

Transition of ABMGG Laboratory Fellowships

May 15, 2020

Kate Hatlak, MSEd, PMC Review Committee Executive Director



• 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

- 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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What We Do	Insti	Designate itutional O		Program Directors and Coordinators	Residents and Fellows	Educ	ings and cational ivities	Data Collection Systems	Specialties
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Today!		EDUC	Color	and Rectal Surgery	Ophthalmolog	3Y		Psychiatry	
Join the largest GME		ENO	Derm	natology	Orthopaedic S	Surgery		Radiation Oncology	
gathering in the country collaborate and network with colleagues from		R	Emer	gency Medicine	Osteopathic N Medicine	leuromuscul	oskeletal	Radiology	
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Registration is now open			Inter	nal Medicine	Pathology			Thoracic Surgery	
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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 transitionhere.

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	0
Program Requirements and FAQs and Applications	*
Milestones	*
Documents and Resources	*
Review Committee Members	*



Executive Director, RC for Medical Genetics and Genomics and Pathology Kate Hatlak, MSEd khatlak@acgme.org 312.755.7416 Accreditation Council for Graduate Medical Education Accreditation Data System (ADS) ACGME Surveys Resident Case Log System

Overview

Applications

Milestones

Program Requirements and FAQs and

Documents and Resources

Review Committee Members

and Genomics and Pathology

Executive Director, RC for Medical Genetics

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Medical Genetics and Genomics

Program Requirements and FAQs

0	- 1
Currently in	Effect -
7/1/2018	Medical Genetics and Genomics
	🖄 Medical Genetics and Genomics FAQs
9/30/2018	🛽 Clinical Biochemical Genetics
	🖄 Clinical Biochemical Geve
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

- 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

- 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.

- 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 ©2020 ACGME



A Bark to too

Common Application

Program Application	0 Review Submit to DIO
Instructions	^
Program Director	Complete A
Program Into	Complete A
Personnel	Complete 🔺
Residents	Complete A
Application Questions	Incomplete ~
O 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	

- 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:

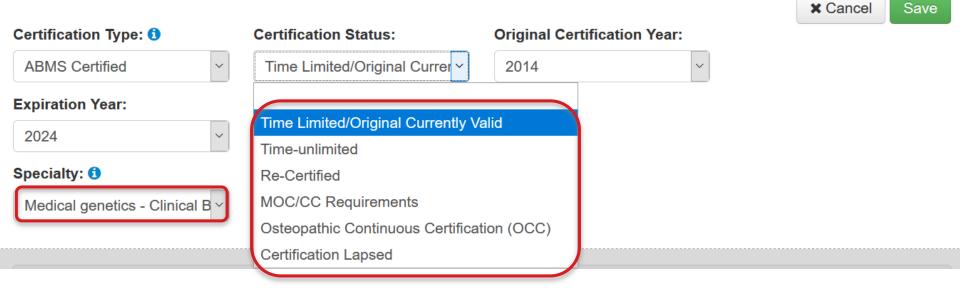
- Participating site information
- General structure and format of program and educational environment
- Faculty CV information
 - Full CVs are not required, ADS has pre-set format for input

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



Faculty Certification



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 -	X Cano
Degrees: 🕦	
× MD	
Program Specific Title:	
Program Specific Title: Associate Program Director, Training Faculty (Cytog	enetics)
	enetics)
Associate Program Director, Training Faculty (Cytog	enetics)
Associate Program Director, Training Faculty (Cytog	enetics)

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



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Home > Specialties > Medica	al Genetics and Genomics						
Medical Ger	netics and Ge	enomics			Overview		»
Program Requirem	nents and FAQs			+	Program Requireme Applications	nts and FAQs and	0
Approved with Future	Effective Date July 1, 20	19		+	Milestones		»
					Documents and Res	ources	»
👌 ACGN	ent/Fellow Eligibility /IE Review Committee 20 non Program Requiremer	<u> </u>	nplementation Dates		Review Committee	Members	>>
Application for Acc	creditation				Contact Us:	RC for Medical Geneti	
Application for Accred New program application information, review the "//	is must use the online applica	tion process within the Acc	reditation Data System (ADS	6). For further +	and Genomics and I Kate Hatlak, MSEd khatlak@acgme.org 312.755.7416	Pathology	6

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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

 DEC 7.8 2020
 Meeting Date

 For all new applications, please contact RC staff to confirm application submission timelines.

 FEB 1 2021
 Agenda Closing Date

 APR 6 2021
 Meeting Date

For all new applications, please contact RC staff to confirm application submission timelines.

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



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.

Jploads	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	
O Select a fi	e to upload
Allowed File Type(s): .p	df Max Size: 10 MB
◆ Upload	
Block Diagram	
<u>Common Instructions</u> : Provide a block diagram for each year of training in the p participating sites in ADS. Specialty-specific instructions may also be available.	rogram. The number of block rotation months should align with the list of
<u>Osteopathic Recognition Instructions (<i>if applicable</i>): Update the block diagram t should specifically identify where and when the following experiences are integr osteopathic clinic (either OMT clinic or integrated specialty clinic), and osteopat block diagram through the use of symbols and an associated legend. This will b effect the experience of all residents in the program, not just designated osteop</u>	ated, if applicable: osteopathic education/experience in the clinical setting, hic didactics/labs. It may be best to indicate osteopathic experiences on the ecome the new block diagram for the program, so ensure that it continues to
Block Diagram Instructions/Sample	

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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

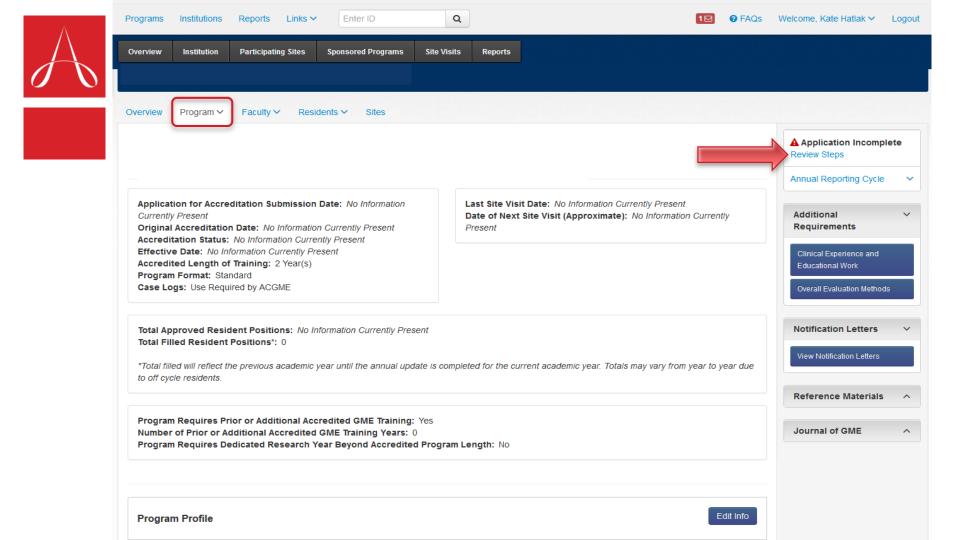
- Semiannual and final evaluations must meet requirements
 - May look very similar, but should be two distinct documents
 - Cannot just be Milestones
 - Cannot be end-of-rotation forms
 - Final evaluation should include language about being able to practice autonomously

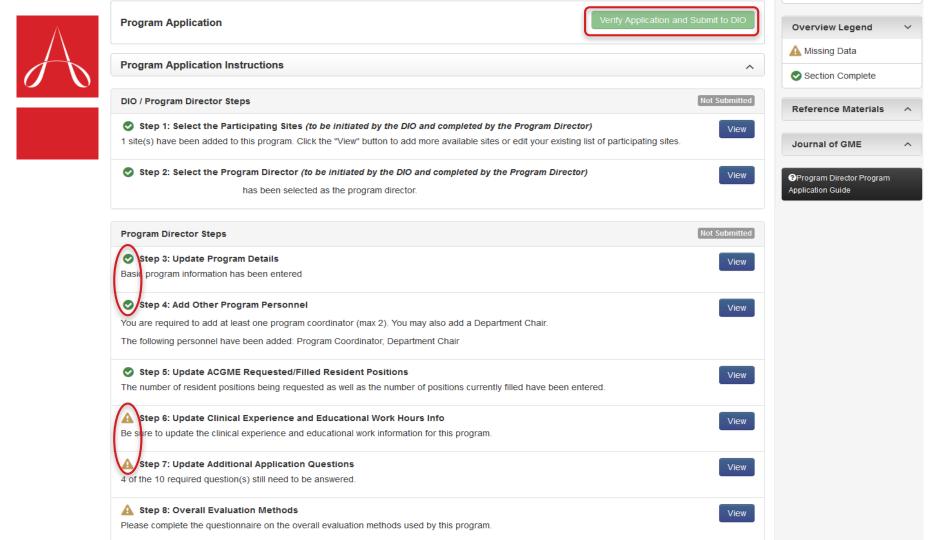
Competency-Based Goals and Objectives

- 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





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 ©2020 ACGME

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.

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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 <u>acgmecommunications@acgme.org</u> 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.

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We are here to help!

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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?



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