

The Basics of Accreditation workshops will be virtual in 2021!

The ACGME's eighth consecutive annual workshop series, The Basics of Accreditation for New Program Coordinators, will be held virtually. More accessible than ever before, this two-part workshop will dive into ACGME accreditation. Participants will hear from Review Committee and other ACGME staff members involved in accreditation. Sessions include information on the ACGME, the Common Program Requirements, the Accreditation Data System (ADS), assessment and the Milestones, Accreditation Site Visits, and working with residents/fellows. Additionally, an experienced program coordinator will discuss the yearly calendar. These guest coordinator speakers are chosen based on workshop attendance trends and while a speaker may not represent all attendees' individual specialty, the concepts discussed reflect general practices across specialties and subspecialties.

Virtual workshops will stream content in succession and are highly interactive—attendee participation is expected! Participants can virtually meet ACGME staff members in real time and ask questions, and there will also be plenty of opportunity to network with colleagues. Workshops will be conducted through Zoom. Sessions will not be available for later viewing and to participate, registrants must be available during the times indicated.

THE BASICS OF ACCREDITATION FOR NEW PROGRAM COORDINATORS



Goal

This two-part workshop helps new coordinators understand the basics of ACGME accreditation of residency and fellowship programs.

Who Should Attend

This workshop is designed for individuals in the program coordinator role who are actively involved in the administration and management of an ACGME-accredited program. The information in this workshop is introductory, tailored to NEW program coordinators with fewer than two years' experience in their role; this workshop is not designed for seasoned coordinators. Coordinators at any level from osteopathic programs new to ACGME accreditation are welcome to participate.



**Subspecialty
(fellowship)
coordinators should
register for the date
of the relevant core
specialty.**

The Basics of Accreditation for New Program Coordinators 2021 WORKSHOP SCHEDULE

**Participants should register for the workshop
date scheduled for their core specialty.**

If you are not sure where you fit, visit:
<https://www.acgme.org/Specialties>

Part I attendance is limited to 150 participants per workshop.

**Part I - Specialties: Allergy and Immunology, Neurology,
Pediatrics, Physical Medicine and Rehabilitation, Plastic
Surgery, Psychiatry, Surgery, Thoracic Surgery**

Tuesday, May 18

**Part I - Specialties: Emergency Medicine, Internal Medicine,
Nuclear Medicine, Radiology**

Monday, May 24

Part II - Specialties: All of the Above

Wednesday, June 2

Participation in Part I is required before participating in Part II.
Part II attendance is limited to 300 participants.

**Part I - Specialties: Dermatology, Family Medicine,
Obstetrics and Gynecology, Ophthalmology, Osteopathic
Neuromusculoskeletal Medicine, Urology**

Tuesday, June 8

**Part I - Specialties: Anesthesiology, Colon and Rectal
Surgery, Medical Genetics and Genomics, Neurological
Surgery, Orthopaedic Surgery, Otolaryngology – Head and
Neck Surgery, Pathology, Preventive Medicine, Radiation
Oncology, Transitional Year**

Tuesday, June 15

Part II - Specialties: All of the Above

Tuesday, June 22

Participation in Part I is required before participating in Part II.
Part II attendance is limited to 300 participants.



ACGME

Accreditation Council for
Graduate Medical Education

ACGME 2021 WORKSHOPS and COURSES



General Workshop Information

All workshops take place virtually. Part I will run from 9:00 a.m. to 2:30 p.m. Central, and Part II will run on a separate day (see schedule) from 8:45 a.m. to 12:00 p.m. Central. Distance learning pre-work will be required; instructions will be provided via email. The workshop agenda includes introductory information about the ACGME, its Review Committees, and the accreditation process. Attendees will have the chance to virtually meet their specialty's Review Committee staff members during a specialty-specific session. Workshops are led by ACGME senior staff members; administrative staff members from the applicable Review Committee; staff members from the areas of Applications and Data Analysis, Milestones, Education, and Field Activities; and a guest coordinator.

Distance Learning Pre-Work

Prior to the start of each workshop, attendees will be emailed instructions on accessing the ACGME's online learning portal, Learn at ACGME, to view the *Overview of the ACGME* module.

Who Should Attend

Registration is limited to new coordinators who are seeking more information on ACGME accreditation. This workshop is not meant for program directors, associate program directors, designated institutional officials (DIOs), or experienced coordinators.

Registration

The **registration fee is \$99** and includes copies of session materials. Workshop attendance is limited, and available on a first come, first served basis. 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 one week prior to each workshop or when workshop capacity has been reached.

Cancellation and Refund Policies

This workshop is non-refundable; confirm your availability before registering. In the event you are not able to attend the workshop once registered, registration is transferable to another person in the same organization. Registration transfers must be requested via email to

registration@acgme.org.

Content Questions?

Liz Johnson

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Registration Questions?

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registration@acgme.org

The 2021 Basics of Accreditation for New Program Coordinators Virtual Workshop Agenda

PART I

All sessions take place in Central Time

- 8:45 a.m. Check-in and Technology Help Desk Open
- 9:00 a.m. Welcome and Introductions
Ms. Lauren Wojnarowski, ACGME Educational Activities
- 9:10 a.m. Cracking the Code: The Ultimate GME Game
Ms. Victoria Kreps and Ms. Liz Johnson, ACGME Educational Activities
- 9:30 a.m. NETWORKING BREAK
- 9:45 a.m. Overview of the Common Program Requirements
Ms. Anne Down, ACGME Accreditation Standards
- 10:15 a.m. NETWORKING BREAK
- 10:30 a.m. An Introduction to the ACGME Accreditation Data System (ADS)
Ms. Samantha Alvarado, ACGME Applications and Data Analysis
- 11:15 a.m. NETWORKING LUNCH by Specialty via Breakout Rooms
b.y.o. lunch!
- 12:00 p.m. Accreditation Start to Finish
ACGME Review Committee Staff Members
- 1:00 p.m. NETWORKING BREAK
- 1:15 p.m. Year in the Life of a Coordinator
Coordinator Guest Speaker
- 2:30 p.m. Final Thoughts and Adjourn
Ms. Liz Johnson, ACGME Educational Activities

The 2021 Basics of Accreditation for New Program Coordinators Virtual Workshop Agenda

PART II

All sessions take place in Central Time

- 8:15 a.m. Check-In and Technology Help Desk Open
- 8:45 a.m. Welcome and Overview of Day
Ms. Liz Johnson, ACGME Educational Activities
- 9:00 a.m. Coordinator Role in Assessment and Milestones
Dr. Laura Edgar, EdD, CAE and Sydney McLean, ACGME Milestones
- 9:45 a.m. NETWORKING BREAK
- 10:00 a.m. Introduction to ACGME Site Visits and
Meet an Accreditation Site Visitor - FAQs and Q&A
Dr. Lee Segal, ACGME Accreditation Field Representative
Ms. Andrea Chow, ACGME Field Activities
- 11:00 a.m. NETWORKING BREAK
- 11:15 a.m. Working with Residents
Ms. Kate Hatlak, EdD, ACGME Accreditation Services
- 12:00 p.m. Final Thoughts and Adjourn
Ms. Liz Johnson, ACGME Educational Activities