate, but must demonstrate that CBG/LGG have forms specifically for those programs

- Uploads for each section must be distinct forms

  - Do not repeat forms in different sections

Document Upload Tips

- Semiannual and final evaluations must meet requirements

  - May look very similar, but should be two distinct documents

  - Cannot just be Milestones

  - Cannot be end-of-rotation forms

  - Final evaluation should include language about being able to practice autonomously

Competency-Based Goals and Objectives

- Programs must have these for <u>each</u> rotation

  - Application asks for a sample for one rotation in each year

- These are <u>not</u> the Milestones

- Must include each of the six ACGME Competencies

- Must be specific to each rotation

  - How will fellows progress along competency in each rotation?

Final Submission

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

2. DIO approves/submits, application comes to Review Committee staff for processing

3. Program receives automated email from ADS confirming submission

4. Review Committee staff follows up with email confirming receipt and providing more information about review

Enter ID 🔍

Overview   **Institution**   **Participating Sites**   **Sponsored Programs**   **Site Visits**   **Reports**

Overview   Program ⌄   Faculty ⌄   Residents ⌄   Sites

⚠ **Application Incomplete**
Review Steps

Annual Reporting Cycle ⌄

Application for Accreditation Submission Date: *No Information Currently Present*
Original Accreditation Date: *No Information Currently Present*
Accreditation Status: *No Information Currently Present*
Effective Date: *No Information Currently Present*
Accredited Length of Training: 2 Year(s)
Program Format: Standard
Case Logs: Use Required by ACGME

Last Site Visit Date: *No Information Currently Present*
Date of Next Site Visit (Approximate): *No Information Currently Present*

Additional Requirements ⌄

Clinical Experience and Educational Work

Overall Evaluation Methods

Total Approved Resident Positions: *No Information Currently Present*
Total Filled Resident Positions*: 0

*Total filled will reflect the previous academic year until the annual update is completed for the current academic year. Totals may vary from year to year due to off cycle residents.

Notification Letters ⌄

View Notification Letters

Reference Materials ⌃

Journal of GME ⌃

Program Requires Prior or Additional Accredited GME Training: Yes
Number of Prior or Additional Accredited GME Training Years: 0
Program Requires Dedicated Research Year Beyond Accredited Program Length: No

Program Profile

Edit Info

Program Application

Overview Legend ˅

⚠ Missing Data

✓ Section Complete

Reference Materials ˄

Journal of GME ˄

❓Program Director Program Application Guide

Program Application Instructions ˄

DIO / Program Director Steps   `Not Submitted`

✓ **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.   **View**

✓ **Step 2: Select the Program Director** *(to be initiated by the DIO and completed by the Program Director)*   **View**
has been selected as the program director.

Program Director Steps   `Not Submitted`

✓ **Step 3: Update Program Details**   **View**
Basic program information has been entered

✓ **Step 4: Add Other Program Personnel**   **View**
You are required to add at least one program coordinator (max 2). You may also add a Department Chair.

The following personnel have been added: Program Coordinator, Department Chair

✓ **Step 5: Update ACGME Requested/Filled Resident Positions**   **View**
The number of resident positions being requested as well as the number of positions currently filled have been entered.

⚠ **Step 6: Update Clinical Experience and Educational Work Hours Info**   **View**
Be sure to update the clinical experience and educational work information for this program.

⚠ **Step 7: Update Additional Application Questions**   **View**
4 of the 10 required question(s) still need to be answered.

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

Inaccurate and Incomplete Information

- Program director must ensure that all information submitted to the ACGME is accurate and complete

- Proofread everything to ensure accuracy and consistency

- Check for compliance against program requirements

  - Especially document uploads

- Spell out/provide key for non-standard abbreviations

FAQ: LGG 2-year vs. 3-year

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.

FAQ: LGG 2-year vs. 3-year

What this means:

Programs can continue to train in whichever format they have been using. LGG programs wishing to continue to train in the three-year format must demonstrate they meet all of the program requirements within the two years of accredited training, and must check with the ABMGG to ensure fellows will be eligible for certification.

FAQ: Coordinator Support

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 programs, the 10 percent time can be shared between both programs.

FAQ: Clinical/Patient Care

Q: *How will the Review Committee interpret requirements that mention clinical care and patient care, since post-doctoral fellows do not participate in direct patient or clinical care?*

A: In the context of post-doctoral laboratory training, the terms "clinical care" and "patient care" will be interpreted to represent clinical laboratory training.

FAQ: Clinical/Patient Care

What this means:

Programs must answer all questions in the application, including those asking about clinical care/patient care. Responses should be through the lens of clinical laboratory care.

✱ Please see posted FAQs for more information on patient case conferences, patient safety events, quality improvement, and transitions of care, among others.

Helpful Resources

- ACGME website

  - MGG section (program requirements, specialty-specific application forms, FAQs, agenda closing dates)

  - ACGME Glossary of Terms

- ACGME *e-Communication*

  - Sent out weekly, includes important updates about ACGME as a whole as well as updates and announcements from the Review Committee

  - Email acgmecommunications@acgme.org to be added to list

Key Takeaways

Start early

Use the program requirements and FAQs as a guide when completing your application

Contact Review Committee staff when you have questions

Check everything over for accuracy, consistency, etc.

We are here to help!

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Kristen Kennedy, M.Ed. *Associate Executive Director*	• kkennedy@acgme.org 312.755.7039
Katherine McCue *Accreditation Administrator*	• kmccue@acgme.org 312.755.7466
ADS Support Team (Technical Issues)	• ads@acgme.org 312.755.7474

Milestones

- Milestones for CBG and LGG will go into effect July 1, 2020

- First reporting window will be November-December 2020

- Resources are available on the Milestones section of the website and in Learn at ACGME

- Contact milestones@acgme.org with questions

Questions?