

The Basics of Accreditation for New Program Coordinators

(Must have less than 2 years experience)

Sponsored by the
Accreditation Council for Graduate Medical Education

ACGME Headquarters
515 N. State St. Suite 2000
Chicago, Illinois 60654

Dates of Workshops

July 12, 2010	Anesthesiology, Preventive Medicine, Obstetrics/Gynecology, Radiology, Nuclear Medicine
July 26, 2010	Internal Medicine and Internal Medicine Subspecialties
August 9, 2010	Surgery, Plastic Surgery, Thoracic Surgery
August 23, 2010	Dermatology, Ophthalmology, Otolaryngology, Orthopedic Surgery, Physical Medicine/Rehabilitation, Radiation Oncology, Transitional Year, Pathology, Allergy/Immunology, Urology, Colon/Rectal Surgery, Neurology
September 13, 2010	Institutional – GME Office
October 25, 2010	Pediatrics
November 8, 2010	Emergency Medicine, Family Medicine, Psychiatry, Medical Genetics, Neurosurgery

Subspecialty coordinators should attend the core specialty date that the subspecialty falls under

Goal: *This one-day intensive workshop will help new program coordinators understand the basics concerning ACGME accreditation of residency training programs in the specialties listed above.*

Who Should Attend: *This interactive workshop is designed for individuals who assist the program director in the administration of the residency program and are new to the accreditation process. The information given in this workshop is very introductory; it is not designed for seasoned coordinators. Participants must have less than two years of experience in the position of program coordinator.*

GENERAL WORKSHOP INFORMATION

The workshops are scheduled from 8:00 a.m. – 4:00 p.m. and held at the ACGME headquarters. Each workshop will be limited to 60 registrants. The first part of the agenda will include basic information concerning the ACGME, RCs, and the accreditation process and also a choice of three breakout sessions. The second part of the agenda will be dedicated to specialty-specific program requirements and program information forms. Faculty will include ACGME senior staff, administrative staff from the specific RCs, ACGME staff representatives from the departments of data collection, education and field activities as well as a guest coordinator. All participants will have a laptop available for use during the session. Questions about the workshop can be submitted to the ACGME by e-mail (coordinatorworkshops@acgme.org).

HOTEL ACCOMMODATIONS

Hotel accommodations should be made **after** you receive confirmation of acceptance to the workshop. ACGME headquarters are located in the River North neighborhood of Chicago. There are a number of hotels, restaurants, theaters, museums, shopping and other major entertainment and cultural attractions within walking distance of ACGME.

ACGME has reserved a block of rooms at Embassy Suites for the night prior to the workshop; these rooms are on a first-come first-served basis and you must identify yourself as an ACGME workshop participant to receive the workshop rate.

Room Rates: single/double \$99 a night

All cancellations require 48-hour notice.

Embassy Suites
600 N State St.
Chicago, IL 60654
(312) 943-3800

The Workshops will be held at ACGME Headquarters; Embassy Suites is located one block north on State Street.

On-line registration will be available at www.acgme.org starting May 3rd

Registration is limited to coordinators who are NEW to their positions (under 2 years) and who wish to learn the fundamentals of the accreditation process. This workshop is not meant for program directors, associate program directors or experienced coordinators.

The registration fee is **\$250** and includes all activities, materials, continental breakfast, break refreshments and a box lunch.

Registration will be limited to 60 individuals per workshop. Registration must be completed on-line, faxed or mailed in registrations are not accepted. Confirmation of workshop acceptance will be sent via e-mail immediately after registration has been submitted. Please **do not** make plane or hotel reservations until you receive a confirmation of acceptance.

All meeting cancellations and requests for refunds must be received two weeks prior to the workshop and are subject to a \$25.00 administrative fee.

**The Basics of Accreditation for New Program Coordinators
Workshop Agenda**

- 7:30 a.m. Continental Breakfast
- 8:00 a.m. Welcome and Introductions
- 8:30 a.m. Introduction to the ACGME
- 8:45 a.m. Ingredients in the Alphabet Soup
- 9:00 a.m. Understanding the Common Program Requirements and the Common PIF
- 10:00 a.m. Break
- 10:15 a.m. Breakout Sessions
-ADS Technology Session
-Building a Team Oriented Approach to the PIF
-A Year in the Life of a Coordinator
- 11:30 a.m. Lunch and Networking Session
- 12:00 p.m. Preparing for the Site Visit
- 1:00 p.m. What Happens after the Site Visit?
- 1:15 p.m. Break
- 1:30 p.m. Ask Me about the Role of the Program Coordinator
General Questions
- 2:00 p.m. Specialty Specific Sessions
Hands-on Session to Review Program Requirements and the PIF
- 4:00 p.m. Workshop Ends