

The ACGME Institutional Coordinator Workshop

The ACGME's Department of Accreditation, Recognition, and Field Activities invites institutional coordinators to enroll in the Institutional Coordinator Workshop. This workshop will be offered in a virtual, seven-week course in the spring of 2025. Participants will hear from Institutional Review Committee members, ACGME staff members, and experienced institutional coordinators on the role of the institutional coordinator and the basics of ACGME accreditation. Session topics include information on a year in the life of an institutional coordinator; the ACGME annual accreditation cycle; institutional accreditation and requirements; the Clinical Learning Environment Review (CLER) Program; diversity, equity, and inclusion (DEI) in graduate medical education; the Accreditation Data System (ADS); and leadership.

This course requires pre-work and real-time participation. The live sessions are highly interactive—attendee engagement is expected. There will be seven, two-hour live sessions in which participants will interact with ACGME staff members and network with colleagues. Live sessions will be conducted through Zoom. To participate, registrants must be available during all times indicated. A certificate of completion will be provided to all participants who attend at least six sessions and participate in the pre-work.

Spring 2025 Course Dates/Times

- Session 1: Thursday, April 24; 2:00–4:00 p.m. Central
- Session 2: Thursday, May 1; 2:00–4:00 p.m. Central
- Session 3: Thursday, May 8; 2:00–4:00 p.m. Central
- ***NO SESSION: Thursday, May 15***
- Session 4: Thursday, May 22; 2:00–4:00 p.m. Central
- Session 5: Thursday, May 29; 2:00–4:00 p.m. Central
- Session 6: Thursday, June 5; 2:00–4:00 p.m. Central
- Session 7: Thursday, June 12; 2:00–4:00 p.m. Central

Goal

This seven-week course helps institutional coordinators understand their role, including their participation in institutional accreditation processes.

Who Should Attend?

This course is designed for new and experienced institutional coordinators who are actively involved in the administration and management of an ACGME-accredited Sponsoring Institution. While this course is tailored to new institutional coordinators (two years of experience in their role or less), all interested institutional coordinators are welcome to enroll.

The course is not meant for program coordinators, program directors, associate program directors, or designated institutional officials.

Registration

The registration fee is \$499 and includes session materials. Attendance is limited to 50 participants. Registration is 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 on April 10, 2025, or when workshop capacity has been reached.

Distance Learning Pre-Work

Prior to the start of each course session, attendees will be emailed instructions on accessing the ACGME's online learning portal, Learn at ACGME, to view preparatory content and complete discussion posts.

Cancellation and Refund Policies

Participants who request a cancellation more than three weeks before the scheduled course will receive a refund minus a \$125 administrative fee. No refunds will be made for cancellations made three weeks or less before the course.

The ACGME reserves the right to cancel an event due to low enrollment, or other circumstances that would make the event non-viable. If the ACGME cancels an event, registrants will be offered a full refund. If circumstances arise that result in the postponement of an event, registrants will have the option to receive a full refund or transfer registration to the same event at the new, future date. The ACGME is not responsible for any loss or damage, as a result of substitution, alteration, postponement, or cancellation of an event.

Refunds are not available if a registrant's viewing device malfunctions and the individual is unable to attend the workshop.

Make sure the computer that will be used to participate in the sessions is up to date, and that the speaker, microphone, and camera are functioning prior to the workshop. Test Zoom access: <http://zoom.us/test>.

Technical Information

Registrants will need a speaker and microphone, and preferably a camera, to connect with other attendees, presenters, and ACGME staff members. The ACGME recommends using headphones with a built-in microphone if the device does not already have these features. For best access to breakout rooms, the ACGME strongly discourages connecting to a Zoom room using a dial-in number.