

Program Administrator Certification

Enter your Name & Title Here



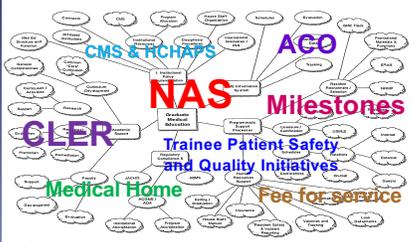
National Board for Certification
Training Administrators of Graduate Medical Education

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

I have no conflict of interest to disclose.



The Simplicity of GME





Background

- ACGME announced the Outcome Project and core competencies
- The Outcome Project changed GME as we knew it
 - Increased scope and depth of the function of the program director and coordinator
 - Changed 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 manager/administrator
- Formation of the National Board for Certification for Training Administrators of Graduate Medical Education (TAGME).



TAGME

- Incorporated in Delaware (501c)
- Certification Review Board Members are representatives of Hospital-based Specialties, Medical Specialties, Surgical Specialties and Institutional Specialties
- Nominating committee for officers
- All tools are copyrighted
- Members of the Board of Directors, committees and task forces must sign annual confidentiality forms



Officers of TAGME

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



TAGME has Changed to Meet Your Needs



Restructured Globally

Changes made for future assessment cycles

- Now inclusive of **ALL** ACGME/AOA accredited specialties and subspecialties
- Revised the format similar to medical boards using Qualifying and Certifying exam terminology
- One year to complete both steps of assessment
- Certification offered to Administrative DIOs (2017)



Certification Review Boards Structure

Hospital-based Specialties	Medical Specialties	Surgical Specialties
<ul style="list-style-type: none"> • Anesthesiology • Diagnostic Radiology • Emergency Medicine • Medical Genetics • Nuclear Medicine • Pathology • Preventive Medicine • Radiation Oncology • Transitional Year • All related sub-specialties 	<ul style="list-style-type: none"> • Allergy/Immunology • Dermatology • Family Medicine • Internal Medicine • Neurology • Pediatrics • Physical Medicine and Rehabilitation • Psychiatry • All related sub-specialties 	<ul style="list-style-type: none"> • Colon and Rectal Surgery • Neurological Surgery • Obstetrics & Gynecology • Ophthalmology • Orthopaedic Surgery • Surgery • Plastic Surgery • Thoracic Surgery • Urology • All related sub-specialties
Institutional Specialties <ul style="list-style-type: none"> • GME – ACGME • GME – AOA (ACGME accredited specialties) 		



Certification Review Boards (CRB)

- Hospital-based Specialties
- Medical Specialties
- Surgical Specialties
- Institutions - ACGME & ACGME-accredited AOA
- Each CRB
 - Chair
 - 2 Members-at-Large
 - 6 Specialty representatives (non-voting)
 - Chair & Members-at-Large serve on the TAGME Board of Directors



The Certification Process



Criteria for Initial Certification

- 2 continuous years at the time of application of on-the-job experience in an ACGME or AOA ACGME-accredited specialty or subspecialty
- 15 hours of Education Credits (ECs) in immediately previous three years. All EC's must be topics related to GME
 - Attendance at National, Regional or State Meetings
 - Institutional/Program Retreats
 - Webinars and on-line modules (Maximum of 5 CE's)



Application Information

- Download the application on the TAGME website www.tagme.org
- Read the FAQs
- Complete all information & signatures
- Enclose payment or credit card authorization form



Application Determination

Application Approved	Application Not Approved
Notice of acceptance is sent with further instructions to proceed	Letter noting missing criteria is sent with a deadline for additional information or correction. If not approved, application and payment are returned minus a \$50 processing fee.



Global Certification Assessment 2-Step Process

- Step 1 – Qualifying Assessment (QA)
 - 3.5 hour assessment
 - Online assessment
- Step 2 – Certifying Assessment (CA)
 - Tool received via email
 - Two months to complete the tool



Step 1 Qualifying Assessment

- Single 3.5 hour timed, internet-based, monitored assessment
- 100 randomly-selected multiple choice and fill-in-the-blank questions
- Resource documents
- Successful completion is 80% overall



Qualifying Assessment Knowledge Content Areas

- ACGME Global Requirements
- ACGME Common Program Requirements
- ACGME Institutional Program Requirements
- ACGME Glossary of Terms
- ACGME Policies and Procedures

For AOA Programs:

- Basic Documents for Osteopathic Postdoctoral Training Institutions
- Other resources as required



Step 2 Certifying Assessment

- Tool sent via email
- Assesses applied knowledge
- Citations are required in designated sections
- 2-month window for completion
- Completed tool returned to TAGME via email
- Successful completion is 80% or better
- Scored by multiple reviewers
- Certification valid for 5 years

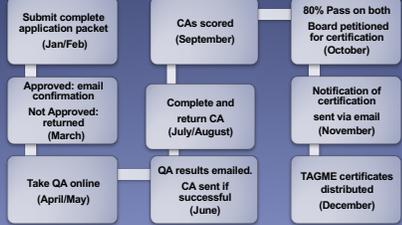


Certifying Assessment Knowledge Content Areas

- Duty Hours
- Competencies
- Website Navigation, Governing Bodies
- Recruitment and Recruitment Tools
- Next Accreditation System (NAS) and ADs
- Evaluations
- Procedural/Case Logs
- Clinical Competency Committees
- ECFMG
- ACGME Policies and Procedures
- Milestones and Competencies



Timeline



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    graph TD
      A[Submit complete application packet (Jan/Feb)] --> B[Approved: email confirmation  
Not Approved: returned (March)]
      A --> C[CA's scored (September)]
      B --> D[Take QA online (April/May)]
      C --> E[Complete and return CA (July/August)]
      C --> F[80% Pass on both Board petitioned for certification (October)]
      E --> G[QA results emailed. CA sent if successful (June)]
      F --> H[Notification of certification sent via email (November)]
      G --> I[TAGME certificates distributed (December)]
      H --> I
  
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Why are citations required?

An underlying philosophy is that the training administrator must have the ability to find the answer through utilization of resources, NOT the necessity of having instant recall



Preparation for Certification

- Knowledge of the day-to-day management of a training program is a major part of preparation for certification
- Know your resources:
 - ACGME Common Program Requirements
 - ACGME Institutional Requirements
 - ACGME Glossary of Terms
 - ACGME Policies and Procedures
 - TAGME Acronyms List
 - AOA Programs: Basic Documents for Osteopathic Postdoctoral Training Institutions
- Candidates must have the above documents available for the assessments to provide citations where required



- Ask other TAGME-certified Coordinators for their guidance
- Contact a Board Chair listed on TAGME website
- Study!
- Do not think because you do this everyday you will successful without proper preparation



What if I'm not successful?



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GME
ACGME + COMPETENCIES
- WORK HOURS = ?#%\$@

“Do I get partial credit for simply having the courage to get out of bed and face the world again today?”

One retake will be permitted if your first attempt is not successful

Maintenance of Certification



Criteria for Maintenance of Certification

Certification is valid for five years and you must apply for recertification during your fifth year. Application for maintenance of certification must include:

1. Documented meeting attendance. Must accumulate a total of 20 hours of Educational Credited (EC's) through attendance at one National, Regional, State, or Institutional meeting within the past 5 years. Meeting focus must be graduate medical education.



2. Webinars, podcasts, and on-line modules may provide for a maximum of 5 CE's toward the total credit.
 3. Professional growth experience - Must list a minimum of two personal professional development experiences within the past 5 years. Presentations at national, state, institutional, or program levels. Department orientation and Clinical Competence Committee are ineligible.
 4. Successful completion of your Global Maintenance of Certification Tool.
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- # Maintenance of Certification Assessment Tool
- Maintenance of Certification tool is in a format similar to the Certifying Assessment
 - Candidate will not need to repeat the Qualifying Assessment Tool
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Assessments

Application must be completed and submitted during the application window
January 1 – February 28



- # National Opportunities for Professional Growth
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- Serve on a Certification Review Board
 - Serve on the TAGME Board of Directors
 - Serve on a TAGME Committee or Task Force
 - Seek a national office
 - Networking opportunities
- 



Thank you!

Website: www.tagme.org

Email: info@tagme.org

National Board for Certification
Training Administrators of Graduate Medical Education

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

3/10/2016 - bjp updated