Transition of ABMGG Laboratory Fellowships

ACGME Webinar
November 19, 2018

Kate Hatlak, MSEd
Executive Director, Review Committee for Medical Genetics and Genomics

Disclosures

- Kate Hatlak, MSEd is a full-time employee of the ACGME
- No conflicts of interest to report

Topics for Today

- Overview of Transition
- ACGME Terminology
- How to Apply
- Frequently Asked Questions

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Overview of Transition

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History of Transition

- June 2017: ACGME and ABMGG Boards approved transition of accreditation of lab fellowships to ACGME
- October 2017: Task force developed program requirements and application forms
- June 2018: Common Program Requirements for post-doctoral education programs approved by ACGME Board

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History of Transition (cont'd)

- June 2018: Clinical Biochemical Genetics (CBG) and Laboratory Genetics and Genomics (LG) Program Requirements out for public review and comment
- September 2018: CBG and LGG Program Requirements approved by ACGME Board
- October 2018: Applications open for CBG and LGG

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Future Important Dates

- April 15, 2019: Anticipated first CBG/LGG applications reviewed by Review Committee
- December 31, 2020: Anticipated end of transition
  - Expectation is that all ABMGG-accredited programs should have received ACGME accreditation
  - ACGME and ABMGG will work closely to ensure smooth transition for all programs

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Future Education Sessions

- April 2019: Presentation at ACMG to walk through application process and documentation
  - Will include time for hands-on work and consultation
- May 2019: Presentation at APHMG to walk through application process and documentation

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ACGME Terminology

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Key Terms/Abbreviations

- Common Program Requirements: the requirements that apply to all specialties and programs in a particular group
- Program Requirements: the requirements that apply to a particular specialty (includes both common and specialty-specific language)

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Resident Case Log System

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Overview
Education Site Verification
GME Records for Closed Programs
Number of Programs

Accreditation
Advancing Innovation in Residency Education (AIRE)
Common Program Requirements
Milestones
New Specialty or Subspecialty Proposals
Review and Comment
Self-Study
Single GME Accreditation System
Site Visit

Recognition
Osteopathic Recognition

Initiatives
Awards
Back to Bedside
Clinical Learning Environment Review (CLER)
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Clinical Informatics
Laboratory Genetics and Genomics

and Genomics and Pathology
Kate Hatlak, MSEd
khatlak@acgme.org
312.755.7416

Senior Accreditation Administrator, RC for Pathology and Medical Genetics and Genomics

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Common Program Requirements

The ACGME Common Program Requirements are a basic set of standards (requirements) in training and preparing resident and fellow physicians. These requirements set the context within clinical learning environments for development of the skills, knowledge, and attitudes necessary to take personal responsibility for the individual care of patients. In addition, they facilitate an environment where residents and fellows can interact with patients under the guidance and supervision of qualified faculty members who give value, context, and meaning to those interactions.

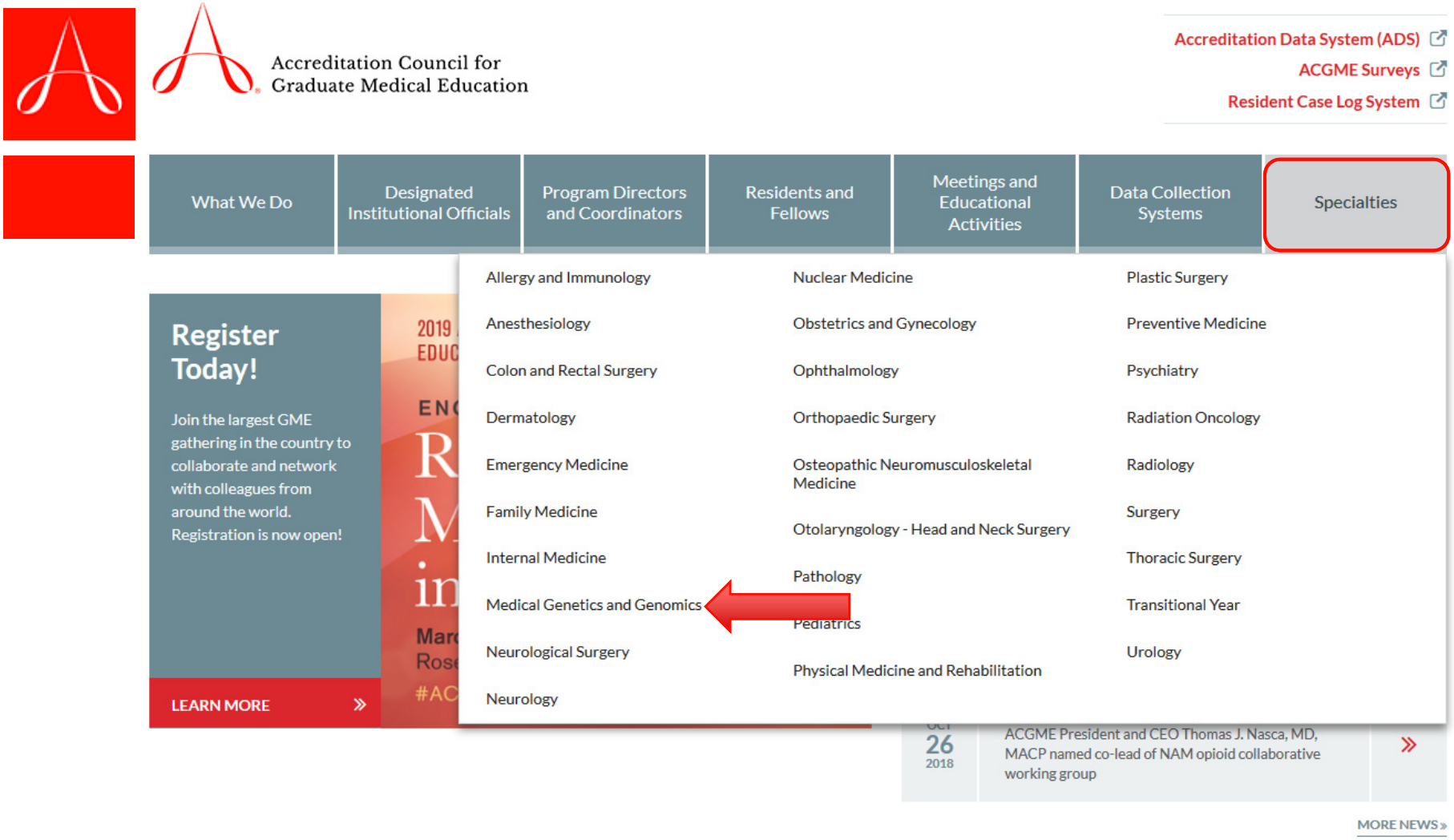
> *"The ongoing research into the development of the competent, independent, practicing physician continues to shape the determinations of optimal resident education from a curricular assessment and learning environment perspective."*
>
> *— Jeffrey P. Gold, MD*
> *ACGME Board of Directors*

Common Program Requirements Currently in Effect

- Common Program Requirements
- One-Year Common Program Requirements
- Common Program Requirements (Post-doctoral Education Program)
- Common Program Requirements (Section VI) with Background and Intent
- Common Program Requirements Section VI: Table of Implementation Dates

Quick Links

Common Program Requirements »
Background and Archives »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Emergency Medicine
Family Medicine
Internal Medicine
Medical Genetics and Genomics
Neurological Surgery
Neurology
Nuclear Medicine
Obstetrics and Gynecology
Ophthalmology
Orthopaedic Surgery
Osteopathic Neuromusculoskeletal Medicine
Otolaryngology - Head and Neck Surgery
Pathology
Pediatrics
Physical Medicine and Rehabilitation
Plastic Surgery
Preventive Medicine
Psychiatry
Radiation Oncology
Radiology
Surgery
Thoracic Surgery
Transitional Year
Urology
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ACGME President and CEO Thomas J. Nasca, MD, MACP named co-lead of NAM opioid collaborative working group
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Medical Genetics and Genomics

Transition of ABMGG Laboratory Fellowships

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
- Program Requirements and FAQs and Applications »
- Milestones »
- Documents and Resources »
- Review Committee Members »

Contact Us:

Executive Director, RC for Medical Genetics and Genomics and Pathology
Kate Hatlak, MSEd
khatlak@acgme.org
312.755.7416

Senior Accreditation Administrator, RC for

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Medical Genetics and Genomics

Program Requirements and FAQs

Currently in Effect

7/1/2018	Medical Genetics and Genomics	
		Medical Genetics and Genomics FAQs
9/30/2018	Clinical Biochemical Genetics	
		Clinical Biochemical Genetics FAQs
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

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

Contact Us:

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Kate Hatlak, MSEd

Key Terms/Abbreviations (cont'd)

- 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 and provides peer review of programs against those standards

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Key Terms/Abbreviations (cont'd)

- 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.
- Accreditation Data System (ADS): A web-based software 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.

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Key Terms/Abbreviations (cont'd)

- Clinical Competency Committee (CCC): A required body comprising three or more members of the active teaching faculty that is advisory to the program director and reviews the progress of all fellows in the program
- Participating Site: An organization providing educational experience or educational assignments for fellows

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Program Requirement Categorizations

- Core Requirements: Statements that define structure, resource, and process elements essential to every program in that specialty.
- Detail Requirements: Statements that describe a specific structure, resource, or process, for achieving compliance with a Core Requirement.
- Outcome Requirements: Statements that specify expected measurable or observable attributes (knowledge, abilities, skills, or attitudes) of fellows at stages of their graduate medical education.

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How to Apply

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Application Basics

Common Application

- Completed online in Accreditation Data System (ADS)
- Questions related to general structure of program and learning environment
- Includes faculty CV information

Specialty-Specific Application

- Word document filled out and uploaded into ADS
- Questions related to the specialty educational contact of the program

Document Uploads

- Documentation and policies uploaded into ADS
- Includes (but is not limited to): program policies and procedures; evaluation forms; and block diagram

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Common Application

- DIO must initiate the application in the ADS
- Once initiated, a program name and number will be assigned
- Program director will be sent login information to complete Common Application

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Common Application (cont'd)

Components of Common Application include:

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

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Faculty CV Info

- Enter all GME training
- Enter all specialty certifications as applicable
- Enter all faculty hours devoted per week
  - *Note:* “Clinical supervision of residents” should be time spent supervising in any setting

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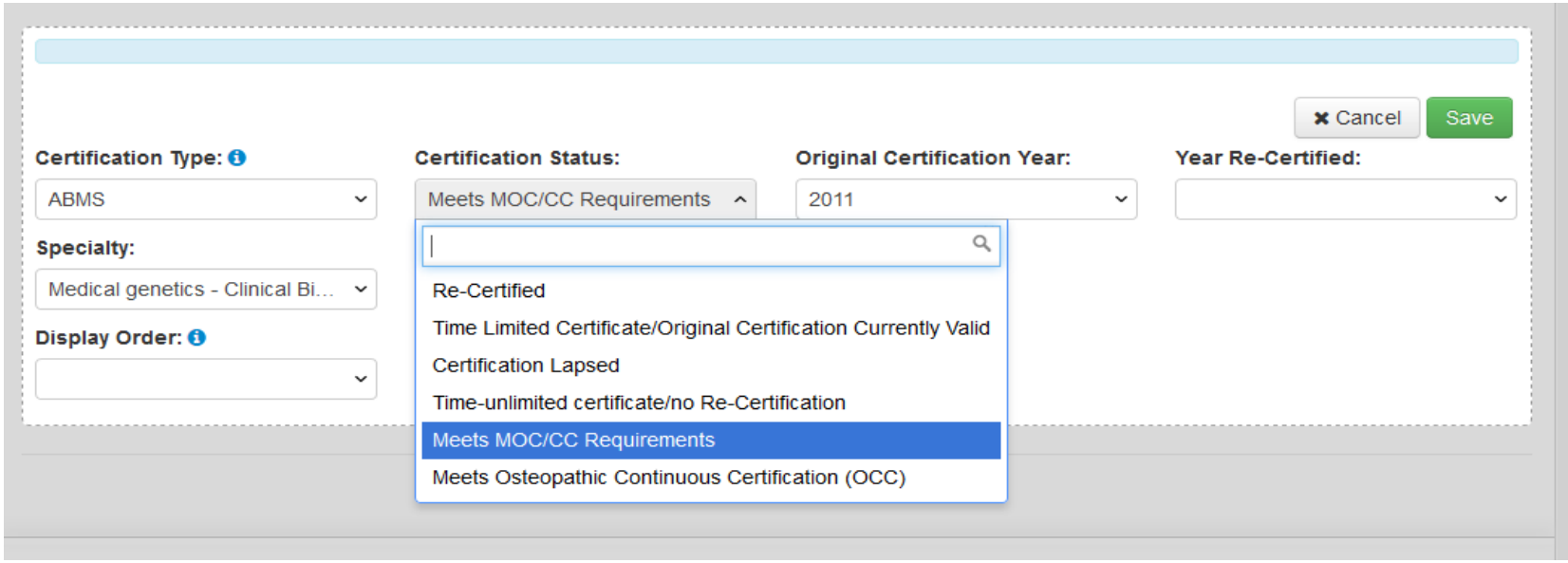
Faculty Certification



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Specialty-specific Application

- Word document downloaded from the MGG section of the website
- 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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Medical Genetics and Genomics

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- Milestones »
- Documents and Resources »
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Executive Director, RC for Medical Genetics and Genomics and Pathology
Kate Hatlak, MSEd
khatlak@acgme.org
312.755.7416

Senior Accreditation Administrator, RC for

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Medical Genetics and Genomics

Program Requirements and FAQs

Currently in Effect +

Approved with Future Effective Date July 1, 2019 +

- Resident/Fellow Eligibility
- ACGME Review Committee 2019 Eligibility Decisions
- Common Program Requirements Section VI: Table of Implementation Dates

Application for Accreditation

Application for Accreditation +

New program applications must use the online application process within the Accreditation Data System (ADS). For further information, review the "Application Instructions."

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Milestones
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Executive Director, RC for Medical Genetics and Genomics and Pathology
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- Clinical Biochemical Genetics
- Clinical Informatics
- Laboratory Genetics and Genomics
- Medical Biochemical Genetics
- Molecular Genetic Pathology

Documents and Resources

Review Committee Members »

Contact Us:

Executive Director, RC for Medical Genetics and Genomics and Pathology
Kate Hatlak, MSEd
khatlak@acgme.org
312.755.7416

Senior Accreditation Administrator, RC for Pathology and Medical Genetics and Genomics
Laura Francis, MBA
lfrancis@acgme.org
312.755.7466

Data Systems Technical Support
ads@acgme.org
312.755.7474

Review Committee Agenda Closing and Meeting Dates

OCT 29 2018	**Agenda Closing Date**
JAN 10 - 11 2019	**Meeting Date**

Document Uploads

- Uploaded into ADS
- Documentation and policies specific to the program, including:
  - Block diagram/schedule
  - Sample evaluation forms
  - Supervision policy
  - Competency-based goals and objectives

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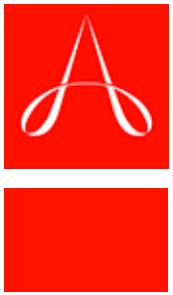

Application Uploads Instructions

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.

Uploads

4 out of 10 documents have been uploaded

Attachment: Policy for Supervision of Residents

Policy for supervision of residents (addresses residents' responsibilities for patient care and progressive responsibility for patient management and faculty responsibilities for supervision).[IR III.B.4]; IR IV.I – IV.I.2.]

Select a file to upload

Allowed File Type(s): .pdf Max Size: 10mb

Upload

Attachment: Program Policies and Procedures

Program policies and procedures for resident clinical experience and education, including policies on moonlighting. [CPR II.A.4.j; CPR VI.F; IR IV.J]

Select a file to upload

Allowed File Type(s): .pdf Max Size: 10mb

Upload

Attachment: Overall Educational Goals

Overall educational goals for the program. [CPR IV.A.1]

Select a file to upload

Allowed File Type(s): .pdf Max Size: 10mb

Document Uploads List

- Policy for Supervision of Residents: Policy for supervision of residents (addresses residents' responsibilities for patient care and progressive responsibility for patient management and faculty member responsibilities for supervision)
- Program Policies and Procedures: Program policies and procedures for resident clinical experience and education, including policies on moonlighting

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Document Uploads List (cont'd)

- Semiannual and Summative Evaluations: A blank copy of the form that will be used to document the semiannual evaluation of the residents with feedback and a blank copy of the final (summative) evaluation of residents, documenting performance during the final period of education and verifying that the resident has demonstrated sufficient competence to enter practice without direct supervision

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Document Uploads List (cont'd)

- Program Specific Evaluation Tools: Copies of tools the program will use to provide objective assessments of competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice
- Forms used for Faculty and Program Evaluation: Blank copies of forms that residents will use to evaluate the faculty members and the program

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Document Uploads List (cont'd)

- Sample Block Diagram: Provide a sample block diagram for each year of training. Use number of months for each block rotation.
- Specialty-specific Application Questions: Complete the Specialty-specific application and upload it here.

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Final Submission

- Once all components are completed, submit in ADS for final approval/sign-off by DIO
- Once DIO approves/submits, application comes to Review Committee staff for processing
- Program will receive confirmation of receipt, including more information about review

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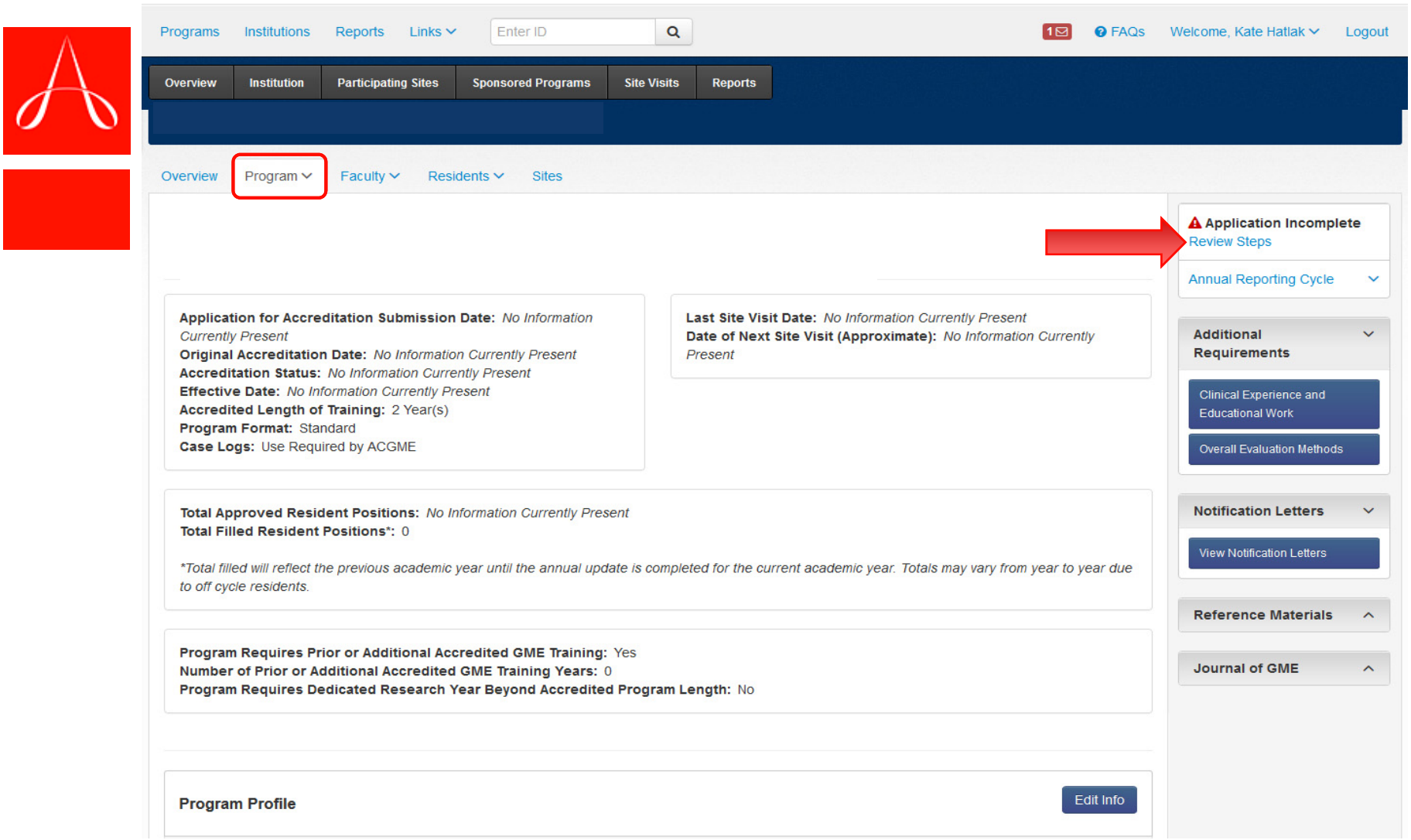
Programs
Institutions
Reports
Links
Enter ID
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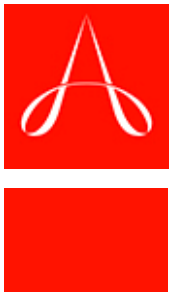
FAQs
Welcome, Kate Hatlak
Logout
Overview
Institution
Participating Sites
Sponsored Programs
Site Visits
Reports
Overview
Program
Faculty
Residents
Sites
Application Incomplete
Review Steps
Annual Reporting Cycle
Application for Accreditation Submission Date: No Information Currently Present
Original Accreditation Date: No Information Currently Present
Accreditation Status: No Information Currently Present
Effective Date: No Information Currently Present
Accredited Length of Training: 2 Year(s)
Program Format: Standard
Case Logs: Use Required by ACGME
Last Site Visit Date: No Information Currently Present
Date of Next Site Visit (Approximate): No Information Currently Present
Additional Requirements
Clinical Experience and Educational Work
Overall Evaluation Methods
Total Approved Resident Positions: No Information Currently Present
Total Filled Resident Positions*: 0
*Total filled will reflect the previous academic year until the annual update is completed for the current academic year. Totals may vary from year to year due to off cycle residents.
Notification Letters
View Notification Letters
Reference Materials
Program Requires Prior or Additional Accredited GME Training: Yes
Number of Prior or Additional Accredited GME Training Years: 0
Program Requires Dedicated Research Year Beyond Accredited Program Length: No
Journal of GME
Program Profile
Edit Info



Program Application

Verify Application and Submit to DIO

Program Application Instructions

DIO / Program Director Steps — Not Submitted

Step 1: Select the Participating Sites ***(to be initiated by the DIO and completed by the Program Director)*** — View

1 site(s) have been added to this program. Click the "View" button to add more available sites or edit your existing list of participating sites.

Step 2: Select the Program Director ***(to be initiated by the DIO and completed by the Program Director)*** — View

has been selected as the program director.

Program Director Steps — Not Submitted

Step 3: Update Program Details — View

Basic program information has been entered

Step 4: Add Other Program Personnel — View

You are required to add at least one program coordinator (max 2). You may also add a Department Chair.

The following personnel have been added: Program Coordinator, Department Chair

Step 5: Update ACGME Requested/Filled Resident Positions — View

The number of resident positions being requested as well as the number of positions currently filled have been entered.

Step 6: Update Clinical Experience and Educational Work Hours Info — View

Be sure to update the clinical experience and educational work information for this program.

Step 7: Update Additional Application Questions — View

4 of the 10 required question(s) still need to be answered.

Step 8: Overall Evaluation Methods — View

Please complete the questionnaire on the overall evaluation methods used by this program.

Overview Legend

- Missing Data
- Section Complete

Reference Materials

Journal of GME

Program Director Program Application Guide

Program Application

Verify Application and Submit to DIO

Step 8: Overall Evaluation Methods — View

Please complete the questionnaire on the overall evaluation methods used by this program.

Step 9: Update Faculty Info — View

Enter the key faculty within your program. In addition, complete a CV for any physician or non-physician faculty member that requires one *(a "View/Edit CV" button will appear next to faculty members requiring a CV)*. Please review the Physician and Non-Physician Faculty Definition on the 'Faculty' tab for further clarification on which faculty members to enter into your roster.

You will not see a green check mark on this step. The total number of faculty members entered will differ for each new program.

Step 10: View / Update Residents — View

(The DIO has indicated that this program does not currently have residents.)

Step 11: Download and Complete the Specialty Specific Application — Download

Download and complete the MS Word specialty specific application document from the ACGME website for your specialty.

Once completed, convert it to a PDF to be uploaded with the other application attachments in Step 12.

Step 12: Upload Application Attachments — View

6 of the 10 required attachment(s) still need to be uploaded.

Step 13: Review Application — View

You must upload all application attachments before reviewing your application.

Step 14: Verify and Submit Application to DIO

After clicking "Verify Application and Submit to DIO" button in the header, your application will be submitted to your DIO for review and final submission. After verification, the DIO will electronically submit the application to the ACGME. Applications can only be submitted to the DIO by the Program Director. Program Coordinators cannot submit new applications.

Once the DIO has submitted your application to the ACGME for final review, it cannot be changed, altered or amended.

Overview Legend

- Missing Data
- Section Complete

Site Visit – Yes or No?

- If your program is in good standing with the ABMGG, it will not need a site visit
- If your program is on probation with the ABMGG, or is not accredited by the ABMGG, it will need a site visit
- Visit will occur no less than 30 days after receipt of application/processing
  - Program will receive official notice of date once scheduled

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Frequently Asked Questions

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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.

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Have to have MGG?

Q: *Will the Review Committee accept CBG and LGG programs at institutions that do not sponsor an ACGME-accredited program in medical genetics and genomics?*

A: Yes. While it is ideal for lab programs to be sponsored by institutions that have ACGME-accredited medical genetics and genomics programs, the Review Committee understands there may be circumstances where this is not feasible. The Review Committee will accredit lab programs at institutions that do not sponsor ACGME-accredited medical genetics and genomics programs as long as the fellowship program is able to demonstrate substantial compliance with the Program Requirements.

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Both Programs Required?

Q: *Does it matter if there are both CBG and LGG programs at my institution versus just one?*

A: No, programs can apply for accreditation in CBG, LGG, or both. As they are two separate programs, they will require two separate applications.

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Sleep and Rest Facilities

Q: *What are the Review Committee's expectations for the availability of private sleep/rest facilities, since post-doctoral fellows do not have overnight responsibilities or shifts of extended time periods?*

A: The Review Committee expects that sleep/rest facilities be present within the Sponsoring Institution and be available if the post-doctoral fellow should become fatigued, but these facilities do not have to be located specifically within or adjacent to the laboratory facilities.

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LGG: Program Director Certification

Q: *What if I'm an LGG program director and am only certified in clinical cytogenetics and genomics or molecular genetics and genomics?*

A: If an LGG program director is only certified in CGG or MGG, the program will need an assistant/associate program director certified in the complementary specialty, or certified in LGG.

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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, the 10 percent time can be shared between both programs.

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Leadership and Oversight

Q: *How are the leadership and oversight structure different?*

A: CBG and LGG are two distinct disciplines, so each will require a designated program director. This is different than the ABMGG model, in which one program director has oversight for both programs.

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Program Requirement Development

Q: *How were the Program Requirements developed?*

A: The existing ABMGG requirements were converted to the ACGME format, and then refined by task forces specific to each specialty, which included experts in the fields of CBG and LGG.

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Milestones

Q: *Will we have to still complete Milestones for our fellows?*

A: Yes. The ACGME Milestones team will begin soliciting volunteers to draft Milestones for both CBG and LGG in early 2019.

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Application Tips

- Be sure all information is accurate and up to date
- Be sure all information is consistent across the application materials
- Spell out or provide keys for any non-standard abbreviations
- Be thorough-don’t assume the Review Committee will know what you are talking about
- PROOFREAD! Have multiple people read it over

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Helpful Resources

- ACGME website
  - MGG section of the website (Program Requirements, applications, FAQs, other documents, agenda closing dates)
  - ACGME Glossary of Terms
- ACGME *e-Communication*
  - E-mail acgmecommunications@acgme.org to be added to list

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We are here to help!

Executive Director: *Kate Hatlak, MSEd*

312.755.7416 khatlak@acgme.org

Sr. Accreditation Administrator: *Laura Francis, MBA*

312.755.7466 lfrancis@acgme.org

ADS Support Team

312.755.7474 ads@acgme.org

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