

Program Administrator Certification

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ACC.15
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National Board for Certification
Training Administrators of Graduate Medical Education

Promoting excellence in management of graduate medical education training programs through certification



I have no conflict of
interest to report.



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Background

- 2002: ACGME - Outcome Project & core competencies
 - Increased the scope, depth of the function of the program director and coordinator
 - Change in expectations and responsibilities of the coordinator
 - Need for a higher level of skills, ability, and knowledge
 - Shift from clerical/secretarial role to the professional position of coordinator/administrator
- 2003: Need identified
 - Develop job analysis survey
 - 450 responses received across all GME specialties
 - TAGME name, mission and vision statements



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Background

Mission

To assure a comprehensive level of services, training, knowledge and leadership through certification for the administration of graduate medical education programs.

Vision

The National Board for Certification of Training Administrators of Graduate Medical Education programs has been created to establish standards for the profession, to acknowledge the expertise needed to successfully manage GME programs and to recognize training program administrators who have achieved competence in all field of their profession.



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Background

- 2004: ACGME meeting
 - Open forum – 45 participants
 - 15 specialties, AMA and AAMC
- 2005/2006: TAGME
 - Certification process adopted
 - Initial candidates complete assessments
- 2011/2012: Certification offered for GME professionals
 - ACGME and AOA



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Background

- 2014: ACGME and NAS
 - (Re-do of 2002)
 - Increased the scope, depth of the function
 - Change in expectations and responsibilities
 - Need for a higher level of skills, ability, and knowledge
 - Shift from ~~clerical/secretarial~~ role to the professional position of **program administrator/manager**



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TAGME Basics

- Incorporated in Delaware (501)(c)
- All assessment tools are copyrighted
- Assessments for new specialties by Task Force
 - 12-18 months
 - Chair + min. of 2-3 members
 - Mentored by NSDC
- Task Force → Specialty Review Board
 - 3 members per specialty
 - 1 Chair/Voting Member + 2 Members-at-Large
 - Renewable, 3-year terms
- All task force members, board members, review boards and proctors must sign confidentiality forms



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TAGME Basics

- Executive Committee
 - President: 1 year term
 - Vice President/President-Elect: 1 year term
 - Treasurer: 2 year term, renewable
 - Secretary: 2 year term, renewable
 - Immediate Past President: 1 year term
 - Executive Officer: 1 year term

- Standing Committees

- ATQRC / Process Improvement
- Nominating
- Bylaws & Policies
- Marketing / Web
- Meeting Site
- + more



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The Certification Process



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Initial certification criteria

- **3*** years of on-the-job experience in the same clinical specialty (1 year of credit if specialty change)
- **10*** hours of Education Credits (ECs) in **3** years. All EC's must be from topics related to GME
 - Attendance/presentation at National, Regional or and State Meetings
 - Institutional/Program Retreats
 - Webinars and on-line modules
- **2** personal professional development experiences

** Subject to Change**



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Initial certification criteria

- Personal Professional Development Experiences
 - Oral or poster presentations
 - Abstracts and/or publications
 - Participation/leadership in national organizations with the profession
 - Participation/leadership in department/institution committees
 - Department presentations, orientation, etc.



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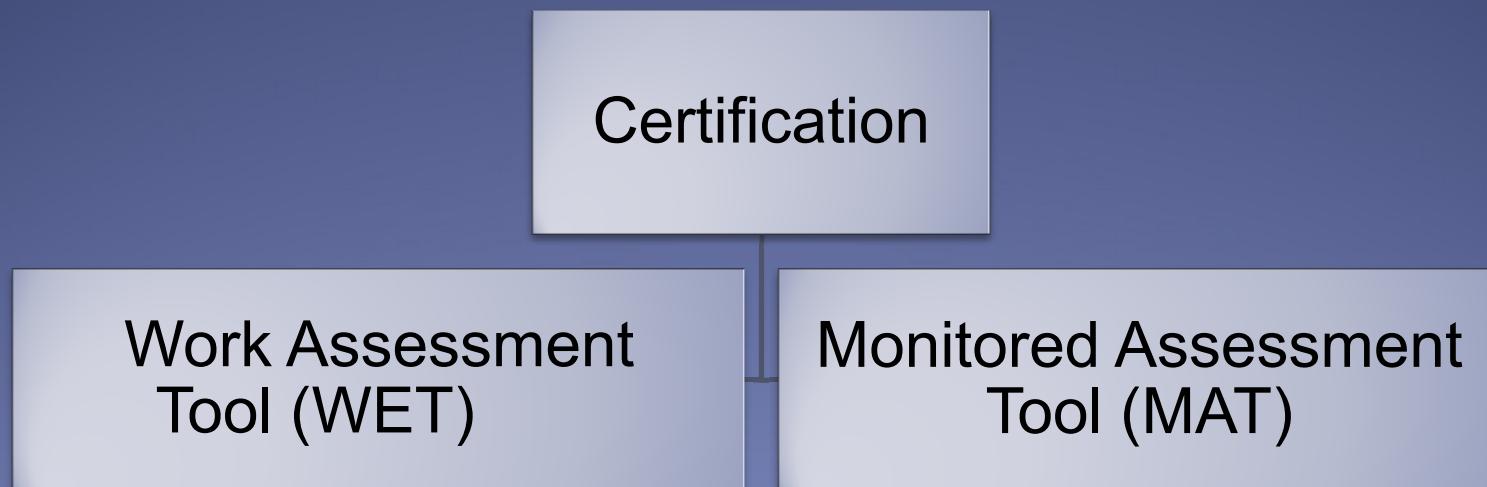
Application

- Download at www.tagme.org
- Complete and submit during the application window
 - Fall: September 1 – November 30 (for Spring assessments)
 - Spring: March 1 – May 31 (for Fall assessments)
- Applicant information
 - Work history, site visit history, education credits, professional development activities
 - Supportive verification form
 - Program Director, Assistant Program Director, Chair, DIO, GME official, Institutional Program Director
 - Applicant Attestation/Confidentiality Form
 - Special Accommodations Form
 - \$300.00 fee (5 years)



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Assessment Tools



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Work Effort Tool (WET)

- Sent via email
- Assesses applied knowledge
- 2 month window for completion
- Completed WET returned via email
- Successful completion is 80% or better
 - Scored by 3 Specialty Board Members and 1 Outside Reviewer (from another specialty)



Professional presentation of WET is important part of the review.



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WET Knowledge Content areas

- Duty Hours
- Competencies
- Website Navigation
- Annual Surveys
- Governing Bodies
- Recruitment and Recruitment Tools
- Next Accreditation System (NAS)
- Evaluations
- Procedures/Logs
- Academic Curriculum
- ACGME Policies and Procedures
- ECFMG, if applicable
- Site Visit



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WET example:

Although difficult to find in the ACGME program requirements, *A Sense of Humor* is often considered to be the most important (and often over-looked) of all competencies that fellows should possess upon completion of their 3-year training.

- a. Explain how your program integrates *A Sense of Humor* into your cardiovascular disease fellowship.
- b. Describe the methods used to assess and document the *Sense of Humor* competency.
- c. Provide the citation that supports your answer.



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Monitored Assessment Tool (MAT)

- Timed, monitored assessment (currently 3.5 hours)
- Matching and Multiple Choice
- Citations are required in designated sections
 - Tests ability to answer using resources rather than instant recall
- Resource documents allowed (open book)
- Successful completion is 80% overall
 - Scored by 3 Specialty Board Members and 1 Outside Reviewer (from another specialty)

Numerous open/closed options for MAT locations



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MAT Knowledge Content Areas

- ACGME Global Requirements
 - 60 questions
 - Common Program and Institutional Requirements
- ACGME Clinical Specialty Program Requirements
 - 90 Questions
 - Current Specialty Program Requirements
 - Competencies
 - Definition of Terms from ACGME Glossary



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MAT example:

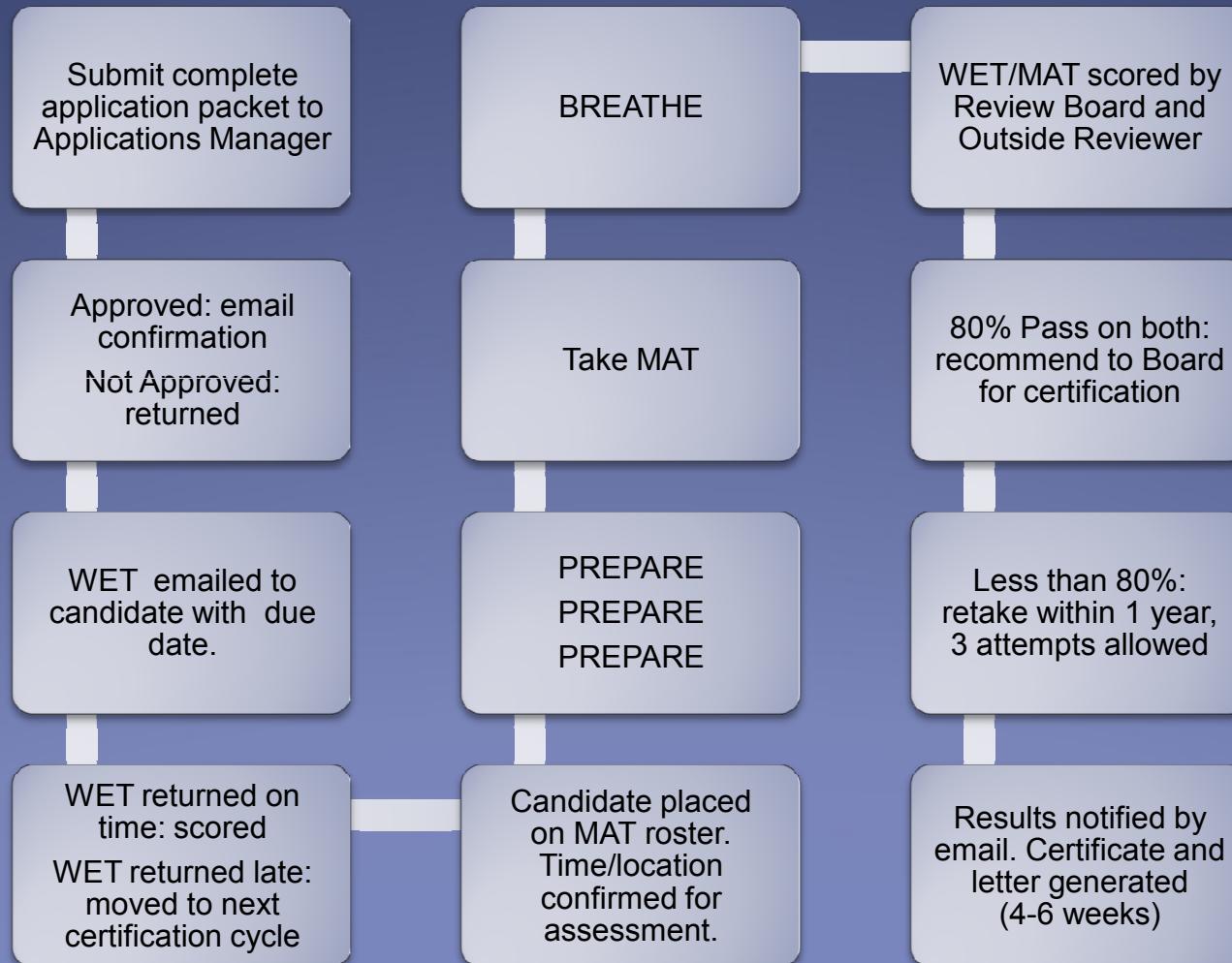
To comply with requirements regarding ACGME-endorsed strategic napping, programs must

- a) Provide noise-cancelling headphones in all call rooms
- b) Instruct the ED to not page the on-call fellows between the hours of 0200 and 0430
- c) Report napping time within weekly duty hours total
- d) Instruct fellows where to download to Meryl Streep's reading of *Goodnight Moon*.



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Path to Certification



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Preparation

- Knowledge of the day-to-day program management
- Know your resources:
 - ACGME Common Program Requirements
 - ACGME Institutional Requirements
 - ACGME CVD Program Requirements
 - ACGME Glossary of Terms
 - FAQs – CVD, IM-Subs, Duty Hour

Bring hard copies of the above to the MAT session



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Preparation

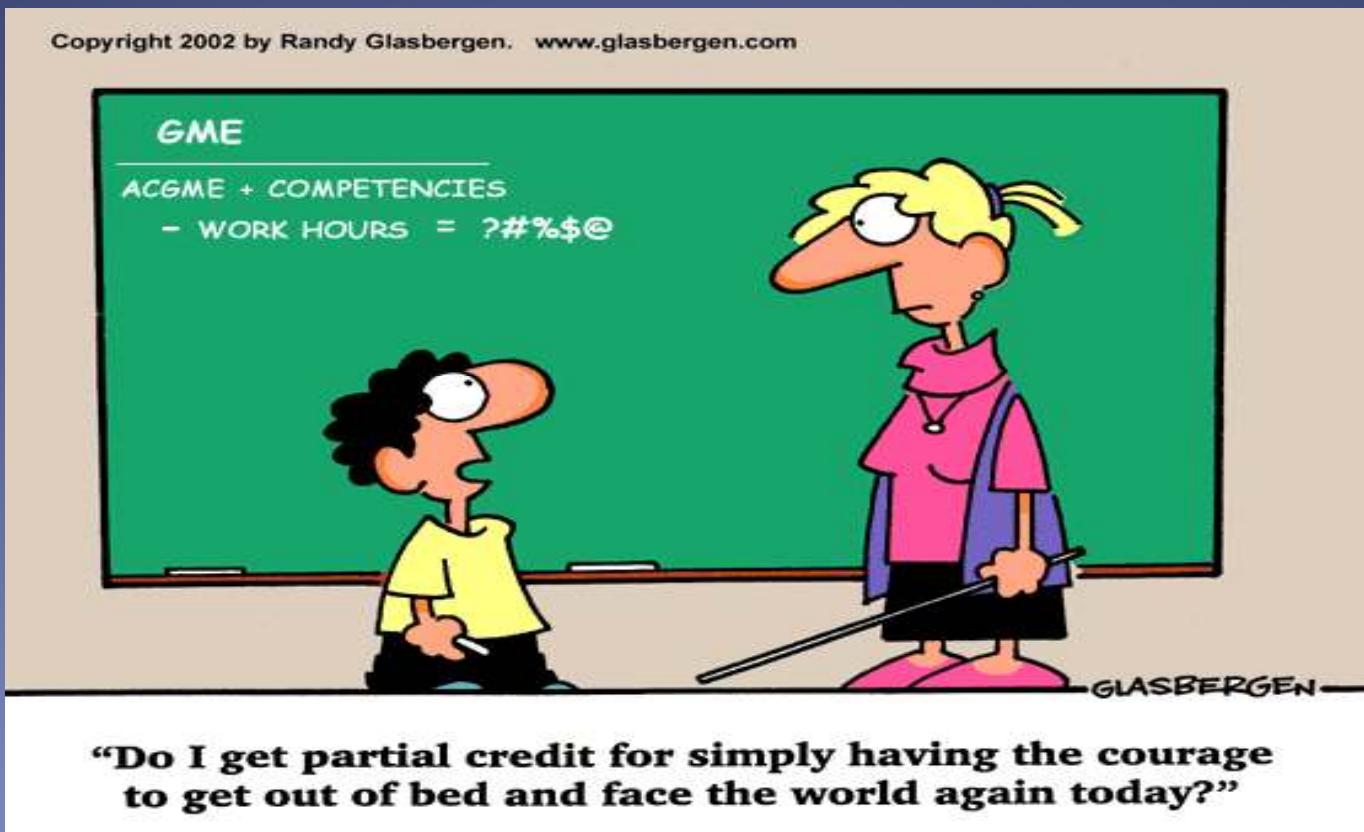


- Query other C-TAGME program administrators
- Contact CVD Review Board Chair or Members-at-Large
- Read and review documents
- Make time for yourself
- Use most recent versions of documents
 - **WET / MAT resources can differ based on ACGME updates**



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What if I'm not successful?



Each application is good for up to **three** attempts.

Maintenance of Certification



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Maintenance of Certification Criteria

- Preferably in same clinical specialty in which initial certification was received
- **20** hours of Education Credits (ECs) in the past 5 years
- 3 personal professional development experiences in the past 5 years
- \$300.00 fee (5 years)

- Candidate only required to take the WET



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TAGME Growth



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ACGME Specialties and Subspecialties Offering Certification

1. *Anesthesiology*
2. *AOA*
3. *Cardiovascular Disease*
4. *Child and Adolescent Psychiatry*
5. *Child Neurology*
6. *Diagnostic Radiology*
7. *Emergency Medicine*
8. *Family Medicine*
9. *Gastroenterology*
10. *Geriatric Medicine*
11. *Geriatric Psychiatry*
12. *Graduate Medical Education-GME*
13. *Internal Medicine*
14. *Internal Medicine-Pediatrics*
15. *Neonatal-Perinatal*
16. *Neurological Surgery*
17. *Neurology*
18. *Obstetrics & Gynecology*
19. *Ophthalmology*
20. *Orthopedic Surgery*
21. *Otolaryngology*
22. *Pathology*
23. *Pediatrics*
24. *Pediatric Emergency Medicine*
25. *Physical Medicine & Rehabilitation*
26. *Plastic Surgery*
27. *Pulmonary Critical Care Medicine*
28. *Psychiatry*
29. *Surgery*
30. *Transitional Year*
31. *Urology*



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TAGME & ACGME NAS



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Assessment Tools Update

The Work Effort and Monitored Assessment Tools have been revised to include updated ACGME information:

- Next Accreditation System (NAS)
- Clinical Learning Environment Review (CLER)
- Milestones
- CVD Program Requirements
- Policy & Procedures
- Glossary



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2015 Spring Assessment

Assessment Application Window

September 1, 2015

to

November 30, 2015



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Assessment Tools Changes

- Changes being proposed for Spring 2016 assessment
 - Burden of keeping up with NAS
 - All volunteers
 - Able to include accredited subspecialties and International
 - Moving toward format similar to Boards – Qualifying and Certifying exam terminology



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Why TAGME?

professional development

share
education
engage

experience
know

corporate

learn

create

continuing

responsibility
two-directional



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Why TAGME?

- Practice what we preach to our fellows – personal development (Milestones for Pas)
- Demonstrates commitment to program & profession
- Affirms your position as the ‘go-to’
- Expands your knowledge
- BE the change
- BE ready



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TAGME Certification

ARCOS	Association of Residency Coordinators in Orthopaedic Surgery
AADPRT	American Assoc. of Director's Psychiatric Resident Training Coordinator's Caucus
APCS	Association of Program Coordinators in Surgery
EMARC	Emergency Medicine Association of Residency Coordinators
ACR	Association of Coordinators in Radiology
AVSC	Association of Vascular Surgery Coordinators
AAFP	American Association of Family Practitioners
APPD	Association of Pediatric Program Directors
AFMA	Association of Family Medicine Administration
NMPRA	National Med - Peds Residency Association
TS-RACS	Thoracic Surgery Residency Administrators & Coordinators Section
OPCO	Otolaryngology Program Coordinators Organization
ACAPS	Academic Plastic Surgeon Coordinators
APDIM/AAIM	Association of Program Directors in Internal Medicine / Alliance for Academic Internal Medicine



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Opportunities for Professional Growth

- Serve on a Review Board
- Serve on the TAGME Board of Directors
- Serve on a TAGME Standing Committee
- Seek a national office – Executive Committee
- Networking opportunities
 - Annual Board of Director's Meetings
 - ACGME
 - Specialty meetings
- Mentor



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Why TAGME?

Last 30 days...

University of California – San Diego

University of California – San Francisco, CA

Seton Healthcare – Austin, TX

Mayo Clinic – Phoenix, AZ

University of Nevada – Las Vegas, NV

University of Virginia – Charlottesville, VA

Mount Sinai Medical Center – New York, NY

Fairfield Medical Center – Lancaster, OH

University of Miami –Coral Gables,

Detroit Medical Center – Detroit, MI

University Hospitals – Cleveland, OH



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Thank you!

<http://www.tagme.org>

Email: info@tagme.org



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Promoting excellence in management of graduate medical education training programs through certification