

The ACGME Institutional Coordinator Workshop

The ACGME's Department of Sponsoring Institutions and Clinical Learning Environment Programs invites institutional coordinators to enroll in the Institutional Coordinator Workshop. This workshop will be offered twice in virtual, seven-week courses in the summer and fall of 2024. 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; the Milestones and assessments; diversity, equity, and inclusion (DEI) in graduate medical education; the Accreditation Data System (ADS); systems-based education; and leadership.

This course requires pre-work and real-time participation. The live sessions are highly interactive—attendee engagement is expected. In each course offering, 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, participate in the pre-work, and respond to the course evaluation surveys (distributed at course mid-point and end-point).

Course Details

Summer 2024 Course Dates/Times (note that all sessions are virtual):

- Session 1: July 19; 1:00-3:00 p.m. Central
- Session 2: July 26; 1:00-3:00 p.m. Central
- Session 3: August 2; 1:00-3:00 p.m. Central
- Session 4: August 9; 1:00-3:00 p.m. Central
- Session 5: August 16; 1:00-3:00 p.m. Central
- Session 6: August 23; 1:00-3:00 p.m. Central
- Session 7: August 30; 1:00-3:00 p.m. Central

Fall 2024 Course Dates/Times (note that all sessions are virtual):

- Session 1: October 25; 1:00-3:00 p.m. Central
- Session 2: November 1; 1:00-3:00 p.m. Central
- Session 3: November 8; 1:00-3:00 p.m. Central

- Session 4: November 15; 1:00-3:00 p.m. Central
- Session 5: November 22; 1:00-3:00 p.m. Central
- Session 6: December 6; 1:00-3:00 p.m. Central
- Session 7: December 13; 1:00-3:00 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 \$499.00 and includes copies of session materials. For each course offering, 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 two weeks prior to the first live session (July 5 for the Summer course and October 11 for the Fall course) or when workshop capacity has been reached.

Additional Workshop Information

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

Cancellations requested more than three weeks before a scheduled course will incur a refund minus a \$125 administrative fee. No refunds will be made for cancellations made three weeks or less before a 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 that the computer 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.